

**University of Waterloo**  
Department of Psychology  
HRM 305  
Health and Safety  
Spring 2014  
Tuesday 630:-920pm, AL124

**Instructor and T.A. Information**

Instructor: Derek Morgan  
Office: PAS 4038  
Office Phone: N/A  
Office Hours: By appointment only  
Email: d7morgan@uwaterloo.ca

T.A.	Vivian Chan	Lindie Liang
Email	vw5chan@uwaterloo.ca	lindie.liang@uwaterloo.ca
Office	PAS 4235	
Office Hours	By appointment only	

**Course Description**

This course is an introduction into the challenging and evolving field of occupational health and safety, and will enable you to gain an understanding of the ethical, legislative, technical, and management aspects of health and safety practice in human resources.

**Course Goals and Learning Outcomes**

This course will provide an introduction to occupational health and safety legislation, workplace hazards, and the administration of organizational health and safety practices.

Upon completion of this course, students should be able to:

- A. Understand the historical, moral, economical and legislative importance of a well-managed health and safety system.
  - Describe the regulatory framework surrounding occupational health and safety.
  - Illustrate the role/function of the workplace parties in occupational health and safety.
- B. Explain technical aspects of safety management including hazard recognition, assessment and control.
  - Identify, categorize, and discuss the various sources of workplace hazards.
  - Describe the process for controlling hazards and managing risk in the workplace.
- C. Understand the fundamental theories of worker protection and how these are applied in the workplace.
  - Identify how to recognize and analyze factors contributing to incidents/accidents.
  - How to determine root cause and establish correlations to incident/accident prevention.

- D. Discuss how to effectively manage an occupational health and safety program in the workplace.
- State the elements needed to create a health and safety management system.
  - Explain how the human resources professional is a key player in occupational health and safety (training, culture, disability management, program development, etc.)

**Required Text**

- Kelloway, E. Kevin., Francis, Lori., & Gatien, Bernadette. (2013). Management of Occupational Health and Safety (6th ed). Toronto, ON: Nelson.

**Course Requirements and Assessment**

Assessment	Date of Evaluation	Weighting
Group Term Paper Proposal	June 03, 2014	5%
Midterm Test	June 10, 2014	25%
Group Term Paper	July 22, 2014	25%
Peer Evaluation	July 29, 2014	10%
Final Exam	TBA	35%
Total		100%

**Midterm Test**

The midterm test will encompass all lectures and readings up to and including lecture 5. The midterm test will evaluate the student’s ability to apply knowledge and/or skills learned from the course. The test will be composed of multiple choice, true and false, short answer and a case study scenario based on assigned readings, as well as lecture material. Midterm tests will not be returned to the student.

**Group Term Paper**

In groups, students will select an industry of choice and identify one hazard from any one of the hazard categories (e.g. physical, chemical, biological, psychosocial, musculoskeletal disorders, or safety hazards) discussed during lecture. Students must select a hazard that is either inherent to the industry or attributed to a particular job or job function within that industry. Provide an overview of why the hazard is significant and present an analysis of the current injury/illness trends using relevant Canadian (federal or provincial) statistical evidence. Legislation applicable to the hazard must be described. Control measures for the hazard must be discussed, including how the control could be implemented, justification for your recommendations, and how they will be evaluated for effectiveness. Finally, discuss why the identified hazard is relevant to HRM professionals in the industry chosen.

Students will be required to prepare and submit a proposal (2 page maximum) outlining the industry, the hazard, why the hazard was chosen, describing how the group intends to address the abovementioned requirements, and a draft bibliography of references to be used.

Upon approval, students will prepare and submit a final paper (10 pages maximum). The page maximum does not include a title page, references, or appendices. The final paper is to be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides using a 12 pt. Times New Roman or

Calibri font. It must include a title page. All pages must be numbered and APA format used throughout. The final paper must also include the Group Assignment Checklist, containing the signatures and contributions of all group members. Final papers submitted without a completed Group Assignment Checklist will receive a grade of zero. The Group Assignment Checklist will be posted to Waterloo Learn. Each group will receive a “group mark” for the final paper. These marks will be individually adjusted (lowered) if a group member does not equally contribute to the success of the group – see Peer Evaluation. The group term paper is meant to be a collaborative endeavour with each group member contributing equally to the final product.

Students are expected to conform to the standards of academic integrity. Students must acknowledge the source of any information included in their submitted report that is not the work of the student or group. When academic misconduct (such as plagiarism) has been found to have occurred, disciplinary penalties may be imposed – see Academic Integrity.

### **Peer Evaluation**

Peer evaluations will be posted to Waterloo Learn. Each student must submit a peer evaluation for each group member, not including themselves, at the last lecture. This is mandatory, failure to submit all peer evaluations will result in a grade of zero for Peer Evaluation. The peer evaluation will give each student the opportunity to grade each member of their group. The instructor will review all peer evaluations and make appropriate adjustments to individual marks if deemed necessary (i.e. group member does not equally contribute to the work completed).

### **Final Exam**

The final exam will encompass the total course content and will be scheduled during the University’s Final Exam Period. Requests for early sittings and special consideration to accommodate travel plans are typically not granted. You are strongly advised not to make travel plans until the University has posted the final exam schedule. The final exam will evaluate the student’s ability to apply knowledge and/or skills learned during the course. The exam will be composed of multiple choice, true and false, short answer and case study scenarios based on assigned readings, as well as lecture material. Final exams will not be return to the student.

### **Course Outline**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>
1	May 06, 2014	Review course outline, expectations and class administration Introduction to Occupational Health & Safety (OHS)	Chapter 1
2	May 13, 2014	OHS Legislative Framework. Internal Responsibility System and Roles/ Responsibilities of Workplace Parties. Joint Health & Safety Committees. Due Diligence	Chapter 2
3	May 20, 2014	Introduction to Hazard Categories. Hazard Recognition, Assessment, Control,	Chapter 4

Week	Date	Topic	Readings Due
		and Evaluation	
4	May 27, 2014	Physical Hazards Musculoskeletal Disorders (Ergonomics)	Chapter 5 Chapter 4 (pg 93-94)
5	June 03, 2014	Chemical and Biological Hazards Psychosocial Hazards <b>Group Term Paper Proposal Due</b>	Chapter 6 Chapter 7
6	June 10, 2014	<b>Midterm Test</b>	No Readings
7	June 17, 2014	Workplace Violence & Harassment Safety Hazards	Chapter 8
8	June 24, 2014	Fire Safety and Emergency Planning Training	Chapter 11 Chapter 9
9	July 01, 2014	<b>No Class</b>	No Readings
10	July 08, 2014	Incident Investigation/Root Cause Analysis First Aid	Chapter 12
11	July 15, 2014	Workers Compensation Legislation Disability Management and Return to Work	Chapter 3 Chapter 13
12	July 22, 2014	Workplace Wellness and Health Promotion <b>Group Term Paper Due</b>	Chapter 14
13	July 29, 2014	Safety Behaviour and Organizational Safety Culture OHS Management Systems <b>Peer Evaluations Due</b>	Chapter 10

### **Late Work**

Students are responsible for ensuring that their work is submitted on time. Late submissions will be deducted 10% per day. All work (course requirements) must be submitted in hard copy and in class on the respective due date.

### **Information on Plagiarism Detection**

Plagiarism detection software will not be used to screen assignments or reports in this course. For all written assignments or reports a draft bibliography identifying and documenting all sources must be submitted at the specified date with a proposal.

### **Electronic Device Policy**

The classroom should be an environment of mutual respect and one that aims to foster learning. For that reason, cellular phones, smartphones, blackberries, iPods, and similar devices are prohibited in the classroom. Should a student choose to violate this request they may be asked to leave the classroom. The use of laptops for lecture-related purposes only is permitted. Non-lecture related use of laptops during class is disrespectful and disrupts the learning experience of others and thus will not be tolerated. Should a student choose to violate this request they may also be asked to leave the classroom.

## **Attendance Policy**

Attendance and active class participation is strongly encouraged. Students are expected to attend all classes and complete all required readings prior to class. It is the sole responsibility of the student to ensure they have all necessary information should they not be in attendance for the full duration of a class. While attendance will not be monitored, it will be the single most important factor to success in this course.

**Students requesting accommodation for course requirements (*assignments, midterm tests, final exams, etc.*) due to illness** should do the following:

- Seek medical treatment as soon as possible and obtain a completed [uWaterloo Verification of Illness form \(http://uwaterloo.ca/health-services/student-medical-clinic/services/verification-illness\)](http://uwaterloo.ca/health-services/student-medical-clinic/services/verification-illness)
- Submit that form to the instructor within 48 hours.
- (Preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either:

1. Waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. Provide an extension.

**In the case of bereavement**, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

## **Cross-Listed Course**

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

## **Academic Integrity**

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found

to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#).

**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4.

**Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72 - Student Appeals](#).

**Other sources of information for students:**

[Academic Integrity website \(Arts\)](#)

[Academic Integrity Office \(uWaterloo\)](#)

**Accommodation for Students with Disabilities**

**Note for students with disabilities:** The [AccessAbility Services](#) office, located in Needles Hall Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

**Concerns about the Course or Instructor (Informal Stage)**

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Studies (Myra Fernandes from July 1, 2012 through June 30, 2014) is available for consultation and to mediate a resolution between the student and instructor. Contact information is as follows:

Myra Fernandes

Email: [mafernan@uwaterloo.ca](mailto:mafernan@uwaterloo.ca)

Phone: 519-888-4567 ext 32142

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.