

University of Waterloo
Department of Psychology
HRM 305
Health and Safety
Winter 2014
Tuesday 6:30pm-9:20pm, AL124

Instructor and T.A. Information

Instructor: Derek Morgan
Office: Sessional Instructor Office (PAS 4038)
Office Phone: N/A
Office Hours: Tuesday 5:00pm-6:00pm or by appointment.
Email: Thru Waterloo Learn

| | | |
|--------------|--------------------------|----------------------|
| T.A. | Kevin Leung | Tracy Xiong |
| Email | kevin.leung@uwaterloo.ca | txxiong@uwaterloo.ca |
| Office | PAS 4232 | |
| Office Hours | Tuesday 10:00am-11:00am | |

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 resource professional is a key player in organizational health and safety (i.e. 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 |
|--------------------------|--------------------|-----------|
| In-Class Test #1 | January 28, 2014 | 20% |
| In-Class Test #2 | March 04, 2014 | 20% |
| In-Class Test #3 | April 01, 2014 | 20% |
| Media Report Proposal | February 11, 2014 | 5% |
| Media Report Final Paper | March 18, 2014 | 20% |
| Participation | | 15% |
| Total | | 100% |

In-Class Tests

There will be three in-class tests, each worth a total of 20% of the final grade. Each test will evaluate the student’s ability to apply knowledge and/or skills learned from the course. Tests will be composed of short, objective questions and case study scenarios based on assigned readings, as well as lecture material and in-class discussions. Non-attendance in class on a day of a test will result in a score of zero. Supportive documentation is required should you be faced with a medical or compassionate dilemma.

Media Report Proposal and Final Paper

Working in groups of three, students will be asked to identify a health and safety incident, case or court bulletin from a reliable newspaper, television, radio, or other media source. The incident or case must concentrate on a health and safety matter that has transpired in a Canadian workplace in the last five years (2009-2014). The report must provide a summary of the circumstances surrounding the incident or case (why and how it occurred) and any resultant outcomes. It must also provide an analysis of health and safety legislation (focus on Ontario legislation) applicable to the incident or case. A general overview of health and safety performance for the related industry or sector must be presented using injury/illness statistics from reputable sources. Based on the evidence found, comment on whether the incident or case is common to the industry or sector. The report must then identify how the incident or case could have been prevented, suggesting control measures and how they should have been implemented. Finally, considering the incident or case and the information consulted; discuss why the example used is relevant to HRM professionals.

Students will be required to prepare and submit a proposal (3 page maximum) outlining the incident or case, media source used with reference, and rationale for selection. Along with the proposal, students must include a draft bibliography documenting all sources of information they intend to reference for the final paper. Upon approval, students will then prepare and submit a final report (10 -15 pages).

Both the proposal and report are 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 for referencing. The final report must also include the Group Assignment Checklist, containing the signatures and contributions of all group members. Final reports submitted without a completed Group Assignment Checklist will receive a grade of zero. The Group Assignment Checklist will be posted to Waterloo Learn.

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 below.

Participation

Students will be expected to complete three, random, in-class assignments as part of an in-class participation mark. Students must be in class when the assignment is provided to be eligible for a mark. Students will be provided time to complete each assignment in class. Assignments not submitted by the end of class will not be eligible for a mark. Non-attendance in class on the day of an assignment will result in a score of zero. Each assignment is worth 5% of a student's total grade.

Course Outline

| Week | Date | Topic | Readings Due |
|------|--------------------|--|-----------------------------------|
| 1 | January 07 | Review course outline, expectations and class administration. Introduction to Occupational Health & Safety (OHS). | Chapter 1 |
| 2 | January 14 | OHS Legislative Framework. Internal Responsibility System and Roles/ Responsibilities of Workplace Parties. Joint Health & Safety Committees. Due Diligence. | Chapter 2 |
| 3 | January 21 | Introduction to Hazard Categories and their affects. Hazard Recognition, Assessment and Control. | Chapter 4 (pg. 81-90; 95-111) |
| 4 | January 28 | TEST #1 Physical Hazards. | Chapter 5 |
| 5 | February 04 | Chemical, Biological and Ergonomic Hazards. | Chapter 4(pg. 90-95) Chapter 6 |
| 6 | February 11 | Media Report Proposal Due. Psychosocial Hazards. Workplace Violence & Harassment. Safety Hazards. | Chapter 7 and 8 |
| 7 | February 18 | No class | No readings |
| 8 | February 25 | Training. Fire Safety and Emergency Planning. | Chapter 9 & 11 |

| Week | Date | Topic | Readings Due |
|------|----------|--|------------------|
| | | First Aid. | |
| 9 | March 04 | Test #2 Incident Investigations and Root Cause Analysis. | Chapter 12 |
| 10 | March 11 | Workers Compensation. Disability Management and Return to Work. | Chapter 3 and 13 |
| 11 | March 18 | Media Report Final Paper Due Workplace Wellness. Health Promotion. | Chapter 14 |
| 12 | March 25 | Safety Behaviour and Organizational Safety Culture. OHS Management System. Auditing, Evaluation and Continual Improvement. | Chapter 10 |
| 13 | April 01 | Test #3 | |

Late Work

Students are responsible for ensuring that their work is submitted on time. Late submissions will be deducted 10% per day. Work must be submitted in class.

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.

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. If a student wishes to use a laptop for lecture-related purposes they must obtain permission from the instructor. Laptop use will be determined on a case by case basis. Non-lecture related use of laptops during class is disrespectful to other students and the instructor and thus will not be tolerated.

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, there will be several in-class assignments that will be graded and contribute to the full portion of the aforementioned in-class class participation mark.

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](#) (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.