

**University of Waterloo**  
Department of Psychology  
HRM 305  
Health and Safety  
Winter 2015  
Tuesday 6:30pm-9:20pm, AL124

**Instructor and T.A. Information**

Instructor: Derek Morgan  
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|--------------|---------------------|---------------------------|
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**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 27, 2015            | 20%       |
| In-Class Test #2     | March 03, 2015              | 20%       |
| In-Class Test #3     | March 31, 2015              | 20%       |
| Seminar Presentation | See Waterloo Learn          | 25%       |
| Peer Evaluations     | See Waterloo Learn          | 5%        |
| Participation        | January 20 – March 24, 2015 | 10%       |
| Total                |                             | 100%      |

### In-Class Tests

There will be three in-class tests throughout the course of the term. Each test will evaluate the student’s ability to apply knowledge and/or skills learned from the course. Each test will be composed of multiple choice, true and false, short answer and a case study scenario based on assigned readings, lecture material and in-class discussions. Non-attendance in class on a day of a test may result in a score of zero. Supportive documentation is required should a student be faced with a medical or compassionate dilemma. In-class tests will not be returned to students. Should a student have a complaint about a grade received, they should contact the TA’s first to review their concern within a reasonable period of receiving their grade. If, following review by the TA, the student requires further clarification or is unsatisfied with the explanation provided, they are instructed to submit a written explanation to the instructor regarding their complaint. Upon review, a final decision will be provided by the instructor.

### Seminar Presentation

An important element of any health and safety program is the communication of clear, concise, and meaningful information. Students will be assigned to a group of approximately 4 members by the instructor. Each group will be responsible for delivering an in-class presentation of approximately 20 minutes in duration. Groups will pick their own topics from a list provided on Waterloo Learn which relates to the weekly topics in the course outline. In addition to the seminar presentation each group will be responsible for also creating a one page handout or pamphlet (front and back) and a 5 page resource document on the topic chosen. Seminar groups will be posted to Waterloo Learn. Additional information concerning expectations and requirements will be posted to Waterloo Learn.

### Peer Evaluations

Peer evaluations will be posted to Waterloo Learn. Each student must submit a Peer Evaluation for each group member, not including themselves, for the seminar presentation. This is mandatory, failure to submit a Peer Evaluation will result in a grade of zero. 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).

### Participation

Beginning January 20, 2015 (week 3) until March 24, 2015 (week 12) students will be expected to complete a Lecture Evaluation as part of an in-class participation mark. Students must be in class to complete the Evaluation to be eligible for a mark. Students will be provided time to complete the Evaluations in class. Evaluations 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. Supportive documentation is required should a student be faced with a medical or compassionate dilemma.

### Course Outline

| Week | Date               | Topic  | Readings Due  |
|------|--------------------|--|---|
| 1    | January 06         | Review course outline, expectations and class administration.<br>Introduction to Occupational Health & Safety (OHS).   | Chapter 1   |
| 2    | January 13         | OHS Legislative Framework.<br>Internal Responsibility System and Roles/<br>Responsibilities of Workplace Parties.<br>Joint Health & Safety Committees.<br>Due Diligence. | Chapter 2   |
| 3    | January 20         | Introduction to Hazard Categories and their affects.<br>Hazard Recognition, Assessment and Control.  | Chapter 4 (pg. 81-91; 95-111)   |
| 4    | January 27         | TEST #1<br>Physical Hazards.   | Chapter 5   |
| 5    | February 03        | SEMINAR PRESENTATIONS<br>Chemical, Biological and Musculoskeletal Hazards.   | Chapter 4 (pg. 93-95)<br>Chapter 6<br>OHSCO MSD Resource Document (pg. 1-6; 19-28; and 47-53) |
| 6    | February 10        | SEMINAR PRESENTATIONS<br>Psychosocial Hazards.<br>Workplace Violence and Harassment.<br>Safety Hazards.  | Chapter 7 and 8<br>Burr & Skaith (2006)   |
| 7    | <b>February 17</b> | <b>No class</b>  | <b>No Readings</b>  |
| 8    | February 24        | SEMINAR PRESENTATIONS<br>Incident Investigations and Root Cause Analysis.<br>First Aid.  | Chapter 11 (pg. 293-294)<br>Chapter 12<br>Hosseinian & Torghabeh (2012)                       |
| 9    | March 03           | TEST #2<br>Training.<br>Fire Safety and Emergency Planning.  | Chapter 9<br>Chapter 11   |

| <b>Week</b> | <b>Date</b> | <b>Topic</b>   | <b>Readings Due</b>        |
|-------------|-------------|--|----------------------------|
| 10          | March 10    | SEMINAR PRESENTATIONS<br>Workers Compensation Legislation<br>Disability Management and Return to<br>Work   | Chapter 3<br>Chapter 13    |
| 11          | March 17    | SEMINAR PRESENTATIONS<br>Workplace Wellness and Health<br>Promotion.                                       | Chapter 14                 |
| 12          | March 24    | SEMINAR PRESENTATIONS<br>Safety Behaviour and Organizational<br>Safety Culture.<br>OHS Management Systems. | Chapter 10<br>Zohar (1980) |
| 13          | March 31    | TEST #3  | No Readings                |

### **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 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 detailed bibliography identifying and documenting all sources must be submitted with all written material.

### **Electronic Devices 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, there will be several in-class Lecture Evaluations that will be graded and contribute to the full portion of the aforementioned 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.

## **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 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.