

## Instructor Information

**Instructor:** Amin Yazdani, PhD, CSP

**Office:** BMH 1106

**Office hours:** Wednesdays 2:30 – 3:30PM or by appointment

**Contact info:** Please contact via [email](mailto:ayazdani@uwaterloo.ca) if you have any questions or concerns. [ayazdani@uwaterloo.ca](mailto:ayazdani@uwaterloo.ca)

### Teaching Assistants:

TA's name	Email address	Office hours and location
Polly Cheng	p25cheng@uwaterloo.ca	Monday 2:00PM – 3:00PM @ PAS 4238

## Course Description

This course is an introduction into the challenging and evolving field of occupational health and safety, and will enable students to gain an understanding of the ethical, legislative, technical, and management aspects of health and safety practice in human resources. The course will provide a broad introduction to occupational health and safety for those with no previous experience with the subject material. Through the use of lecture, multi-media, case-law examples, and group exercises students will explore the impacts of occupational health and safety in the workplace to better understand how to apply core health and safety concepts and principles.

## 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 (e.g. training, culture, disability management, program development, etc.)

## Required Student Resources

There will be class Weekly Readings that address the core content of the lectures.

- Nelson. Kelloway, E. Kevin., Francis, Lori., & Gatien, Bernadette. (2017). *Management of Occupational Health and Safety* (7th ed). Toronto, ON: Nelson
- Ontario's Occupational Health and Safety Act ([available online](#))

The following additional resources provide students with great resources on available Canadian OHS Standards.

- Canadian Standard Association Standard. (2014). [Occupational Health and Safety Management](#) (CSA-Z1000). Mississauga, ON: CSA.
- Canadian Standard Association Standard. (2017). [Office Ergonomics – An application standard for workplace ergonomics](#) (CSA-Z412). Mississauga, ON: CSA.
- Canadian Standard Association Standard. (2014). [Psychological health and safety in the workplace - Prevention, promotion, and guidance to staged implementation](#) (CSA-Z1003). Mississauga, ON: CSA.

A series of HRM 305 *Powerpoint Lecture Notes* will be provided on the HRM 305 WaterlooLearn portal every week. Additional series of *Weekly Readings* will be specified by the instructor or guest lecturers during the term, and either available online or with the citation listed on the HRM 305 LEARN course website.

## Evaluation

- Case studies (4): 40%
- In-class tests (2): 30%
- Assignment: 30%

Instructions for case studies and assignment will be posted in WaterlooLearn.

## Course Calendar

### Tentative Weekly Schedule – Winter 2018

Week	Date	Content/Topic	Reading	Expectations and Evaluations
1	Jan 3	Class administration Define Health and Wellness	No Reading	
2	Jan 10	Introduction to OHS History of OHS	Chapter 1	
3	Jan 17	Internal responsibility system and the role of various stakeholders	Chapter 2	Case Study 1 (10%) Due date: Jan 20 (11:59PM)
4	Jan 24	Worker compensation legislation Disability management and return to work	Chapter 3, 13	Case Study 2 (10%) Due date: Jan 27 (11:59PM)
5	Jan 31	Hazard identification, assessment, & control	Chapter 4	
6	Feb 7	Hazard categories and their affects	Chapter 5, 6	Case Study 3 (10%) Due date: Feb 10 (11:59PM)
7	Feb 14	Workplace psychological health & safety	Chapter 7	In-class test 1 (15%)
<b>STUDENT DAYS (FEB 19 -23)</b>				
8	Feb 28	Workplace violence and harassment	Chapter 8	
9	March 7	Incident investigations and root cause analysis	Chapter 12	Case Study 4 (10%) Due date: March 10 (11:59PM)
10	March 14	Fire safety and emergency planning	Chapter 11	Assignment (30%) due date: March 17 (11:59PM)
11	March 21	Safety behaviour, organizational safety culture, and OHS management systems	Chapter 9, 10	
12	March 28	Workplace wellness and health promotion	Chapter 14	In-class test 2 (15%)

#### Important dates:

Evaluation	Date	Weight	Online Submission Due
Case Study 1	Jan 17	10%	Jan 20 (11:59PM)
Case Study 2	Jan 24	10%	Jan 27 (11:59PM)
Case Study 3	Feb 7	10%	Feb 10 (11:59PM)
Case Study 4	March 7	10%	March 10 (11:59PM)
In-class test 1	Feb 14	15%	-
In-class test 2	March 28	15%	-
Assignment	Jan 17	30%	March 14 (11:59PM)

## Policies and General Information

### Waterloo LEARN and Course Communication

This course will make use of Waterloo LEARN. Prior to each class, lecture power point presentations will be posted in LEARN. Students are responsible for all e-mail that is sent to their official UWaterloo email address. Please check e-mail and LEARN regularly for important and time sensitive messages. The preferred method of communication with the Instructors and the TA are direct messages to individual e-mail addresses listed under Instructor and TA Information section.

Students are advised to check the University of Waterloo Homepage as well as LEARN for important announcements should an emergency arise (e.g. weather related issues). See "Official Student E-Email Address" for further details (e.g. procedures and warnings regarding forwarding e-mail to other accounts). <http://ist.uwaterloo.ca/cs/uWaterlooTstudentguidelines.html>.

### 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. Furthermore, all students participating in group work will be required to complete a Group Assignment Checklist (refer to Waterloo Learn for this document).

### Intellectual Property

Students should be aware that this course contains the intellectual property of their Instructors. Intellectual property includes items such as: a.) Lecture content, spoken and written (and any audio/video recording thereof); b.) Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides); or c.) Work protected by copyright (e.g., any work authored by the Instructor or TA or used by the Instructors or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student's educational experience. However, sharing this intellectual property without the intellectual property owner's permission is a violation of intellectual property rights. For this reason, it is necessary to ask the Instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an Instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, the Instructor may be willing to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the Instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check <http://www.uwaterloo.ca/academicintegrity> for more information.]

**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, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity [check <http://www.uwaterloo.ca/academicintegrity/>] to avoid committing an academic offence, 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

For typical penalties check Guidelines for the Assessment of Penalties, <https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-penalties>

**Appeals:** A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

**Note for Students with Disabilities:** Accessibility Services, located in Needles Hall, Room 1401, 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 Accessibility Services at the beginning of each academic term. <https://uwaterloo.ca/accessability-services/>

### **Accommodation for Course Requirements**

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](#)
- Submit that form to the Instructor within 48 hours.
- If possible, 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 assignment deadline, midterm test, or quiz, the Instructor will either:

- 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
- 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.

Elective arrangements such as travel plans are not acceptable grounds for granting accommodations to course requirements per the [uWaterloo Examination Regulations and Related Matters](#).

### **Mental Health Services**

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

### **On Campus**

- Counselling Services: [counselling.services@uwaterloo.ca](mailto:counselling.services@uwaterloo.ca) / 519-888-4567 ext. 32655
- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and

### **Counselling Services**

- Health Services Emergency service: located across the creek from Student Life Centre
- Off campus, 24/7
- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 ext. 213

Full details can be found online at the Faculty of ARTS [website](#)

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

### **Territorial Acknowledgement**

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River.

### **Official Version of the Course Outline**

If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on Waterloo LEARN, the outline on LEARN will be deemed the official version. Outlines on LEARN may change as Instructors develop a course, but they become final as of the first class meeting for the term.

### **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/PSYCH cross-list will count in the Philosophy major average, even if the course was taken under the Psychology rubric.