

**University of Waterloo**  
Department of Psychology  
HRM 305  
Health and Safety  
Spring 2016  
Tuesday 6:30pm-9:20pm, AL124

**Instructor and T.A. Information**

Instructor: Derek Morgan  
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T.A.	<b>Vincent Phan</b>
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Office Hours	By appointment

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

### Required Text

- Kelloway, E. Kevin., Francis, Lori., & Gatién, Bernadette. (2013). Management of Occupational Health and Safety (6th ed). Toronto, ON: Nelson
- Ontario Occupational Health and Safety Act (R.S.O. 1990) – online version [here](#)

### Course Requirements and Assessment

Assessment	Date of Evaluation	Weighting
In-Class Test #1	May 24, 2016	25%
In-Class Test #2	June 21, 2016	25%
In-Class Test #3	July 19, 2016	25%
Group Report Project	See Waterloo Learn	20%
Peer Evaluation	See Waterloo Learn	5%
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, fill in the blank and short answer questions 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 any questions about a grade received, they should follow the process outlined here - contact the TA 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 concern. Upon review, a final decision will be provided by the instructor to the student.

### Group Presentation Project

An important element of any health and safety program is the communication of clear, concise, and meaningful information. Students will be responsible for creating a group of five (5) members. Each group will be responsible for delivering an in-class presentation of approximately 30-45 minutes in duration. Groups will choose their own topic from a pre-determined list provided by the instructor. Should a group choose a topic not on the list provided, the instructor must be informed and approve the topic before a group begins their work. Group presentation topics must be related to the lecture topics listed in the course outline. In addition to the presentation, each group will be responsible for creating a one page handout or pamphlet (front and back is acceptable) and an 8-10 page (not including references or appendices) resource document on the topic chosen. Additional information concerning expectations and requirements are posted to Waterloo Learn.

The resource document must 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 document must also include the Group Assignment Checklist, containing the signatures and contributions of all group members, upon submission. A submission without a completed Group Assignment Checklist will be subject to a grade of zero. The Group Assignment Checklist is 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 documents that are 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.

### **Peer Evaluations**

Each student must submit a Peer Evaluation for their group members, not including themselves, for the Group Presentation Project. This is mandatory, failure to submit a Peer Evaluation will result in a grade of zero for the Peer Evaluation and Group Presentation Project. Supportive documentation is required should a student be faced with a medical or compassionate dilemma and therefore unable to submit the 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 the final individual mark received for the Group Presentation Project if deemed necessary (i.e. group member does not equally contribute to the work completed). The Peer Evaluation form is posted to Waterloo Learn and must be submitted via the Drop Box on Waterloo Learn.

### **Attendance**

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. Although attendance will not be monitored it will be the single most important factor to success in this course.

### **Electronic Devices**

The classroom should be an environment of mutual respect and one that aims to foster learning. For that reason use of 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 is permitted for lecture-related purposes only. 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.

### **Course Outline**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>
1	May 03, 2016	Review course syllabus, expectations and class administration.	Chapter 1

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>
		Introduction to OHS Internal Responsibility System	
2	May 10, 2016	Occupational Health & Safety Act	Chapter 2 Ontario Occupational Health & Safety Act
3	May 17, 2016	Occupational Health & Safety Act and Due Diligence	Chapter 2 Ontario Occupational Health & Safety Act
4	May 24, 2016	TEST #1 Hazard Recognition, Assessment, and Control Introduction to Hazard Categories and their Affects	Chapter 4
5	May 31, 2016	GROUP PRESENTATIONS Physical, Chemical, and Biological Hazards	Chapter 5 and 6
6	June 07, 2016	GROUP PRESENTATIONS Psychosocial (Workplace Violence and Harassment) and Musculoskeletal Disorders (MSD)	Chapter 7 and 8
7	June 14, 2016	GROUP PRESENTATIONS Safety Hazards Fire Safety and Emergency Planning	Chapter 11
8	June 21, 2016	Test #2 Incident Investigations and Root Cause Analysis	Chapter 12 Reason (2000)
9	June 28, 2016	GROUP PRESENTATIONS Workers Compensation Legislation Disability Management and Return to Work	Chapter 3 Chapter 13
10	July 05, 2016	GROUP PRESENTATIONS Workplace Wellness and Health Promotion	Chapter 14
11	July 12, 2016	Safety Behaviour and Organizational Safety Culture OHS Management Systems	Chapter 10
12	July 19, 2016	TEST #3	No Readings

### **Late Work**

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

## **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. See the [UWaterloo Academic Integrity webpage](#) and the [Arts Academic Integrity webpage](#) for more information.

**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](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

## **Concerns About a Course Policy or Decision**

**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 (Richard Eibach) is available for consultation and to mediate a resolution between the student and instructor: Email: [reibach@uwaterloo.ca](mailto:reibach@uwaterloo.ca); Ph 519-888-4567 ext. 38790

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 [72](#) below for further details.

**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. When in doubt, please be certain to contact Richard Eibach, the Associate Chair for Undergraduate Studies who will provide further assistance; [reibach@uwaterloo.ca](mailto:reibach@uwaterloo.ca).

**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](#).

## **Accommodation for Students with Disabilities**

**Note for students with disabilities:** The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (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 the AS office at the beginning of each academic term.

## **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 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, midterm test, or quiz, 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.

## **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 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.

## **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 (Richard Eibach from July 1, 2015 through June 30, 2016) is

available for consultation and to mediate a resolution between the student and instructor. Contact information: Richard Eibach Email: [reibach@uwaterloo.ca](mailto:reibach@uwaterloo.ca); Ph 519-888-4567 ext. 38790

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.