

University of Waterloo
Human Resources Management Program
Department of Psychology
HRM 305
Health and Safety
Fall 2020
Distance Learning Format

Lecturer & TA Information

Lecturer: Neil McDermott
Email: n2mcdermott@uwaterloo.ca
Office: Virtual office only
Office Hours: Monday nights (7:30 pm to 9:30 pm) by appointment, alternative times on a case-by-case basis or where it conflicts with a holiday Monday

T.A. Roxy Merkand
Email: rmerkand@uwaterloo.ca
Office: Virtual office only
Office Hours: By appointment only

Course Description

This distance-learning (remote delivery) course is an introduction to 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 overview of occupational health and safety making it suitable for students with no previous experience with the subject material. Utilizing lectures and assignments, students will explore the impacts of occupational health and safety in the workplace to understand how to apply core health and safety concepts and principles.

Course Goals & Learning Outcomes

This distance-learning course will introduce 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.
 - Understand the regulatory framework surrounding occupational health and safety and workers compensation and return to work.
 - Describe the role/function of the workplace parties in occupational health and safety.
 - Apply knowledge to the development and response of legislative (OHSA/WSIB) questions.
- B. Explain technical aspects of safety management including hazard recognition, assessment, control and evaluate.
 - Identify, categorize, and discuss the various sources of workplace hazards.

- Describe the process for controlling hazards and managing risk in the workplace.
 - Apply knowledge and understanding to the development of presentation slides and a visual learning aid (poster or infographic).
- C. Understand the fundamental theories of worker protection and how these are applied in the workplace.
- Learn how to recognize and analyze factors contributing to incidents/accidents.
 - Determine root cause through incident/accident investigation and reporting.
- D. Discuss how to effectively lead and manage a health and safety program in the workplace.
- Understand the meaning, the components, and how to create both an organizational and hazard-specific occupational health and safety program.
 - Understand the importance of values, leadership, culture, and management systems.
 - Explain how the human resource professional is a key player in occupational health and safety (e.g., training, culture, disability management, program development, etc.).
 - Apply knowledge and understanding to the development of a hazard specific prevention program or research report to inform decision-making.

Required Text

- Kelloway, E. Kevin., Francis, Lori., & Gatien, Bernadette. (2020). Management of Occupational Health and Safety (8th ed). Toronto, ON: Nelson

You can purchase a paperback or e-text version of the textbook through the University Book store: (<https://wstore.uwaterloo.ca>).

Lecture material will make reference to the 8th edition. Older versions of the textbook are to be used at your own discretion.

Students do not need to purchase mindtap from Nelson.

- Ontario Occupational Health and Safety Act (R.S.O. 1990) – online version [here](#)

Due to the status and impact of COVID-19 at the University, this term we do not anticipate that students will be able to access the course text through the library reserve.

Waterloo LEARN & Course Communication

This course will make use of Waterloo LEARN. LEARN allows for the posting of course PowerPoint lectures, supporting material and references. LEARN will also be utilized for course announcements, discussions and posting of assignments.

Virtual lectures and zoom drop-in sessions will be held on Monday nights between 6:30 pm and 9:30 pm where students can link-in, ask questions and obtain clarification around course content and assignments. Students are highly encouraged to participate in these Monday night lectures. These asynchronous lectures, however, will be recorded for the benefit of all students who may not be able to attend.

Students are responsible for all e-mail that are 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 lecturer and the TA are direct messages to individual e-mail addresses listed above under the lecturer and TA information section. As it relates to clarity around course material and assignments, students should reach out after they have reviewed all applicable material. Students who have not done so already will be asked to go back and review this information first.

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>.

Course Requirements & Assessment

Assessment	Date of Evaluation	Weighting
Assignment #1	October 19, 2020	20%
Assignment #2	November 9, 2020	40%
Assignment #3	December 7, 2020	40%
Total		100%

Course Outline & Schedule

Week	Date	Topic	Required Reading	Lecture #
Part I - Legislation (OHSA, WSIB)				
1	September 14, 2020	Course Introduction; Introduction to OHS & The Internal Responsibility System	Chapter 1	1
2	September 21, 2020	Occupational Health & Safety Act & Due Diligence	Chapter 2 Ontario Occupational Health & Safety Act	2
3	September 28, 2020	Occupational Health & Safety Act & Joint Health & Safety Committee (JHSC)	Chapter 2 Ontario Occupational Health & Safety Act	3
4	October 5, 2020	Workers Compensation Legislation, Disability Management, & Return to Work	Chapter 3 Chapter 13	4
Part II - Hazard & Risk Assessment				
5	October 12, 2020	Reading Week	Reading Week	NA
6	October 19, 2020	Assignment #1 Hazard Recognition, Assessment, & Control; Introduction to Hazard Categories & Their Affects	Chapter 4	5

Week	Date	Topic	Required Reading	Lecture #
7	October 26, 2020	No Lecture – Self Learning Physical, Chemical, & Biological Hazards	Chapters 5 and 6	NA
8	November 2, 2020	No Lecture – Self Learning Psychosocial (Workplace Violence & Harassment), Musculoskeletal Disorders & Safety Hazards	Chapters 7 and 8 Chapter 4 (pg. 86- 89; 99-102)	NA
Part III - Management, Leadership & Culture				
9	November 9, 2020	Assignment #2 Incident Investigations & Root Cause Analysis	Chapter 12 Reason (2000)	6
10	November 16, 2020	Fire Safety Emergency Planning & Response	Chapter 11	7
11	November 23, 2020	Workplace Wellness & Health Promotion	Chapter 14	8
12	November 30, 2020	Safety Behaviour, Organizational Safety Culture, & OHS Management Systems	Chapter 10	9
13	December 7, 2020	Assignment #3	No Readings	

Lectures

Lectures (PPT) will be conducted virtually, recorded and posted each week in LEARN (except during two self-learning weeks). Typically, on a Monday night, and in some cases lecture material may be released sooner, to allow students to progress at a faster pace. Students are responsible each week to read and learn the content and complete assigned readings (as per the course outline and the schedule above). Students will be expected to apply their knowledge learned to three (3) assignments. How well a student understands the course material will play a role in their overall success.

Distance Learning

Historically, students that attend class do significantly better. As this is a distance-learning course, attendance of in-class lectures is not applicable, but students are highly encourage to attend and participate in virtual lectures and zoom drop-in sessions. Success is determined by how well a student understands the course material and their ability to keep up with assigned course work and evaluations (assignments). It is the sole responsibility of the student to recognize that this is an independent learning (remote delivery) course, and as such must allocate sufficient time and plan accordingly.

Assignments

Student are required to complete three (3) assignments that make up 100% of their overall mark. The assignments are created to complement the course material so students can apply their knowledge to a real world situation. In the absence of tests, this will allow for evaluation at a higher level.

A description of each assignment will be posted on LEARN that will communicate expectations and requirements. Each assignment will also come with a grading rubric. This is meant to be a general guide and marking scheme to help inform the main areas being evaluated. During weekly lectures and zoom drop-in sessions, more information will be provided. It is the responsibility of the student to read, listen and understand this information and seek clarification where needed.

All assignments are to be completed individually and must be original work. Student must pick a topic, if applicable (assignment #2 and #3 only), from a pre-determined list. Should a student want to pick a topic not on the pre-determined list, the lecturer must be informed and approve the topic before a student begins their work.

Each assignment has a due date (see course outline above) that corresponds to the course content and is evenly spread out to distribute workload throughout the term. To allow for maximum flexibility, students can hand in their assignments one week before the applicable due date.

Important: Assignments must be posted to LEARN (through dropbox) by 12 noon (UTC-05:00; Eastern Time; US & Canada) on the day in which they are due. The submission must contain an electronic copy of their work in both a PDF format and the original format it was prepared. The file must be labelled using the following nomenclature: Course Code - Full Name - Student Number - Assignment # - Description (i.e., HRM 305 - Neil McDermott - 4565223454 – Assignment #3 – Research Paper.doc).

Marks without comments will be posted to LEARN. The mark for the final assignment will not be posted, but can be calculated using your final grade obtained through QUEST. Unofficial grades appear in QUEST on December 24th, 2020. Students with concerns about their marks should start with the TA who will escalate as needed. The lecturer can remark on a case-by case, but the grade can go up or down.

Late Work

Students are responsible for ensuring their assignments are submitted on time. Students have been given the flexibility to hand in their assignments early. Late submissions will be deducted 10% per day on the overall value of the subject assignment. A 5-minute grace period has traditionally been applied to late assignments.

Accommodation for Course Requirements

Students requesting accommodation for course requirements (assignments) due to illness should do the following:

- Inform the lecturer and TA if you have fallen ill and you will obtain a medical note to support your accommodation request.
- Seek medical treatment as soon as possible and obtain a completed uWaterloo: [Verification of Illness Form \(VIF\)](#).

- Submit the VIF within 48 hours (unless medically unable to do so because of serious illness). Scan or take a picture unless requested to submit the original VIF by mail.

The new due date will be set by the lecturer or TA based on the information obtained through the VIF and student communication. The student does not dictate or set the timeline. Travel and work schedules will not be considered.

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

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

Plagiarism

Students are expected to conform to the standards of academic integrity. Presentations or other written work submitted for other courses cannot be used in this course. Plagiarism is an academic offence. 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.

Intellectual Property

Students should be aware that this course contains the intellectual property of their lecturer. 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 lecturer or TA or used by the lecturer 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. Sharing this intellectual property without the intellectual property owner's permission, however, is a violation of intellectual property rights. For this reason, it is necessary to ask the lecturer, 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 a lecturer, 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 lecturer 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 lecturer 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

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](#).

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 Affairs who will provide further assistance; reibach@uwaterloo.ca.

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](#).

Academic Freedom at the University of Waterloo

[Policy 33, Ethical Behaviour](#) states, as one of its general principles (Section 1), “The University supports academic freedom for all members of the University community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy, 'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The academic environment which fosters free debate may from time to time include the presentation or discussion of unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively as possible.” This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6.

Accommodation for Students with Disabilities

Accommodations for student with disabilities can apply to distance – learning. 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.

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 / 519-888-4567 ext. 32655
- [MATES](#): one-to-one peer support program offered by Waterloo Undergraduate Student Association (WUSA) 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: 519-749-4300 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.

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.

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 10 kilometers on each side of the Grand River.

For more information about the purpose of territorial acknowledgements, please see the [CAUT Guide to Acknowledging Traditional Territory \(PDF\)](#).

Official Version of the Course Outline

Outlines on LEARN may change as the lecturer develops a course, but they become final at the end of the first week for the term. If there is a discrepancy between this outline (i.e., if a student accesses a copy of the course outline posted on the University website) and the outline posted on Waterloo LEARN, the outline on LEARN will be deemed the official version.