

**University of Waterloo**  
Department of Psychology  
HRM 305  
Health and Safety  
Winter 2017  
Wednesday 6:30pm-9:20pm, AL124

**Instructor and TA Information**

Instructor: Derek Morgan  
Office: Sessional Office (PAS 4212)  
Office Phone: N/A  
Office Hours: By appointment  
Email: d7morgan@uwaterloo.ca

T.A. Emily Grant  
Email e3grant@uwaterloo.ca  
Office PAS 2254  
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 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 Text**

- Kelloway, E. Kevin., Francis, Lori., & Gatien, 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](#)

One copy of the required course text, Management of Occupational Health and Safety (6th ed), will be placed on reserve at the Library to provide students with access to selected readings from the text.

**Course Requirements and Assessment**

Assessment	Date of Evaluation	Weighting
In-Class Test #1	January 25, 2017	25%
In-Class Test #2	March 01, 2017	25%
In-Class Test #3	March 29, 2017	25%
Group Report Project	March 15, 2017	20%
Peer Evaluation	March 15, 2017	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 recall information learned and apply knowledge and/or skills learned. 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. Note that all material from the required course text book may not be covered during class time. Students are responsible for all assigned chapters for all tests unless stated otherwise. In-class tests are not cumulative, meaning the student will only be evaluated on content from the three lectures prior to the scheduled test date. 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. The student is expected to 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, via email, to the Instructor regarding their concern. Upon review, a final decision will be provided by the Instructor to the student.

**Group Report Project**

An important element of any health and safety program is the communication of clear, concise, and meaningful information. Working in groups of four (4), chosen by the students, group members 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 an Ontario workplace in the last two years (2014-2016). Once a group has been formed and an incident or case has been chosen it must be posted to Waterloo LEARN. A representative from the group must post on the Discussion Forum the names of their group members along with the health and safety incident or case they will be reviewing. All incidents and cases are chosen on a first come, first serve basis. Once an incident or case has been selected it is no longer available for other groups to choose. A topic or incident can only be posted once a group has been formed. An individual or individuals cannot select a topic and then form a group at a later date. All groups and cases must be posted to Waterloo LEARN by end of day on January 25, 2017. For further instructions please review the Discussion Forum.

The report is to be no more than 10 pages (not including references or appendices). The report is 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.

The report must include the following information: a.) Brief summary of the circumstances surrounding the incident or case (why and how it occurred) and any resultant outcomes; b.) Brief analysis of any health and safety legislation (focus on Ontario legislation) applicable to the incident or case; c.) General overview of health and safety injury statistics for the related industry or sector for which the incident or case occurred using reputable sources; d.) Comment on whether the incident or case is common to the industry or sector based on injury statistics provided; e.) Identify how the incident or case could have been prevented, suggesting control measures and how they could have been implemented; and f.) Discuss why the example chosen and its impact or outcome(s) is relevant to HRM professionals. Each group will be evaluated on the presentation, applicability, and quality of information provided for each section. The Group Report Project must be submitted in class on March 15, 2017.

Students are expected to conform to the standards of academic integrity. Essays 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.

### **Peer Evaluations**

Each student must submit a Peer Evaluation for their group members, not including themselves, for the Group Report 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 on time. The Peer Evaluation will give each student the opportunity to grade each members contribution as a group member to the Group report project. The Instructor will review all Peer Evaluations and make appropriate adjustments to a student’s final Peer Evaluation and Group Presentation Project mark if deemed necessary. A grade adjustment will be applied in cases of poor or unacceptable collaborative work which may include, but is not limited to the following, a lack of reasonable communication with group members, failure to cooperate with group members, not submitting work to be completed, expecting other members to complete a majority of the group work or not equally contributing to the work completed. The Peer Evaluation form is posted to Waterloo Learn and must be submitted via the Drop Box on Waterloo LEARN by end of day (midnight) on March 15, 2017.

**Late Work**

Students are responsible for ensuring their work is submitted on time. Late submissions will be deducted 10% per day. All work required to be submitted, with the exception of the Peer Evaluation (see Peer Evaluation for more information), must be done in class on the noted due date in hard copy.

**Retention of Unclaimed Course Work**

Graded tests as well as unclaimed graded assignments for this course will be kept in storage in the Psychology Department for a maximum of 16 months after the final grades have been submitted to the Registrar's Office. After that time, documents will be destroyed in compliance with the Universities confidential shredding procedures.

**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	January 04, 2017	Review course syllabus, expectations and class administration.	Chapter 1

Week	Date	Topic	Readings Due
		Introduction to OHS Internal Responsibility System	
2	January 11, 2017	Occupational Health and Safety Act	Chapter 2 Ontario Occupational Health & Safety Act
3	January 18, 2017	Occupational Health and Safety Act and Due Diligence	Chapter 2 Ontario Occupational Health & Safety Act
4	January 25, 2017	TEST #1 Hazard Recognition, Assessment, and Control Introduction to Hazard Categories and their Affects	Chapter 4
5	February 01, 2017	Physical, Chemical, and Biological Hazards	Chapter 5 and 6
6	February 08, 2017	Psychosocial (Workplace Violence and Harassment) and Musculoskeletal Disorders (MSD)	Chapter 7 and 8 Chapter 4 (pg. 91-95)
7	February 15, 2017	Safety Hazards Fire Safety and Emergency Planning	Chapter 11
	February 22, 2017	NO CLASS	No Readings
8	March 01, 2017	TEST #2 Incident Investigations and Root Cause Analysis	Chapter 12 Reason (2000)
9	March 08, 2017	Workers Compensation Legislation Disability Management and Return to Work	Chapter 3 Chapter 13
10	March 15, 2017	GROUP REPORT PROJECT & PEER EVALUATION DUE Workplace Wellness and Health Promotion	Chapter 14
11	March 22, 2017	Safety Behaviour and Organizational Safety Culture OHS Management Systems	Chapter 10
12	March 29, 2017	TEST #3	No Readings

### **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. Student are responsible for all e-mail that is sent to the official uWaterloo email address. Please check e-mail and LEARN regularly for important and time sensitive messages. The preferred method of communication with the Instructor 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., major snow storm). 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 Instructor. 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 Instructor 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**

**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 Affairs (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

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](mailto: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](#)

### **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:

- 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.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

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

### **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.

### **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.