

UNIVERSITY OF WATERLOO
HRM 305 – OCCUPATIONAL HEALTH & SAFETY
Winter 2011

Lecturer:	Kate Windsor Email: thru UW-ACE or kwindsor@uwaterloo.ca
Office Hours:	6:00 – 6:30pm Thursdays (room 'tba') or by appointment
Text:	Kelloway, E. Kevin, and Francis, Lori, Management of Occupational Health and Safety (Fifth Edition).
Teaching Assistant:	Zhaleh Semnani Email: zsemnani@uwaterloo.ca Office Hours: TBA
Lecture Time/Location:	Thursdays 6:30 – 9:20 pm in AL 208
Department Contact:	Theresa Bauer, HRM Advisor, Department of Psychology tbauer@uwaterloo.ca
Course Web Page:	Postings on the course ACE page include: course outline, office hours, lecture handouts and powerpoint slides, announcements, and so forth. On your browser, type in: http://uwace.uwaterloo.ca . Provide your Quest/UWdir userid and password, and then click on HRM-305.
HRM website:	http://www.psychology.uwaterloo.ca/hrm/index.html

INTRODUCTION:

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.

LEARNING OUTCOMES:

The objectives of the course are to:

- Understand the historical, moral, economical and legislative importance of a well-managed health and safety system.
- Develop knowledge in technical aspects of safety management including hazard recognition, assessment and control.
- Understand the fundamental theories of worker protection and how these are applied in the workplace.
- Develop knowledge and skills to enable you to effectively manage an occupational health and safety program in an organization.

THE CLASS:

Classes will be a combination of the following:

- 1) Lecture: Lectures will cover relevant course content material and be accompanied by assigned chapters in the text. Not all text material will be covered in class however you will be responsible for assigned chapters for the mid-term and final exam.
- 2) Group exercises and case studies.
- 3) Group Presentations

EVALUATING STUDENT PERFORMANCE:

25%	Midterm Test	(Material Weeks 1-5)
35%	Final Exam	(Total course content)
15%	Group Written Report	(Due Mar. 10, 2011)
15%	Group Presentation	(Mar. 17, 24, 31)
10%	Individual Reflection on Group Assignment (Mar. 31)	

Group Assignment (30% of final mark)

Your group will select an industry or employment sector, and *up to* three individual hazards or hazard classes discussed in class. You will prepare and submit a one-page project outline for approval. Describe the industry sector and current injury/illness trends supported by relevant Canadian (federal or provincial) statistical evidence. Provide a critical analysis of the selected hazards or hazard classes, either inherent to the industry or attributed to a particular process across the sector. Legislation and standards used to assess each hazard should be described. Identify control solutions for each hazard, including how the control will be implemented and justification for your recommendations. Each group will be responsible for a 30-minute presentation.

Written Report – 15%

Group Presentation – 15%

Students who are 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 UW Verification of Illness Form: http://www.healthservices.uwaterloo.ca/Health_Services/verification.html
- 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 midterm 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.

The 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 ACE, the outline on ACE will be deemed the official version. Outlines on ACE may change as instructors develop a course, but they become final as of the first class meeting for the term.

Students with Disabilities

The Office for Persons with Disabilities (OPD), 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 OPD at the beginning of each academic 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 Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca
Ph 519-888- 4567 ext 36852

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.

Academic Integrity, Academic Offenses, Grievance, and Appeals

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

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.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (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, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

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>

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, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (UW): <http://uwaterloo.ca/academicintegrity/>

HRPA EDUCATION REQUIREMENT:

Students taking this course for credit towards HRPA's CHRP education requirement must achieve a minimum grade of 65% as required by the Human Resources Professionals Association (HRPA). See the HRPA website (<http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/certification.aspx>) for further information.

OCCUPATIONAL HEALTH AND SAFETY – Winter 2011 Weekly Schedule

Week	Date	Chapters	Topic/Activity
1	January 6	Chapter 1	Review course outline, expectations and class administration Introduction to Occupational Health & Safety (OHS)
2	January 13	Chapter 2	OHS Legislation * WHMIS ACE online course
3	January 20	Chapter 4, 5	Introduction to Hazard and Risk, Physical Hazards *Assignment of groups
4	January 27	Chapter 6	Biological and Chemical Hazards *Group Exercise
5	February 3	Chapter 7, 8	Ergonomic and Psychosocial Hazards Mid-Term Review DUE: Group Assignment Outline
6	February 10		MID-TERM TEST Group Project Work
7	February 17	Chapter 9, 10, 12	Accident Investigation and Inspections Safety Promotion and Training * Case Study & Group Exercise
8	February 24	NO CLASS	READING WEEK
9	March 3	Chapter 11, 14	Fire & Emergency Planning Wellness * Group Exercise
10	March 10	Chapter 3, 13	Worker's Compensation, Disability Management DUE: Group Paper
11	March 17	Reading	OHS Management Systems Presentations: Groups 1, 2
12	March 24		Presentations: Groups 3, 4, 5, 6, 7
13	March 31		Presentations: Groups 8, 9, 10 Exam Review

* Group Exercises are time permitting.

Final Exam – total course content worth 35% of final grade will be held during the University's Final Exam Period. Requests for early sittings and special consideration to accommodate travel plans are typically not granted. You are strongly advised not to make travel plans until the University has posted the final exam schedule.