

UNIVERSITY OF WATERLOO
HRM 305 – OCCUPATIONAL HEALTH & SAFETY
Winter 2013

Lecturer:	Kate Windsor Email: thru Waterloo-LEARN or kwindsor@uwaterloo.ca
Office Hours:	By appointment. Please contact via email
Text:	Kelloway, E. Kevin, and Francis, Lori, Management of Occupational Health and Safety (Fifth Edition).
Teaching Assistants:	Kevin Leung Email: kevin.leung@uwaterloo.ca Office Hours: Tuesdays 10:00 – 11:00 am – PAS 4242 Tanya Zarina Email: tzarina@uwaterloo.ca Office Hours: Wednesdays 10:00 – 11:00 am – PAS 4239
Lecture Time/Location:	Monday & Wednesday 4:30 – 5:50 pm in AL 124
Department Contact:	Theresa Bauer, HRM Advisor, Department of Psychology tbauer@uwaterloo.ca
Course Web Page:	Postings on the course Waterloo-LEARN page include: course outline, office hours, lecture handouts and powerpoint slides, announcements, and so forth. On your browser, type in: http://learn.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 all tests.
- 2) Group exercises and case studies, time permitting.

EVALUATING STUDENT PERFORMANCE:

20%	Test #1	(January 28, 2013)
25%	Test #2	(March 6, 2013)
25%	Test #3	(April 3, 2013)
5%	Group Project Outline	(Due February 11, 2013)
20%	Group Written Report	(Due March 18, 2013)
5%	Peer Review	(Due March 18, 2013)

Group Project (Outline, Written Report)

Option 1: Select an industry or employment sector, and one hazard class discussed in the course. Describe the industry sector and current injury/illness trends supported by relevant Canadian (federal or provincial) statistical evidence. Provide a critical analysis of specific hazards within the hazard class, 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. You will prepare and submit a (minimum) one-page project outline for approval, which will include rationale for your selection.

Option 2: Identify a current health and safety issue or controversy in Canada today. Outline the issue and its relevance to the Canadian OHS system, employers and HRM professionals. Your paper should thoroughly cover the topic, including background information to determine why the issue or controversy arises and its impact on Canadian OHS stakeholders. Provide your opinion on the issue, supported by historical and current evidence which may include relevant literature, OHS case law and applicable legislation. You will prepare and submit a (minimum) one-page project outline for approval, which will include rationale for your selection.

Written Report – 15-20 pages, double-spaced

Peer Review

Group Project Peer Review forms will be posted on the course webpage on UW-LEARN. You will complete a peer review form for each of your group members, not including yourself. You will evaluate your group members on the criteria provided, and *your* Peer Review mark will consist of a mean score compiled from your peers' responses. This element is mandatory, and failure to complete peer reviews on your group will result in a mark of INC on the Peer Review element of your mark. Peer Review forms are due along with the group project. Individual adjustments to the Group Written Report mark will be determined by the instructor if a group member does not equally contribute to the work of the project.

Bonus Marks

Select a *relevant and current* OHS issue or news item to present to the class in a 5-minute oral presentation for up to a 1% bonus on your final grade. Identify the specific application to HRM 305 OHS topics and outline how this impacts individual organizations or Canadian OHS system, for example - workers, employers or the public. A limited number of presentations will be allowed per class, therefore notice must be provided to the instructor at least 2 classes before the date you wish to present.

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 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.

Accommodations for Students with Disabilities

Access-Ability Services, 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 Access-Ability Services 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 Studies (*Myra Fernandes from July 1, 2012 through June 30, 2014*) is available for consultation and to mediate a resolution between the student and instructor. Contact information is as follows:

Myra Fernandes
Email: mafernan@uwaterloo.ca
Ph 519-888- 4567 ext 32142

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.

[Further details: <http://www.uwaterloo.ca/academicintegrity/>]

Discipline: A student is expected to know what constitutes academic integrity [<http://www.uwaterloo.ca/academicintegrity/>], 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/>

Email Communication:

Students are responsible for all e-mail that is sent to the official UW email address. Check e-mail regularly for important and time sensitive messages. See "[Official Student E-mail Address](#)" for further details (*e.g., procedures and warnings regarding forwarding e-mail to other accounts*). <http://www.adm.uwaterloo.ca/infocist/emailuse.html>

HRPA EDUCATION REQUIREMENT:

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

OCCUPATIONAL HEALTH AND SAFETY – Winter 2013 Weekly Schedule

Week	Date	Chapters	Topic/Activity
1	January 7	Chapter 1	Review course outline, expectations and class administration Introduction to Occupational Health & Safety (OHS) and Regulatory Framework
	January 9	Chapter 2	OHS Legislation Joint Health & Safety Committees Right to Refuse Unsafe Work WHMIS
2	January 14		Due Diligence & Criminal Code of Canada Internal Responsibility System Case Study (Metron Construction)
	January 16	Chapter 6	Intro to Hazards, Health Effects and Routes of Entry Principles of Hazard Control
3	January 21		Chemical Hazards
	January 23		Indoor Air Quality, Mold, Asbestos Biological Hazards
4	January 28		TEST #1
	January 30	Chapter 5	Physical Hazards
5	February 4		Physical Hazards *Assignment of groups
	February 6		Ergonomics
6	February 11		Ergonomics Due: Group Project Outline
	February 13	Chapter 7, 8	Psychological Safety, Stress Workplace Violence & Harassment
7	February 18-22	NO CLASS	READING WEEK
8	February 25		OHS Management Systems
9	March 4		Hazard and Risk concepts Hazard Identification, Risk Assessment
	March 6		TEST #2
10	March 11	Chapter 12	Accident Investigation
	March 13	Chapter 9, 10	Motivating Safety Behaviour Training
11	March 18	Chapter 11	Fire & Emergency Planning, First Aid Due: Group Project Report and Peer Review
	March 20	Reading	OHS Auditing, Measurement & Evaluation Progressive Discipline
12	March 25	Chapter 3	Worker's Compensation
	March 27	Chapter 13	Disability Management, Privacy of Health Information
13	April 1	Chapter 14	Wellness & Health Promotion
	April 3		TEST #3