



COURSE OUTLINE

SCHOOL OF BUSINESS

COURSE NAME: Occupational Health & Safety
COURSE CODE: HRM 4013
CREDIT HOURS: 56
PREREQUISITES: HRM 4003
COREQUISITES: None
PLAR ELIGIBLE: YES (X) NO ()
EFFECTIVE DATE: January 2009
PROFESSOR: _____ **OFFICE #:** _____
PHONE: 416-415-5000 **EMAIL:** _____

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY		
ORIGINATOR: _____	_____	_____
	SIGNATURE	DATE
CHAIR: _____	_____	_____
	SIGNATURE	DATE
DATE OF REVISION: _____		

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

This course takes a strategic approach to occupational health and safety. It teaches students to view excellence in health and safety as an essential and integral aspect of all levels of operations within an organization and that delivering such excellence is a measurable criterion of corporate performance. Human suffering from accidents and injuries, lost production and the social costs of health care and workers' compensation are examined with special emphasis on primary prevention and wellness measures. Students learn how to ensure due diligence, legal and regulatory compliance by analyzing current health and safety legislation and understanding the duties and responsibilities of all the workplace parties. The need for and the benefits associated with joint responsibility by workers and management through an internal responsibility system is integrated throughout the course. Practical applications of all material are assimilated.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (**L**), Practiced (**P**) or Evaluated (**E**) in this course:

Skill	L	P	E	Skill	L	P	E
1. communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience		√	√	7. locate, select, organize and document information using appropriate technology and information sources	√	√	√
2. respond to written, spoken or visual messages in a manner that ensures effective communication		√	√	8. show respect for the diverse opinions, values, belief systems, and contributions of others		√	√
3. execute mathematical operations accurately	√	√	√	9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals		√	√
4. apply a systematic approach to solve problems	√	√	√	10. manage the use of time and other resources to complete projects		√	√
5. use a variety of thinking skills to anticipate and solve problems	√	√	√	11. take responsibility for one's own actions, decisions and consequences		√	√
6. analyze, evaluate, and apply relevant information from a variety of sources	√	√	√				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

- 1. Integrate occupational health and safety into organizational decision-making.**
 - Outline the need to link health and safety with overall corporate strategy.
 - Analyze direct and indirect costs of accidents in relation to the organization's bottom line.
 - Formulate strategies to communicate the benefits associated with occupational health and safety initiatives.
 - Explain how a cost benefit analysis can be utilized to justify expenditures on health and safety prevention and control measures.
 - Devise methods to overcome barriers to occupational health and safety implementation.

- 2. Assess due diligence and compliance with all applicable occupational health and safety legislation, standards and codes.**
 - Interpret the Occupational Health and Safety Act and Regulations.
 - Identify joint responsibilities of management and workers for occupational health and safety issues through an Internal Responsibility System.
 - Differentiate among the duties, responsibilities and rights of the workplace parties.
 - Discriminate between areas of provincial and federal jurisdiction.
 - Conduct a workplace inspection and hazard analysis with emphasis on the recognition, assessment and control of chemical, biological, physical, ergonomic, health and safety hazards.
 - Evaluate an organization's health and safety policies, practices and programs.
 - Discuss health and safety records.

- 3. Develop recommendations for organizational policies, practices and programs to reflect a higher priority and accountability for occupational health and safety.**
 - Analyze information from a variety of sources and mediums.
 - Illustrate the key features of an emergency preparedness procedure for crisis management.
 - Design strategies for health promotion, wellness and employee assistance programs.
 - Outline the necessary components of policies focusing on accident and incident investigations, workplace inspections and job hazard analyses.
 - Detail worker orientation sessions for administrative practices and safe use of equipment.
 - Explain the requirements needed for sector specific policies and programs on topics such as violence, ergonomics and stress.

- 4. Facilitate a preventative approach to providing a healthy and safe work environment.**
 - Differentiate among the roles of the different occupational health and safety professionals.

- Identify resources and services available from occupational health and safety organizations.
 - Formulate strategies to liaise with other organizations to determine best health and safety practices.
 - Integrate primary prevention techniques into proposals for health and safety policies, practices and programs.
 - Conduct research of the latest health and safety trends and issues.
5. **Plan strategies to effectively manage compensation insurance issues arising from health and safety injuries and illnesses.**
- Explain how an organization would comply with the Workplace Safety and Insurance Act.
 - Identify accident and injury trends.
 - Compare and contrast different strategies for decreasing compensation costs.
 - Outline the steps involved in the claims and appeals process for workers' compensation insurance.
 - Distinguish between the different rebate programs available through the Workplace Safety and Insurance Board.
 - Illustrate a modified return to work process for accommodation of an injured worker.

DELIVERY METHODS / LEARNING ACTIVITIES:

Lecture, collaborative work, online learning, independent study and problem-based learning.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required:

E. Kevin Kelloway & Lori Francis. Management of Occupational Health & Safety. Fourth Edition, Nelson Education Ltd. (Nelson Series in HRM), 2008.

Government of Ontario. 2008 Pocket Ontario Occupational Health & Safety Act & Regulations. Carswell (Thomson Company).

On-line Resource:

www.WorkSmartCampus.ca (register where indicated “Enrol here first” and enter the Campus Id: MEVT2747)

Recommended / Optional:

On-line Resource:

Workplace Safety and Insurance Act

TESTING POLICY:

Exemption or deferral of a quiz, assignment or exam is not permitted except for a medical or personal emergency. The professor must be notified by e-mail prior to the due date. Appropriate documentation, as determined by the professor, must be submitted.

Any student who either misses a quiz or does not hand in an assignment and who provides acceptable documentation of illness or other serious problem will not be penalized and will have the missed percentage of the course mark added to the weighting of the final exam. There will be no make-up quizzes, exams or assignments.

Absence from final exam:

- Professor must be notified by e-mail **before** the examination
- Documentation must be presented to the professor **within three working days**.
- If the majority of the course work has been completed with a passing performance, and the documentation is acceptable, an "Incomplete" grade (INC) will be entered by the instructor. **An INC grade will not be granted if term work was missed or failed.**
- The final examination must be written within 60 days of the submission of the incomplete grade. Failure to do this will result in an F grade.

ASSIGNMENT POLICY:

Students unable to submit an assignment on the due date should discuss the matter in advance with the professor. The professor will apply a late penalty of 10% per day, up until the 5th day, when the assignment will no longer be accepted. Assignments are to be handed in at the beginning of class or will be deemed late.

It is expected that all students will make a significant contribution to the group assignment. If not, marks may be adjusted accordingly. If the group is unable to progress as planned due to medical and/or personal reasons, it is expected that the group will contact the professor immediately. The entire group is responsible for the accuracy of the entire report, including proper referencing of sources.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
Quizzes, In-class & Homework Assignments		1-5	1-2, 4-11	Weeks 1-14	25%
Assignment #1	Problem-based Research Paper	1-4	1-2, 4-7, 10-11	Week 7	25%
Assignment #2	Group Assignment & Presentation	1-5	1-2, 4-11	Weeks 13 & 14	20%
Final Exam	Comprehensive	1-5	1-6	Week 15	30%
				TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: **D**. A minimum grade of **C** is required for HRPA purposes.

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.georgebrown.ca/policies

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	<ul style="list-style-type: none"> ▪ Introduction 	<ul style="list-style-type: none"> ▪ 1, 4 	<ul style="list-style-type: none"> ▪ Historical Development of Modern OHS ▪ The Importance of OHS ▪ The Stakeholders ▪ The Role of HR 	<ul style="list-style-type: none"> ▪ Chapter 1
2	<ul style="list-style-type: none"> ▪ Legislative Framework 	<ul style="list-style-type: none"> ▪ 2 	<ul style="list-style-type: none"> ▪ OHS Legislation ▪ Duties & Responsibilities of the Major Players ▪ Work Refusals ▪ In-class Assignment ▪ Homework Assignment 	<ul style="list-style-type: none"> ▪ Chapter 2 ▪ Pocket Act & Regs
3	<ul style="list-style-type: none"> ▪ Legislative Framework ▪ Workers' Compensation 	<ul style="list-style-type: none"> ▪ 2, 5 	<ul style="list-style-type: none"> ▪ Dangerous Circumstances ▪ Stop-Work Provisions ▪ WHMIS ▪ Environmental & Transportation Legislation ▪ Corporate Liability ▪ Workers' Compensation Overview ▪ Compensation Rates & Methods ▪ Assessments ▪ Disability Management 	<ul style="list-style-type: none"> ▪ Chapters 2 & 3 ▪ Pocket Act & Regs ▪ Workplace Safety & Insurance Act
4	<ul style="list-style-type: none"> ▪ Safety Behaviour ▪ OHS Policies & Programs ▪ Workplace Wellness & Health Promotion 	<ul style="list-style-type: none"> ▪ 1, 2, 3, 4 	<ul style="list-style-type: none"> ▪ Safety Behaviour ▪ OHS Policy & Programs ▪ Health Promotion Programs & EAPs ▪ Quiz #1 	<ul style="list-style-type: none"> ▪ Chapters 10 & 13 ▪ Pocket Act & Regs
5	<ul style="list-style-type: none"> ▪ Hazard Recognition & 	<ul style="list-style-type: none"> ▪ 2, 3 	<ul style="list-style-type: none"> ▪ Terminology ▪ Types of Injuries 	<ul style="list-style-type: none"> ▪ Chapter 7 ▪ Pocket Act & Regs

	Assessment		<ul style="list-style-type: none"> ▪ Hazard Identification ▪ Hazard Identification Programs ▪ Quiz #2 	
6	<ul style="list-style-type: none"> ▪ Hazard Control 	<ul style="list-style-type: none"> ▪ 2, 3 	<ul style="list-style-type: none"> ▪ Administrative & Engineering Controls ▪ Pre-Contact, Contact & Post-Contact Controls ▪ Source-Path-Human Controls ▪ Monitoring/Auditing ▪ Record Keeping 	<ul style="list-style-type: none"> ▪ Chapter 8 ▪ Pocket Act & Regs
7	<ul style="list-style-type: none"> ▪ Hazard Control (Continued) ▪ Accident Investigation 	<ul style="list-style-type: none"> ▪ 1, 2, 3, 5 	<ul style="list-style-type: none"> ▪ Specific Hazard Control ▪ Investigative Process, Methods & Tools ▪ Accident/Incident Reports ▪ Assignment #1 Due 	<ul style="list-style-type: none"> ▪ Chapters 8 & 12 ▪ Pocket Act & Regs
8	INTERSESSION WEEK			
9	<ul style="list-style-type: none"> ▪ Emergency Response & Emergency Preparedness ▪ Chemical & Biological Agents 	<ul style="list-style-type: none"> ▪ 2, 3, 4 	<ul style="list-style-type: none"> ▪ Emergency Preparedness ▪ Fire Prevention & Suppression ▪ Emergency & Evacuation Plans ▪ Chemical Agents ▪ Toxicology Overview ▪ Characteristics & Properties of Solvents ▪ Chemical Agent Controls ▪ Quiz #3 ▪ In-class Assignment 	<ul style="list-style-type: none"> ▪ Chapters 11 & 5 ▪ Pocket Act & Regs
10	<ul style="list-style-type: none"> ▪ Chemical & Biological Agents ▪ Physical Agents 	<ul style="list-style-type: none"> ▪ 2, 3, 4 	<ul style="list-style-type: none"> ▪ Biological Agents ▪ Biological Agent Controls ▪ Medical Surveillance ▪ Noise ▪ Types of Hearing Loss ▪ Noise Exposure Standards ▪ Noise Control ▪ Vibration & Its Effects ▪ Vibration Control 	<ul style="list-style-type: none"> ▪ Chapters 4 & 5 ▪ Pocket Act & Regs
11	<ul style="list-style-type: none"> ▪ Physical Agents 	<ul style="list-style-type: none"> ▪ 2, 3, 4 	<ul style="list-style-type: none"> ▪ Thermal Stress & Its Effects ▪ Thermal Stress Control ▪ Radiation & Its Effects ▪ Radiation Control ▪ Discuss OHS Homework Assignment (Work Smart Campus) 	<ul style="list-style-type: none"> ▪ Chapter 4 ▪ Pocket Act & Regs
12	<ul style="list-style-type: none"> ▪ Ergonomics 	<ul style="list-style-type: none"> ▪ 2, 3, 4 	<ul style="list-style-type: none"> ▪ Causes & Health Effects 	<ul style="list-style-type: none"> ▪ Chapters 7 & 8

			<ul style="list-style-type: none"> of RSIs and MSIs ▪ Proper Lifting Techniques ▪ Ergonomic Controls 	
13	<ul style="list-style-type: none"> ▪ Psychosocial Hazards ▪ Group Presentations 	<ul style="list-style-type: none"> ▪ 2, 3, 4 	<ul style="list-style-type: none"> ▪ Stressors ▪ Stress & Its Health Effects ▪ Managing Psychosocial Hazards ▪ Workplace Violence ▪ Group Presentations 	<ul style="list-style-type: none"> ▪ Chapter 6
14	<ul style="list-style-type: none"> ▪ Training ▪ Indoor Air Quality ▪ Group Presentations 	<ul style="list-style-type: none"> ▪ 1, 2, 3, 4 	<ul style="list-style-type: none"> ▪ The Role of OHS Training ▪ OHS Training Programs & Evaluation ▪ Indoor Air Quality ▪ Sick Building Syndrome ▪ Group Presentations ▪ Assignment #2 Due ▪ WorkSmart Campus Homework Assignment Due 	<ul style="list-style-type: none"> ▪ Chapter 9
15	<ul style="list-style-type: none"> ▪ Final Examination 		<ul style="list-style-type: none"> ▪ Final Examination 	
<p>Please note: this schedule may change as resources and circumstances require.</p> <p>For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: http://www.georgebrown.ca/Admin/Registr/PSCal.aspx</p>				