

**THE UNIVERSITY OF WESTERN ONTARIO  
LONDON CANADA**

**Management and Organizational Studies**

**MOS 344G**

**Section 001**

**Occupational Health and Safety Management**

**2008**

**1.0 CALENDAR DESCRIPTION**

An examination of managerial issues surrounding occupational health and safety practices and processes in Canada, with an emphasis on the Province of Ontario. Technical, legislative, political, and personal dimensions of the subject are examined, including managing a safety program.

Antirequisite: Health Sciences 320a/b

Prerequisites: Enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of the BMOS/BACS program. Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites”.  
Half course.

**2.0 COURSE INFORMATION**

Instructor:	Julie Aitken Schermer, Ph.D.
Office:	2215 Social Science Centre
E-mail:	<a href="mailto:jharris@uwo.ca">jharris@uwo.ca</a>
Office Hours:	Thursdays 10am-11:30am Fridays 10:00-11:30am or by appointment
Telephone:	661-2111 ext 84699
Lectures:	Thursdays 11:30am-2:30pm, TC 309

**3.0 REQUIRED TEXTBOOK**

Kelloway, E. K. & Francis, L. (2008). Management of occupational health and safety (4<sup>th</sup> ed). Scarborough, ON: Nelson Thomson Learning.[ISBN 0-17-644233-2]

**3.5 SUGGESTED TEXTBOOK**

Anderson, C. & Carrell, A. (2004). APA and MLA writing formats. Boston, MA: Pearson. [ISBN 0-205-34244-2]

#### 4.0 COURSE OBJECTIVES

This course is designed to provide the student with a working knowledge of basic managerial issues surrounding occupational health and safety (OH&S) practices and processes in Canada, with an emphasis on the Province of Ontario.

#### 4.5 COURSE FORMAT

The course format will consist of lectures, videos, and student presentations. Questions and discussions are desired and encouraged.

#### 5.0 EVALUATION

Grades will be derived from four sources, the weights of which are outlined below:

**MIDTERM EXAM = 25% (in class, THURSDAY FEBRUARY 7<sup>TH</sup>, 2007)**

**FINAL EXAM = 40% (FINAL EXAM PERIOD, APRIL 14-30, 2007)**

The exams cover all course materials (textbook chapters, videos, and lecture notes). The exams are **non-cumulative** and cover the material preceding the date the exams falls upon.

The **midterm exam** will be scheduled for **two hours** and is **in class**.

The **MIDTERM EXAM** will consist of **60 multiple choice questions** [12 questions for each of chapters 1, 2, 3, 4, and 5 (5 chapters x 12 questions = 60 questions)].

The **final exam** will be scheduled for **three hours** (location to be set by the registrar's office).

The **FINAL EXAM** will consist of **80 multiple choice questions** [10 questions each from chapters 6-13 (8 chapters x 10 questions = 80 questions)].

**Exams are closed book examinations.** In addition, **no calculators or dictionaries are allowed into the examinations.**

Cheating will not be tolerated; students are referred to the university policy on scholastic offenses (see section 8.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Exams will be scored using the program "Scan Exam" which examines the answer sheets for "unusual" coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

**RESEARCH PROJECT ESSAY = 25%**  
**DUE AT THE START OF THE LAST LECTURE (THURSDAY APRIL 3<sup>rd</sup> 2008)**

**GROUP PRESENTATION = 10%**

**Presentations and Essays**

Students are required to form groups consisting of 4 or 5 students. This group will be the same group for both the presentation and the research project essay.

The purpose of the group project will be to:

- (1) select an industrial sector from the list below
- (2) choose to **EITHER** present on an accident which occurred in Canada in that sector **OR** to profile a hazard specific to that sector.
- (3a) **ACCIDENT profiles** will involve describing the factors that led up to the accident, what happened when the accident took place, and what changes were made after the accident to try to prevent the accident from occurring again. The accident must have taken place in Canada and took place after 1970 (i.e., between 1970 and today).
- (3b) **HAZARD profiles** describe a specific hazard present in the industrial sector and outline how workers may be protected from the hazard (hazard control and protective measures) in the Canadian workplace.

As a group, students will present to the class their findings and will compose an essay dealing with their topic (one essay will be submitted per group). **Presentation topic outlines (statement of: group members and what hazard or accident will be profiled) are to be submitted to the professor no later than February 14<sup>th</sup>, 2008. If students have failed to submit an outline, they will receive a grade of zero for the presentation.**

In the presentations, students should: (1) back up each claim made by citing the reference source and (2) be prepared to answer questions from the class and/or professor.

**Because of broadcasting laws, STUDENTS ARE NOT ALLOWED TO SHOW VIDEO CLIPS UNLESS THEY HAVE SECURED WRITTEN PERMISSION FROM THE COPYRIGHT HOLDER OF THE VIDEO (including: video from television, movies, and video posted on the internet).**

Presentations will be approximately 15-30 minutes in length. If an individual student is not present for their group's presentation, then that student will receive a grade of zero for the presentation.

Essays should be written in complete sentence and paragraph style. Point-form is not acceptable. **Cite all sources (and include a reference section)** for **BOTH** the presentations and the essays. Essays should be approximately 7-10 pages in length. Include a title page with each of the student's names, student numbers, course, and an explanatory title. Essays can be written in either MLA or APA format. **If students are citing web pages, a printout of the first page of the web source MUST be included with the essay.**

For suggestions on how to format the essay, see Anderson and Carrell's (2004) text listed under the "Suggested Textbooks" above.

Essays are to be written such that each member of the group contributes **equally**. **The mark assigned to the presentation and the essay will be assigned to each member of the group.**

Students are required to submit both a paper copy of their essay as well as an electronic copy which will be submitted to the software program, "turnitin.com" to examine possible acts of plagiarism. Any essay which is found to be plagiarised will automatically receive a grade of ZERO.

Students are encouraged to read the university's policy on Plagiarism in the 2007 Academic Calendar (p.39) as well as the English Language Proficiency and Essay Course Requirements (p. 33 of the 2007 Academic Calendar).

Students are ***REQUIRED TO COMPLETE ALL COMPONENTS*** in the course. There are no exceptions to this. "Extra assignments" to improve grades will ***NOT*** be allowed.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

## 5.5 PRESENTATION SCHEDULE

<u>Hazard</u>	<u>Date</u>	<u>Group</u>
Logging	Feb. 21	
Road Construction	Feb. 21	
Passenger Railway	March 6	
Factory	March 6	
Courier or Postal work	March 13	
Dentists	March 13	
Elevator technicians	March 20	
Hoist operator	March 20	
Service station attendant	March 27	
Bank teller	March 27	

## 6.0 STUDY SCHEDULE

January 10, 2008	Introduction to the Course
January 17, 2008	Chapter 1 - Introduction to Occupational Health and Safety (OH&S) Chapter 2 - Legislative Framework for OH&S <b><i>Sign Up for Groups</i></b>
January 24, 2008	Chapter 3 - Workers' Compensation Research presentation from DB Weldon
January 31, 2008	Chapter 4 - Physical Agents Chapter 5 - Chemical and Biological Agents
<b>February 7, 2008</b>	<b>MIDTERM EXAM IN CLASS</b>
February 14, 2008	<b><i>Submit topic outline to professor for presentation</i></b> Chapter 6 - Psychosocial Hazards
February 21, 2008	<b><i>Presentations in class</i></b> Chapter 7 - Hazard Recognition and Assessment
<i>Reading Week = February 25 to 29, 2008</i>	
March 6, 2008	<b><i>Presentations in class</i></b> Chapter 8 - Hazard Control
March 13, 2008	<b><i>Presentations in class</i></b> Chapter 9 - Training
March 20, 2008	<b><i>Presentations in class</i></b> Chapter 10 - Motivating Safety Behaviour at Work
March 27, 2008	<b><i>Presentations in class</i></b> Chapter 11 - Emergency Response and Emergency Preparedness Chapter 12 - Accident Investigation
April 3, 2008	Chapter 13 - Workplace Wellness: Work-Family and Health Promotion Programs <b><i>Last Class - ESSAYS DUE</i></b>

**FINAL EXAMINATION - APRIL EXAM PERIOD (APRIL 12-30, 2008)**

## 7.0 POLICY REGARDING ILLNESS\*

Students are entitled to a rescheduling of exams for legitimate medical or compassionate reasons. However, it is the student's responsibility to inform the instructor **prior** to the exam date, to arrange a timely makeup, and, if requested, to provide acceptable documentation to support a medical or compassionate claim. In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

## 7.5 PROFESSOR'S REQUIREMENTS REGARDING ILLNESS\*

Only on the documented basis of illness or other extreme circumstance will students be permitted to write a make-up exam. In the case of illness, a student must contact the instructor via telephone or e-mail (the date and time is recorded on both). The student must provide an *official illness certificate* on appropriate letterhead from their physician which states that, due to medical reasons, it was impossible for the student to write the exam at the scheduled time. **A NOTE SCRIBBLED ON A PRESCRIPTION PAD IS NOT AN ACCEPTABLE MEDICAL CERTIFICATE.**

The student must write a make-up exam. The make-up exam may differ in format from the original exam and may be scheduled at the completion of the course.

### ATTENDANCE

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

## 8.0 POLICY ON CHEATING & ACADEMIC MISCONDUCT\*

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. The following rules pertain to the acknowledgements necessary in academic papers: in using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer; in adopting another writer's ideas, you must acknowledge that the ideas are those of the author(s). If you are in doubt about whether what you are doing is inappropriate, consult your professor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## **9.0 PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS\***

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Program Director or designate of the BMOS/BACS program. If the response of the Director or designate is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office and is listed in the Academic Calendar.

## **10.0 STUDENT RESPONSIBILITIES**

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

## **11.0 OTHER ISSUES**

### **Short Absences.**

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

### **Extended Absences.**

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

**Academic Concerns.**

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

**Important Dates:**

January 7	Classes resume
January 15	Last day to add a second-term half course.
February 15	Last day to drop a second-term half course without academic penalty.
February 25-29	Conference Week
April 10	Classes end.
April 11	Study Day.
April 12-30	Final examination period.

**12.0 OTHER INFORMATION**

- ◆ Bring student identification to exams.
- ◆ Nothing is to be on/at one's desk during an exam except a pen, pencil, an eraser, and the individual's student card
- ◆ Do not wear baseball caps to exams
- ◆ Do not bring cassette/CD players, cell phones, beepers, etc. to exams

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\*Portions of these sections were taken from the following sources: Academic Calendar; Academic Handbook of Senate Regulations; Department of Psychology Procedures for Appealing Academic Evaluations; and the Department of History Document on Plagiarism.

**For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at:**

**<http://www.uwo.ca/univsec/handbook/>**