

Occupational Health and Safety Management

MOS 344 G - Section 650
Distance Studies- On-Line
2008

1. Course Description:

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

Anti-requisite: Health Sciences 320a/b

Prerequisite: Enrolment in 3rd or 4th year of the BMOS program.

NOTE: Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enrol 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".

2. Contact Information:

Instructor: Jennifer Bernardo

Office: Room 2040, Social Sciences Centre

Email: jbernar6@uwo.ca

NOTE: All email inquiries will be responded to within two business days

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3. Learning Outcomes:

This course is designed to provide the student with a working knowledge of basic managerial issues surrounding Occupational Health & Safety practices and processes in Canada (with an emphasis on the Province of Ontario) including:

- Legislative Framework
- Workers' Compensation
- Chemical and Biological Agents
- Physical Agents
- Psychosocial Hazards
- Hazard Recognition & Assessment
- Hazard Control
- Accident Investigation
- Managing a Health and Safety Program
- Workplace Wellness & Health Promotion Programs

4. Detailed Course Overview:

Week 1: Beginning January 7, 2008

Introduction – Chapter 1

- Define "Occupational Health and Safety"
- Describe the financial and social costs associated with occupational injuries and illnesses
- Outline the development of modern models of health and safety management
- List and describe the role of the major stakeholders in occupational health and safety

Week 2: Beginning January 14, 2008

Legislative Framework – Chapter 2

- Describe the regulatory framework surrounding occupational health and safety
- Outline the duties of the major players under occupational health and safety legislation
- Describe the structure and role of joint health and safety committees
- List and describe the three central elements of a WHMIS program

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Week 3: Beginning January 21, 2008

Workers' Compensation – Chapter 3

- Outline the goals and methods of Workers' Compensation Boards (WCB's)
- Discuss the problems associated with compensating for psychological conditions and occupational illnesses
- Describe the assessment methods of WCB's
- Understand the methods of calculating injury frequency and severity rates

Week 4: Beginning January 28, 2008

Physical Agents - Chapter 4

- Understand the numerous terms and theories related to physical agents
- Explain the human reactions to the various agents, particularly noise and radiation
- Discuss the management of physical agents
- Describe the monitoring requirements and the instruments used
- Outline the actions of these agents on the human physiology

Week 5: Beginning February 4, 2008

Chemical and Biological Agents - Chapter 5

- Define the numerous terms relating to chemical and biological agents
- Understand the interactions of various chemical and biological groups
- Discuss the management of chemical and biological agents
- Describe the monitoring requirements and instrumentation used
- Outline the impact of chemical and biological agents on human physiology

Week 6: Beginning February 11, 2008

Psychosocial Hazards - Chapter 6

- Describe and distinguish between the concepts of stressor, stress, and strain
- Explain the transactional model of stress and its implications
- Identify the major sources of stress in the workplace
- Discuss the psychological, physiological, behavioural, and organizational consequences of stress
- Describe/Distinguish between primary, secondary, and tertiary stress interventions

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Saturday, February 16, 2008

Mid-term Exam (Chapters 1-6 inclusive)

(To be confirmed by the Registrar's office/Distance Ed.)

Week 7: Beginning February 18, 2008

Hazard Recognition & Assessment - Chapter 7

- Identify the sources of workplace hazards
- Describe methods to systematically examine these hazards
- List ways to assess the probability, exposure, and consequences of the hazards
- Describe the concept of risk assessment
- Define terms associated with hazard recognition
- Discuss techniques available to determine risk
- Describe the components of a hazard identification program

Week 8: Beginning February 25, 2008

Conference Week

No readings or assignments

Week 9: Beginning March 3, 2008

ESSAY OUTLINE DUE

Hazard Control - Chapter 8

- Understand the numerous terms and theories related to hazard control
- Distinguish between events and actions that constitute pre-contact, contact and post-contact control
- Describe the requirements for machine guarding, lockout procedures, confined space entry and work permits
- Discuss the concept of source-path-human control
- Explain the concept of safety awareness

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Week 10: Beginning March 10, 2008

Training - Chapter 9

- Identify the components of a training program
- Explain the role of a needs assessment
- Discuss issues that arise in training design and delivery
- Describe the various options for delivery of training programs
- Discuss the role of evaluation in any training program

Week 11: Beginning March 17, 2008

Motivating Safety Behaviour at Work – Chapter 10

Workplace Wellness: Work-Family and Health Promotion Programs - Chapter 13

- Identify the categories of safety behaviour
- Describe behaviour modification approaches to motivating safety
- Discuss the role of organizational support, the safety climate, and safety leadership plays in creating a safe work environment
- Discuss the various types of workplace health promotion programs
- Identify variables critical to the success of workplace health promotion programs.

Week 12: Beginning March 24, 2008

Emergency Response & Preparedness - Chapter 11

- Define an emergency
- List the key elements in emergency preparedness
- Describe the concept of an emergency plan
- Explain the necessity of having emergency & evacuation plans
- Describe the principles of fire prevention & suppression

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**Week 13: Beginning March 31, 2008
ESSAY ASSIGNMENT DUE March 31, 2008**

Accident Investigation - Chapter 12

- Understand the numerous terms and concepts related to Accident Investigations
- Determine appropriate questions to be asked as part of an Accident Investigation
- Gather information to analyze the human, situational and environmental factors contributing to accidents
- Outline the legal requirements of accident investigation results
- Describe the various types of reporting requirements

Week 14: Beginning April 7, 2008

- Course Review and wrap-up

CLASSES END: April 10, 2008

FINAL EXAM: April 12, 2008

(Date to be confirmed by the Registrar's office)
(Chapters 7-13 inclusive)

5. Course Textbook:

Management of Occupational Health and Safety, Fourth Edition (2008)

Authors: Montgomery, J. & Kelloway, K.

Publisher: Nelson Thomson

ISBN: 0-17-644233-2

6. Method of Student Evaluation:

The final mark/grade for this course will be determined as follows:

- | | | |
|----|-----------------------|-----|
| a) | Course Participation: | 20% |
| b) | Essay: | 25% |
| c) | Mid-term Exam: | 25% |
| d) | Final Exam: | 30% |

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Course Participation (20%):

Participation in online discussions, exercises and presentations are an important component of this course. Student participation grades will be determined by the instructor and will be based on the criteria outlined on the "Participation Rubric" (posted on the course website).

Essay (25% - Due March 31, 2008):

Students are required to complete a coherent and well-organized essay assignment. Details regarding essay assignment topics, criteria and grading are posted on the course website.

Please note that essay assignments:

- Are to be completed **individually**
- Are expected to appropriately **incorporate the concepts and theories** reviewed in the course
- Should be approximately **10 pages** in length
- Must be professional and meet academic standards:
 - Include a title page with your name, student number, course, and the topic of your Essay
 - Essays should be written in complete sentence and paragraph style, point-form is not acceptable
 - Cite all sources and include a reference section with your essay

Plagiarism: Students must write their essays and assignments in their own words. Whenever students take in an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see the Scholastic Offence Policy, as well as the English Language Proficiency and Essay Course Requirements in the Western Academic Calendar).

Plagiarism Checking Software: "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as a source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)"

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Mid-Term Exam (25% - February 16, 2008):

Final Exam (30% - April 12, 2008):

- The Mid-term and Final Exam **dates and times will be CONFIRMED by Distance Education** and/or the Registrar's office
- **Both the Mid-term and Final Exams** are based on all materials used in the course (i.e. course text, course notes and on-line discussions topics).
- The Exam **locations will be scheduled by Distance Education.**
- The Exams are **non-cumulative** and cover the material preceding the week, which the exam falls upon.
- Each exam will be scheduled for **TWO hours.**
- The format of each exam **will consist of (100) multiple-choice questions.**
- *"Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may include cheating"*
- Exams are **closed book examinations.** In addition:
 - Students are required to bring identification to exams
 - Nothing is to be on/at one's desk during an exam except a pen, pencil, and an eraser
 - Use of calculator, dictionaries, cassette/CD players, cell phones, pagers, beepers, or any other electronic device not approved by the instructor PRIOR to exams, will not be permitted for use during the exam
 - Do not wear baseball caps to exams

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7. Policy Regarding Illness:

Students are entitled to a rescheduling of exams or an extension of deadlines for legitimate medical or compassionate reasons. However, it is the student's responsibility to inform the instructor *prior* to the assignment due date or 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 or assignment 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.

For further information regarding medical absences due to illness, please consult the following website:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

8. Policy on Cheating & Academic Misconduct:

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

The penalty for a student guilty of a scholastic offence may include the refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, or expulsion from the University.

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9. 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 MOS 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/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. Support Services

The Registrar's office and the various support services they provide, can be accessed through the following website: <http://www4.registrar.uwo.ca>