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**MOS 3344A**  
**Occupational Health and Safety Management**  
**Course Outline: Section – 001 / Term**

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**1. Course Information:**

**1.1. Class Location and Time:**

**Room:** DB Weldon Library 258

**Time** Thursday 6:00-9:00 pm

**1.2. Instructor: Jan Hill, Occupational Health and Safety Specialist**

**Office:** TBD

**Office Hours:** Thursday/5:00pm

**Phone:**

**Email:** [jmfletcher@uwo.ca](mailto:jmfletcher@uwo.ca)

**Website Address:** <http://owl.uwo.ca/portal>

DAN Management and Organizational Studies strive at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

**2. Calendar Description**

- 2.1.** The purpose of this course is 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.

**3 lecture hours, 0.5 course**

- 2.2. Antirequisite(s):** Health Sciences 3030a/b or 320a/b

- 2.3. Prerequisite(s):** Enrolment in 3rd or 4th 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.

**3. Textbook**

- 3.1.** Kelloway/Francis/Gatien (2014). Management of occupational health and safety (6<sup>th</sup> ed). Scarborough, ON: Nelson Thomson Learning. ©2014, ISBN10: 0-17-653216-1 ISBN13: 978-0-17-653216-1

**4. Course Objectives and Format**

- 4.1. 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.
- 4.2. Course format:** The course format will consist of lectures, videos, guest speakers, discussion and student presentations. Questions and discussions are desired and encouraged.

## 5. Evaluation

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

Exams	Percentage of Course Grade
1. Mid- term (in class)	35%
2. Final Exam (final exam period)	45%
<b>Team Presentations</b>	
3. TEAM PRESENTATION	15%
4. Worker Health and Safety Awareness Training	5%

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

**MIDTERM EXAM = 35%** (in class, Thursday OCTOBER 16, 2014).

The MIDTERM EXAM will consist of 90 multiple choice questions [15 questions for each of chapters 1, 2, 3, 4, 5, and 6 (6 chapters x 15 questions = 90 questions) Exam 1 will be in class time.

**FINAL EXAM = 45%** (FINAL EXAM PERIOD, December 6-17, 2014)

The final exam will be scheduled for 2.5 hours (location to be set by the registrar's office).

The FINAL EXAM will consist of 120 multiple choice questions, 15 questions each from chapters 7-14 (8 chapters x 15 questions = 120 questions).

### 5.2 TEAM PRESENTATION = 15% Thursday Nov. 13, 2014 & Thursday Nov. 20, 2014 Presentation Theme = Health and Safety Policy Statements

Students are required to form Teams consisting of 4 or 5 students.

The purpose of the Team project will be to:

- (1) choose **one** of the policy statements from the list below. Remember that policy statements act as workplace "laws" in which each and every employee must follow
- (2) outline the pro's and con's in adopting the policy statement

Statement	Date	Statement	Date
All employees will report hazards, including locations in the workplace and rate the identified hazard as <b>MAJOR, MODERATE, or MINOR</b>	Nov. 13	Every employee, contract personnel or supplied worker will report ergonomic hazards to their immediate supervisor	Nov. 13

Statement	Date	Statement	Date
Zero tolerance for the use of earbuds or any electronic music devices when working in the warehouse.	Nov. 13	All employees are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed	Nov. 13
It is the duty of all employees to use this PPE as required, according to the Safe Operating Procedures of Equipment, Best Practices, and the Material Safety Data Sheets for all Hazardous Materials	Nov 20	Danny's Burger Barn will protect their employees from horseplay, disruptive activity, or other forms of disorderly conduct.	Nov 20
Danny's Burger Barn believes in the return to work of any injured employees.	Nov 20	All employees who regularly drive for Danny's Burger Barn are required to provide proof of safe driving record by supplying a Motor Vehicle Abstract, to Management, upon hire and when requested. Employees will be reimbursed for this cost	Nov 20

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.

**NOTE:** because the emphasis of this course is on Ontario, then any/all references should at least be Canadian (with preference for Ontario).

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 10-20 minutes in length. If an individual student is not present for their Team's presentation, then that student will receive a grade of zero for the presentation.

5.3 Students are required to complete the **WORKER HEALTH AND SAFETY AWARENESS TRAINING**. As a result of new health and safety legislative requirements that came into effect July 1st, 2014, Western has developed online occupational health and safety awareness training modules. The goal of the training is to provide basic knowledge and awareness of health and safety in the workplace including the roles, rights and responsibilities of workplace parties under the Ontario Occupational Health and Safety Act (OHSa).

To complete the **WORKER** module, please visit the following link and join the course on OWL:

<https://www.uwo.ca/hr/learning/required/index.html> by November 06, 2014.

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

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.

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.

## 6. Lecture and Examination Schedule

September 4, 2014

Chapter 1 - Introduction to the course

September 11, 2014

Chapter 2 - Legislative Framework

Chapter 3 - Workers' Compensation

Guest Speaker: WSIB Staff Member TBD

September 18, 2014	Chapter 4 – Hazard Recognition, Assessment, Control <b>CASE DISCUSSION:</b> Don't Fall for Fall Hazards <i>Form Teams</i>
September 25, 2014	Chapter 5 - Physical Agents <b>CASE DISCUSSION:</b> When a Tree Falls
October 02, 2014	Chapter 6 - Chemical and Biological Agents
October 09, 2014	Chapter 7 - Psychosocial Hazards <b>CASE DISCUSSION:</b> Action on Workplace Stress
October 16, 2014	<b>In-Class MID TERM EXAM</b>
October 23, 2014	Chapter 8 – Workplace Violence <b>CASE DISCUSSION:</b> Private Life coming into the Workplace Chapter 9 – Training
October 30, 2014	<b>Fall Break</b>
November 06, 2014	Chapter 10 – Motivation Chapter 11 – Emergency Planning
November 13, 2014	<i>TEAM PRESENTATIONS</i> Chapter 12 – Incident Investigation; [Chapter will <b>not</b> be lectured on, students are responsible for the material in the textbook on the final exam]
November 20, 2014	<i>TEAM PRESENTATIONS</i> [Chapter 13 – Disability Management; chapter will not be lectured on, students are responsible for the material in the textbook on the final exam]
November 27, 2014	Chapter 14 - Workplace Wellness: Work-Family and Worksite Health Promotion Programs <b>Last Class</b>

## 7. University Policy Regarding Illness

### 7.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long

term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

**Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested.** These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [http://www.uwo.ca/univsec/pdf/academic\\_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf).

**Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s).** Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

**Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)**

**A form to be completed by off-campus physicians is available at:**

**[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)**

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

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.

## **7.2. Make Up Examinations**

**7.2.1.** The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

## **7.3. Attendance**

**7.3.1.** 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. University Policy on Cheating and Academic Misconduct

- 8.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 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.
- 8.2. 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. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.
- 8.3. 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. Procedures For Appealing Academic Evaluations

- 9.1. 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 Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director 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.

## 10. Student Responsibilities

- 10.1. 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. This is critical if there is a guest speaker coming to the class.

## 11. Support Services

### 11.1. Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>  
Student Support Services *(including the services provided by the USC listed here)* can be reached at:  
<http://westernusc.ca/services/>)

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.

- 11.2. Students who are in emotional/mental distress should refer to Mental Health@Western  
[http://www.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.

## 12. Other Issues

### 12.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the x000-y000 range, the class average must fall between x% and y% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

### 12.2. 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.

### 12.3. 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.

### 12.4. Academic Concerns.

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

### 12.5. Important Dates: (Pick those that are relevant, delete others)

September 4, 2014 Classes begin  
September 12, 2014 Last day to add a full course or first-term half course  
October 30-31, 2014 Fall Study Break  
November 5, 2014 last day to drop a first term half course.  
December 3, 2014 Fall Session classes end.  
December 4-5, 2014 Study Day  
December 6-17, 2014 December examination period.

## 13. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)

#### **14. E-mail Policies (do what you want with this, it's completely optional – suggested by Phil King)**

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

##### **UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

##### **Subject Line Must Include Course and Section Number**

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

##### **Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

##### **Non-Acceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components



FREQUENTLY ASKED QUESTIONS (also from Phil King – use/change at will)

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the legal principles in a way that lets you apply them to new fact situations.
I missed the quiz because my computer didn't work, my internet connection was lost, I was preparing my Biz 2257 project, I was out of town, I lost my phone, I forgot ...	A missed quiz will result in a mark of zero. You are responsible for calendaring the quizzes and having reliable internet access to write them. There are no "make up" assignments available.
I missed a quiz or exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to understand the fundamental legal principles and how to apply them.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	