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# MOS 3344B Section – 650

## Occupational Health and Safety Management

### Winter 2019

### Course Outline

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#### 1. Course Information: Distance Studies course

##### 1.1 Contact Information:

Instructor: Professor Julie Aitken Schermer

Office: 4429 SSC

Phone: 519-661-2111 x84699

Email: [jharris@uwo.ca](mailto:jharris@uwo.ca)

DAN Department of Management and Organizational Studies strives 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 519-661-2147 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 Course 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.

0.5 course

Antirequisite: Health Sciences 3030A/B

Prerequisites: Enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of BMOS.

##### 2.2 Senate Regulations

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."

This regulation is in regards to the COURSES required. Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

### 3. Textbook

Kelloway, E. K., Francis, L., & Gatien, B. (2017). Management of occupational health and safety (7<sup>th</sup> ed). Scarborough, ON: Nelson Thomson Learning. [ISBN 0-17-665717-7]

### 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            On-line lecture notes

### 5. Learning Outcomes        See OWL site

### 6. Evaluation

#### **WHMIS = 5% Due 9:00am EST on January 28**

Students are required to complete the WHMIS course and e-mail the certificate (pdf file) to the instructor **through OWL** [the certification tab is at the left-hand side of the screen and is available after passing the WHMIS test]. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned for this component to students who fail to complete the course or who do not submit a certificate. **It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment. To access the WHMIS course, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the second box for the WHMIS training. Alternatively, you may access the courses through webCT (OWL):**

Select: "The University of Western Ontario"

Select: "Check Browser" to ensure your web browser settings will function properly.

Log into WebCT using your User ID and password\*.

**\*Which UserID and password? Provided that you have not had a prior employment relationship with Western (e.g. Work Study, Summer Student), you will use your student userID and password to log in to webCT. Otherwise, you will need to log in with your employee userID and password. If you do not know your Employee ID number, please contact Human Resources at 519-661-2194. Be prepared to provide your student number and confirm your personal data. Next, to obtain your employee UserID and password, please contact ITS at 519-661-3800. Be prepared to provide your Employee ID number and confirm your personal data.**

**Exam 1 = 35% at 9am Saturday March 2**

Exams cover all course materials, textbook chapters and lecture notes. 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.** The **midterm exam** will be scheduled for **two hours**. 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)].

**Worker Health and Safety Awareness Training = 5% Due 9:00am EST on March 4**

Students are required to complete the **UWO Worker Health and Safety Awareness Training** course and **e-mail** the certificate to the instructor **through OWL**. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned to students for this component who fail to complete the course or who do not submit a certificate. **To access the Worker Health and Safety Awareness Training, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the first box. It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment.**

**HEALTH AND SAFETY ISSUE POSTING = 5% Due 9:00am EST on March 25**

Students are required to post a piece of news or an article dealing with an industrial/workplace accident in **Canada** and include a brief statement why the posting was deemed to be interesting to you, what were the preceding factors, what happened, and what changes were made (if any) following the outcome. You may not use an article which has been posted already by another student. **Each posting must be unique.** If a question is posed by the instructor, that question must be answered in order to ensure the highest mark possible. A zero grade will be assigned to students for this component who: fail to post an article before the deadline, post a duplicate topic, and/or fail to answer any follow-up questions within 7 days. Possible locations for information include:

- the Canadian Centre for Occupational Health and Safety (CCOHS) at: <http://www.ccohs.ca/>
- Ontario Ministry of Labour at: <https://www.ontario.ca/page/ministry-labour>
- Ontario WSIB at: <http://www.wsib.on.ca>

**It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment.**

**Final Exam = 50% (April 11-30, 2019)**

The **final exam** will be scheduled for **2.5 hours** (date and 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)].

Total = 100%

Exams are **closed book examinations**. **Dictionaries are NOT allowed into the examinations.**

**Electronic devices of any kind (including pagers, cell phones, smart watches and calculators) are NOT permitted at exams.**

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed in the instructor's office.

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.**

## 7. Lecture and Examination Schedule

(the Monday of the week is given)

|  |  |
|--|--|
| January 7                                    | Chapter 1 - Introduction to the course   |
| January 14                                   | Chapter 2 - Legislative Framework  |
| January 21                                   | Chapter 3 - Workers' Compensation  |
| January 28                                   | Chapter 4 – Hazard Recognition, Risk Assessment, and Control [UWO “New” WHMIS due] |
| February 4                                   | Chapter 5 - Physical Agents  |
| February 11                                  | Chapter 6 - Biological and Chemical Agents   |
| [Family Day and Reading Week February 18-22] |  |
| February 25                                  | Chapter 7 - Psychosocial Hazards   |
|  | Chapter 8 – Workplace Violence, Aggression, and Harassment                         |

### **Saturday March 2, 9am MIDTERM EXAM NOTE: Chapters 1-6 only!**

|          |   |
|----------|---|
| March 4  | Chapter 9 – Training [ <b>Worker Health and Safety Awareness Training due</b> ]     |
| March 11 | Chapter 10 - Motivation   |
| March 18 | Chapter 11 – Emergency Planning & Chapter 12 – Incident Investigation               |
| March 25 | Chapter 13 – Disability Management [ <b>OHS Issue Posting due</b> ]                 |
| April 1  | Chapter 14 - Workplace Wellness: Work-Family and Worksite Health Promotion Programs |

**FINAL EXAMINATION - DECEMBER EXAM PERIOD (April 11-30, 2019)**

## 8. Student Responsibilities

Material covered in the on-line lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. Exam Policies

- 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
- To ensure fairness to all students, questions will not be answered during exams.

## E-mail Policies

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. Unacceptable 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.). Ideally, students will send their emails to the professor through the OWL email function.**

### 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

### Unacceptable 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

## Attendance

It is expected that students will keep up with each online lecture, readings and assignments.

### Extended Absences.

If you are ill for 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.

### Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried. Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to "make up" for a course component that was missed or performed poorly.

## 9. Posting of Grades

Midterm exam grades will be sent to students through email once available. Final exam grades and final course grades are not emailed and are available once they have been posted by the Registrar under "Academic Summary" at the [Student Centre](#) website.

## 10. University Policy Regarding Illness

### 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.

## Make Up Examinations

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).

## 11. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. 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 3135 WSSB, (519) 661-3573, [ombuds@uwo.ca](mailto:ombuds@uwo.ca).

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.

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.

## 12. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair 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.
4. 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.

## 13. Support Services

### 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/>

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.

### Academic Concerns.

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

## **14. Other Issues**

### Grade Policy

The DAN Department has a grade policy which states that for courses in the 3000 range, the class average must fall between 70% and 77% 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal.

### Senate Policy

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)