
MOS 3344B Section – 650

Occupational Health and Safety Management

Winter 2020

Course Outline

1. Course Information: Distance Studies course

1.1 Contact Information:

Instructor: Julie Aitken Schermer

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DAN Department of Management & 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 emphasis on the Province of Ontario. Technical, legislative, political and personal dimensions of the subject are examined, including managing a safety program.

3 lecture hours, 0.5 course

Antirequisite(s): Health Sciences 3030A/B.

Prerequisite(s): Enrollment in 3rd or 4th 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 (7th edition). Scarborough, ON: Nelson Thomson Learning. [ISBN 0 17 665717-7]

4. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

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 lecture outline for topics.

6. Evaluation

WHMIS = 5% Due 1am EST on January 27

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 February 8

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 1am EST on March 2

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.**

HEALTH AND SAFETY POSTING = 5% Due 1am EST on March 23

Students are required to interview a friend or family member who is employed. You are to collect the following information: what type of organization do they work for? How long have they worked there? What does their job role entail? What type of training did they receive in Health and Safety AND did they think it was sufficient? Post a summary **in your own words** of the information you have acquired. Do NOT include personal information such as the individual's name or company. **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 their summary before the deadline and/or fail to answer any follow-up questions within 7 days.**

Final Exam = 50% (April 6-26, 2020)

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.

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.

7. Lecture and Examination Schedule

(the Monday of the week is given)

January 6	Chapter 1 - Introduction to the course
January 13	Chapter 2 Legislative Framework
January 20	Chapter 3 - Workers' Compensation
January 27	Chapter 4 – Hazard Recognition, Risk Assessment, and Control [UWO “New” WHMIS due]
February 3	Chapter 5 - Physical Agents & Chapter 6 - Biological and Chemical Agents

Saturday February 8, 9am

MIDTERM EXAM

February 10	Chapter 7 Psychosocial Hazards
February 24	Chapter 8 – Workplace Violence, Aggression, and Harassment
March 2	Chapter 9 – Training [Worker Health and Safety Awareness Training due]
March 9	Chapter 10 - Motivation
March 16	Chapter 11 – Emergency Planning & Chapter 12 – Incident Investigation
March 23	Chapter 13 – Disability Management [Posting due]
March 30	Chapter 14 Workplace Wellness: Work-Family and Worksite Health Promotion Programs

FINAL EXAMINATION - APRIL EXAM PERIOD (APR. 6-26, 2020)

8. Student Responsibilities

For Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

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.

8.1 Respect

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

8.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

8.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may not record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

9. 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, or other electronic devices to exams.
- To ensure fairness to all students, questions will not be answered during exams.

10. 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".

10.1 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.**

10.2 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.

10.3 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

10.4 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

11. 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.

11.1 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.

11.2 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. 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.

13. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the [Student Centre](#) website.

14. University Policy Regarding Illness

14.1 Illness

For details on University Policy and student responsibilities go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- i. Submitting a Self-Reported Absence form provided that the conditions for submission are met (maximum of 2 from September to April, valid for 48 hours or less, on course work worth less than or equal to 30%); or
- ii. For medical absences, submitting a Student Medical Certificate (SMC) : https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- iii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to **consider carefully the implications** of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are not an appropriate basis for a self-reported absence;
- **must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

14.2 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](#)).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

15. University Policy on Cheating and 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. 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.

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.

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.

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.

16. 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.

17. Support Services

17.1 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/>

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

17.2 Academic Concerns.

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