



## Fall/Winter 2021 Course Syllabus

### **MOS 3344A Sections – 650 and 651** **Occupational Health and Safety Management** Course Mode Distance Online

Instructor: Julie Aitken Schermer  
Office: SSC 4429

Office e-Hours: Mondays 6:00-7:00am (EST) and 9:00-11am Note: on-line office hours only through OWL email, OWL forum, or telephone (telephone is only available for the 9-11am time period).

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#### **1. Course Information:**

- 1.1 Class Location and Time: Distance Studies/Online (asynchronous)
  
- 1.2 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.

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

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS.

**Course Weight:** 0.50, CATEGORY A

#### **1.3 Accessibility:**

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>

#### 1.4 Land Acknowledgement:

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

#### 1.5 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 regard to the COURSES required.

**Students not in BMOS are permitted to enroll in up to 1.0 MOS courses**, per the Academic Timetable.

## 2. Course Materials

**Textbook – NOTE: use either the paper copy or the e-book (do not buy both).**

Kelloway, E.K., Francis, L., Gatien, B. (2021). *Management of occupational health and safety* (8<sup>th</sup> edition). Nelson publishing. ISBN: 13:978-0-17-689301-9

Book can be purchased through the Western bookstore at:

<https://bookstore.uwo.ca/product/cebebookid9674947>

- Printed textbook - \$129.95 - 9780176893019
- PDF eBook (1 year access) - \$113.95 - 9780176893637

## 3. 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.

### 3.1 Course objectives

To introduce human resources students to the laws and issues surrounding occupational health and safety in Canadian businesses.

- 3.2 Course format  
On-line asynchronous lectures.

## 4. Learning Outcomes

See topic list (proficiency and understanding of each topic listed).

## 5. Evaluation

Grades will be based on **WHMIS certificate submission** (5%, see below), **Worker Awareness Certificate Submission** (5%, see below), and **five (5) timed on-line quizzes** (see below for weights). Each quiz will consist of multiple choice and true/false (with 0.5 mark guessing penalty) factual questions. Students will have been 5 and 40 minutes to complete each quiz (time allotted will be announced at the start of each quiz). **Quizzes start on Week 3 (Monday September 28, 2020).**

All Quizzes will be on **Mondays at 8am (08:00h Eastern Standard Time)**. EACH QUIZ COVERS THE MATERIAL (textbook chapter, notes, and additional posted lecture notes) FROM THE WEEK(S) BEFORE. *Note:* **Quizzes will be on OWL and not the e-book site.**

**Students MUST complete their quizzes using a stable and secure internet connection (cable). Any issues with quiz completions using "wifi" or your cellular telephone will NOT be investigated or addressed and CANNOT be used as grounds for appeal.**

Each quiz is **closed book**. **Dictionaries are NOT allowed. Calculators are NOT allowed. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT allowed.**

Quizzes will **not** be returned to students but individualized feedback can be obtained by contacting your Instructor.

### **WHMIS = 5% Due 8:00 am (08:00h) EST on September 13**

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 OWL 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 OWL. 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.

**Worker Health and Safety Awareness Training = 5% Due 8:00am (08:00h) EST on Monday November 9, 2020**

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.

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. **Students who miss a quiz will either receive a zero (0%) grade or, if allowed through academic counselling (or use of a SRA), will write the timed true/false with guessing penalty make-up exam.**

**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.

## 6. Lecture and Examination Schedule (Monday Date given, materials are available using the e-book or paperback textbook and OWL. Quizzes occur on OWL site)

Week 1, Sept. 6, 2021

Chapter 1 Introduction & Chapter 2 Legislation

Week 2, Sept. 13, 2021

- ~~WHMIS due 8am EST (worth 5%)~~
- Chapter 3 Compensation

Week 3, Sept. 20, 2021 ~~QUIZ #1 8am EST (worth 20%)~~

- Chapter 4 Hazards, Risks and Control

Week 4, Sept. 27, 2021 - **WHMIS due 8am EST (worth 5%) AND QUIZ #1 8am EST (worth 20%)**

- Chapter 5 Physical Agents

Week 5, Oct. 4, 2021

- Chapter 6 Biological and Chemical Agents

Week 6, Oct. 18, 2021

- Chapter 7 Psychosocial Hazards

Week 7, Oct. 25, 2021 **QUIZ #2 8am EST (worth 30%)**

- Chapter 8 Workplace Violence and Chapter 9 Training

Week 8, Nov. 1, 2021 **Worker Awareness Certificate due 8:00am EST (worth 5%)**

- Chapter 10 Motivation and Safety Management

Week 9, Nov. 8, 2021, **QUIZ #3 8am EST (worth 15%)**

- Chapter 11 Emergency Planning & Chapter 12 Incident Investigation

Week 10, Nov. 15, 2021 **QUIZ #4 8am EST (worth 15%)**

- Chapter 13 Disability Management and Return to Work

Week 11, Nov. 22, 2021

- Chapter 14 Workplace Wellness

Week 12, Nov. 29, 2021 (last) **QUIZ #5 8am EST (worth 10%)**

## 7. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](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.

## 7.1 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.

## 7.2 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.

## 7.3 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.

## 8. Exam Policies

For all quizzes in the course, please note that the assessments are timed and that by cheating through consulting your textbook or a peer will take away from the exam time and you may not be able to finish the questions. Ethically, you are required to complete each of the quizzes independent of cheating aids.

## 9. 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".

### 9.1 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.).

### 9.2 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.

### 9.3 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

## 9.4 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

## 10. Attendance

**It is expected that students will read all of the textbook and lecture materials.**

### 10.1 Short Absences.

If you miss a quiz due to minor illness or other problems, you may be able to write a make-up quiz if you are able to provide a doctor's note supporting your illness and the academic counsellor accepts the documentation.

### 10.2 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.

## 11. 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.

## 12. Posting of Grades

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.

## 13. University Policy Regarding Illness

### 13.1 Illness

For details on the Academic Consideration for Student Absences (including accommodation, illness and self-reported absences (SRAs)), go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

The current Illness Policy is available here (subject to change):

[https://dan.uwo.ca/undergraduate/course\\_information/IllnessPolicy.pdf](https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf)

### 13.2 Make Up Examinations

Students must write a make-up quiz if the regularly scheduled quiz 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.

## 14. 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](mailto: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.

## 15. 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 Office of the Ombudsperson.



## 16. Support Services

### 16.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation 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/your-services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

### 16.2 Academic Concerns.

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