

---

## COURSE OUTLINE

---

1

**Course Name and Code**     Safety in the Workplace (2015-2016)  
                                     OHS1320

---

**Total Hours**        15

---

**Credits**                1

---

**Prerequisite(s)**

**Corequisite(s)**

---

### Course Description

This course focuses on developing awareness and skills for the student to safely manage and conduct him or herself while on an unpaid work placement within a variety of employment settings. Through the nine units of the course, participants will have the opportunity to enhance their understanding and knowledge of General Health and Safety guidelines, including WHMIS, Fire Safety and Workplace Violence. The unit on Accessibility for Ontarians with Disabilities Act will instruct the student on the requirements for Accessible Customer Service and Integrated Accessibility Standard Regulations. General information on Safe Driving, Privacy of Information and Hand Washing will be addressed as well. The course also provides participants with critical information regarding their insurance coverage (WSIB or other) while on unpaid work placements, as well as guidelines to follow in the event of an injury. Participants will receive a printable Record of Completion upon successful conclusion of this course, in order to demonstrate awareness of safe working practices to their Placement Employers. Participants in this course are required to provide informed consent regarding WSIB or other insurance coverage while on an unpaid work placement

---

### Course Outcomes

Successful completion of this course will enable the student to:

1. Apply basic concepts of regulations concerning WHMIS, Fire Safety and Workplace Violence.
2. Recognize the requirements of AODA specific to customer service.
3. Identify fundamental elements of safe driving, privacy of information as well as health and safety risks and responsibilities common to Ontario workplaces.

---

**Course Name**    Safety in the Workplace (2015-2016)  
**and Code**        OHS1320

---

Successful completion of the following units will enable the student to:

**1.0    Unit 1: Worker Health and Safety Awareness**

- 1.1    Recognize workers' rights
- 1.2    Outline the importance of health and safety awareness, rights and responsibilities for workers, supervisors and employers

**2.0    Unit 2: Accessibility for Ontarians with Disabilities Act (AODA)**

- 2.1    Identify the requirements of the Customer Service Standard under AODA
- 2.2    Review the basic requirements of the Integrated Accessibility Standard Regulation.
- 2.3    Recognize misconceptions about people with disabilities

**3.0    Unit 3: Fire Safety in the Workplace**

- 3.1    List items necessary for a fire
- 3.2    Explain the operation of a fire extinguisher
- 3.3    Recognize the different classes of fires and how to extinguish them
- 3.4    Explain the importance of fire alarms

**4.0    Unit 4: Workplace Hazardous Materials Information System (WHMIS)**

- 4.1    Recognize the different classes of hazards
- 4.2    Read product labels accurately
- 4.3    Locate additional product safety information

**5.0    Unit 5: Workplace Violence**

- 5.1    Identify situations that constitute violence in the workplace
- 5.2    Identify some of the risk-related factors
- 5.3    Provide examples of preventative measures

**6.0    Unit 6: Safe Travel**

- 6.1    identify situations covered by workplace travel insurance
- 6.2    Recognize distracting factors that impact on safe driving

**7.0    Unit 7: Privacy in the Workplace**

- 7.1    Review the Personal Information Protection and Electronic Documents Act (PIPEDA)
- 7.2    Identify responsibilities under PIPEDA
- 7.3    Review aspects of the Ontario's Personal Information and Privacy Act
- 7.4    Identify what is personal information

---

## COURSE OUTLINE

---

3

**Course Name** Safety in the Workplace (2015-2016)  
**and Code** OHS1320

---

---

8.0 **Unit 8: Basic Hand Washing**

- 8.1 Recognize the importance of hand washing to stop the spread of germs
- 8.2 Explain when hand washing should be performed
- 8.3 Identify the proper hand washing technique
- 8.4 Identify the pros and cons of hand sanitizer use

9.0 **Unit 9: Student Insurance Coverage**

- 9.1 Explain the types of insurance coverage while on an unpaid work placement
- 9.2 Identify student's responsibilities for reporting an injury / and who to contact if injured

10.0 **Unit 10: Program Specific Requirements (If Applicable)**

- 10.1 Explain safe procedures for the specific operation and use of tools within program area

### **Required Student Resources (Including textbooks and workbooks)**

No resources required

---

### **Optional Resources**

NA

---

### **Evaluation**

In order to successfully complete this course, the student is required to meet the following evaluation criteria:

Complete all units,  
Complete all 9 quizzes (or 10 quizzes if Unit 10 applicable)  
Provide the 2 completed consent forms as well as 1 Record of Completion.  
This is a pass / fail course.

---

### **Other**

Conestoga College is committed to providing academic accommodations for students with documented disabilities. Please contact the Disability Services Office.

---

**Prepared by** Kelly McDonald-Jarosz / Earla J. Smith

---

**School** School of Health & Life Sciences and Community Services / School of Business and Hospitality

---

**Date** 2015-06-05

---

## COURSE OUTLINE

4

Course Name Safety in the Workplace (2015-2016)  
and Code OHS1320

EES	Learning Outcomes	Taught	Reinforced	Assessed
<b>Communication</b> <ul style="list-style-type: none"><li>• Reading</li><li>• Writing</li><li>• Speaking</li><li>• Listening</li><li>• Presenting</li><li>• Visual literacy</li></ul>	<ol style="list-style-type: none"><li>1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</li><li>2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</li></ol>	x		x
<b>Numeracy</b> <ul style="list-style-type: none"><li>• Understanding and applying mathematical concepts and reasoning</li><li>• Analyzing and using numerical data</li><li>• Conceptualizing</li></ul>	<ol style="list-style-type: none"><li>3. Execute mathematical operations accurately</li></ol>			
<b>Critical thinking and Problem Solving</b> <ul style="list-style-type: none"><li>• Analyzing</li><li>• Synthesizing</li><li>• Evaluating</li><li>• Decision making</li><li>• Creative and innovative thinking</li></ul>	<ol style="list-style-type: none"><li>4. Apply a systematic approach to solve problems.</li><li>5. Use a variety of thinking skills to anticipate and solve problems.</li></ol>		X  X	
<b>Information management</b> <ul style="list-style-type: none"><li>• Selecting and using appropriate tools and technology for a task or a project</li><li>• Computer literacy</li><li>• Internet skills</li><li>• Gathering and managing information</li></ul>	<ol style="list-style-type: none"><li>6. Locate, select, organize, and document information using appropriate technology and information systems.</li><li>7. Analyze, evaluate, and apply relevant information from a variety of sources.</li></ol>	x		x
<b>Interpersonal</b> <ul style="list-style-type: none"><li>• Team work</li><li>• Relationship management</li><li>• Conflict resolution</li><li>• Leadership</li><li>• Networking</li></ul>	<ol style="list-style-type: none"><li>8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</li><li>9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</li></ol>	x		
<b>Personal</b> <ul style="list-style-type: none"><li>• Managing self</li><li>• Managing change and being flexible and adaptable</li><li>• Engaging in reflective practices</li><li>• Demonstrating personal responsibility</li></ul>	<ol style="list-style-type: none"><li>10. Manage the use of time and other resources to complete projects.</li><li>11. Take responsibility for one's own actions, decisions, and consequences.</li></ol>			