



COLLEGE of BUSINESS
AND ECONOMICS

HROB*3030 Occupational Health and Safety Winter 2019

Credit Weight 0.50

General Course Information

Instructor:	Dr. Ellen Choi
Email	echoi03@uoguelph.ca
Office Location	220 Macdonald Hall
Office Hours	Monday 12-2pm or by appointment. Please reference HROB3030 in your email subject title so your email can be prioritized.
Department/School	Department of Management
Class Schedule:	Tuesdays and Thursdays – 4:00 PM – 5:20 PM
Class Location	TBD
Final Exam:	TBA
Pre-requisites:	9.00 credits including (1 of BUS*3000, HROB*2100, HROB*2290, HROB*3000, PSYC*3070)
Co-requisites:	BUS*3030, PSYC*3060
Restrictions:	This is a Priority Access Course and some restrictions may apply during some time periods. Please contact the department for more information.

Course Description

The major objective of this course is to introduce Human Resources Professionals to this broad and ever changing field. Occupational Health and Safety, is an inherently technical subject far broader than legislation only. The multiple dimensions of the various issues - technical, legislative, political and personal are a required part of the training for a professional in this field.

Occupational health and safety is an essential part of organizational success and an important element of an organization's responsibility towards its human resource capital and other key organizational stakeholders. The management of occupational health and safety issues and initiatives is an integral part of organizational performance. This course takes a balanced approach to the management of occupational health and safety in a business environment including a focus on the employee, employer and government roles.

Human resources professionals are expected to take a leadership role in ensuring occupational health and safety is integrated into organization's operations. This course will introduce potential Human Resources Managers to the increasingly important role of organizational and employee responsibility for occupational health and safety.

Course Learning Outcomes

Upon successfully completing this course, you will be able to:

- 1) Promote the health and safety of employees through an understanding of legislation, regulations, and standards to increase organizational awareness, ensure compliance, and manage risk.
- 2) Develop health, safety, and wellness policies, procedures, roles and responsibilities for leaders and employees, to ensure compliance through training, monitoring, and providing appropriate safeguards and disability management.
- 3) Encourage employee wellness by endorsing healthy lifestyles, educating employees, and providing opportunities for enhancement of wellness to sustain overall employee and organizational health.
- 4) Describe a proactive approach to mental health and psychological well-being in the workplace by enhancing awareness at all levels of the organization to improve performance.
- 5) Interpret legislation and policies consistent with legal requirements and organizational values to treat employees in a fair and consistent manner and manage the risk of litigation and conflict.
- 6) Apply an evidence-based approach to the development of human resources policies and practices using current professional resources to provide a sound basis for human resources decision-making.
- 7) Analyze common workplace environments to identify physical, chemical, biological, and psychosocial hazards.
- 8) Describe and assess prevention training strategies associated with physical/chemical/biological hazards, psychosocial hazards, and stress mitigation.

Indicative Content

Winter 2019 Class Schedule

Week	Date	Topics	Readings/Assignments
1	January 8 January 10	Course Introduction Introduction to OH&S Legislative Framework	Introduction Chapter 1. Introduction Chapter 2. Legislative Framework
2	January 15 January 17	Workers' Compensation Hazard Recognition, Risk Assessment and Control	Chapter 3. Workers' Compensation Chapter 4. Hazard Recognition, Assessment, and Control In-Class exercise #1
3	January 22 January 24	Physical Agents Chemical, and Biological Agents Field Study	Chapter 5. Physical Agents Chapter 6. Chemical and Biological Agents Visit Organization for assessment
4	January 29	Psychosocial Hazards	Chapter 7. Psychosocial Hazards

		Workplace Violence	Chapter 8. Workplace Violence In-Class exercise #2
	January 31	Training	Chapter 9. Training
5	February 5	Motivation Incident Investigation	Chapter 10. Motivation Chapter 12. Incident Investigation
	February 7	Workplace Wellness	Chapter 14. Workplace Wellness In-class exercise #3

6	February 12 February 14	Midterm Review MIDTERM	Midterm (Chapters 7,8,9,10,12)
	February 18	Winter Break	
7	February 26 February 28	Field Study Guest Speaker	Visit Organization to present recommendations Workplace Mental Health – Guest Speaker
8	March 6 March 8	Group Presentations Group Presentations	Group #1 and #2 Group #3 and #4
9	March 13 March 15	Group Presentations Group Presentations	Group #5 and #6 Group #7 and #8
10	March 20 March 22	Group Presentations Group Presentations	Group #9 and #10 Group #11 and #12
11	March 27 March 29	Group Presentations Group Presentations	Group #13 and #14 Group #15 and #16
12	April 2	Final Exam Review	<i>Group Project Written Report Due</i>
Final Exam – Date = TBA - (Chapters 1-14)			

Note: The schedule of topics and the other learning activities may require modification from time to time. Any changes will be announced in class and/or on the Courselink site.

Course Assessment

Components	Weights	Description	Associated Learning Outcomes	Due Date/ location
Assessment 1:	15%	In-Class Exercises (5% x 3 Exercises)	1-8	On-going/Classroom
Assessment 2:	25%	Group Project (Written 15%; Presentation 10%)	1-8	On-going/ April 2/ Classroom
Assessment 3:	30%	Mid-Term Exam (Chapters 7,8,9,10,12)	1, 2, 5, 7, 8	February 14, 2019/Classroom
Assessment 4:	30%	Final Exam	1-8	TBA
Total:	100%			

Note: The numbers of associated learning outcomes are consistent with those in the section, "Course Learning Outcomes".

In-Class Exercises (15%)

You are expected to attend class and complete a series of exercises. The exercises will occur during normally scheduled class time. There will be 5 exercises, each worth 3%. Some exercises will be completed individually and the others in-pairs, or with a group. Each individual/group will be given specific scenarios, and will respond, in writing, to the assigned questions. Responses must be submitted to the drop box before leaving class. More details to follow.

Group Project (25%)

Studying a real organization, each group needs to identify advantages and disadvantages of the organization's OH&S practices, and to recommend some actions for the organization to improve its OH&S performance. The group project has two components: written report (10%) and presentation (15%). The group will have two field visits to the organization where they 1) go into the workplace to observe/assess/identify advantages and disadvantages; and 2) go back to the workplace to present their recommendations to the organization.

The written report must be handed to the instructor before the group presentation. The format of the report shall not exceed 10 pages (excluding any appendices or references), double-spaced, 1" margins on all sides, and 12-point Times New Roman font. The report will be evaluated on style (grammar, etc.) and content (the extent and quality of analysis and recommendations).

Reports should outline the following:

- What is the hazard of concern?
- What are the risks if this hazard is not addressed/benefits if this hazard is addressed?
- What practices are currently in place to address these hazards? (Needs Analysis)
- What recommendations do you have for this organization with respect to this hazard? (Training Design and Delivery)
- What are the barriers to change and how will you motivate safety behaviour? (Motivation)
- How will you know if the training and OH&S practices are effective (Training Evaluation)
- Create a 2-3-minute micro-learning video that summarizes your report (this will be presented in-class and shared with the organization)

Each group will conduct a presentation based on their group written report. **Creativity is strongly encouraged** (and will be marked). Due to time constraints, each group presentation will be limited to approximately 30 minutes.

Mid-Term Exam (30%)

The mid-term exam is closed-book, covering readings and lectures referring to Chapter 7, 8, 9, 10, and 12. The format of the mid-term exam will be multiple-choice and short-answer questions. More details will be provided closer to the exam date.

It is imperative that you attend the mid-term exam since ***there may be no other alternative dates to write a make-up exam***. If you cannot complete the mid-term exam because you are sick and you present ***a doctor's note***, the value of your midterm exam will be transferred to the final exam (i.e., the weight of your final exam will be changed from 30% to 60%).

Final Exam (30%)

The final exam is cumulative, covering readings and lectures from the entire course.

The final exam is closed-book, and will be made up of multiple-choice and short-answer questions. More details will be provided closer to the exam date.

If you are registered with the Centre for Students with Disabilities and will require some form of accommodation in the completion of the required learning activities for this course, please meet with me during the first week of classes.

Course Resources

Required Texts:

Kelloway, E.K. and Francis, L. and Gatien B. (2017). *Management of Occupational Health and Safety* (Seventh Edition). Toronto: Nelson

Ontario Occupational Health and Safety Act (OHSA) available online:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

Guide to the Ontario Health and Safety Act (OHSA Guide) available online:

<http://www.labour.gov.on.ca/english/hs/pubs/ohsa/index.php>

Other Resources:

This course uses a variety of materials and resources. One of your primary resources will be the course website (<http://courselink.uoguelph.ca>). All announcements, required and recommended readings, assignments and updates will be posted there. Check the course site often.

Course Policies

All course grading will adhere to the University grading resolutions that outline its standards for determining and assigning grades. The text for all 11 grading resolutions, as approved by Senate, appears in the current Undergraduate Calendar in Section VIII, by clicking on “Grades” , then “Grading Procedures” headings

http://www.uoguelph.ca/undergrad_calendar/c08/c08-grds-proc.shtml

Grading Policies

All assignments and exams will be marked and returned to students within two weeks of the due date by way of the course website. Grades will be posted on the course website for all work completed within a maximum of two weeks. If you would like to discuss your graded assignments and exams with me, please email me a bullet point list of issues you would like to discuss so we can have a comprehensive and focused conversation.

- 80 - 100 (A) Excellent. An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.
- 70 - 79 (B) Good. A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.
- 60 - 69 (C) Acceptable. An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.
- 50 - 59 (D) Minimally Acceptable. A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.
- 0 - 49 (F) Fail. An inadequate performance.

Please note that these policies are binding unless academic consideration is given to an individual student.

Course Policy on Group Work:

There will be no peer evaluation for the group project. Groups are expected to have all members present and working at group meetings, and contributing as agreed upon by the group. Groups are expected to alert the instructor to missing or non-contributing group members; those who do not regularly attend group meetings or do not contribute at a level agreed upon by the group will receive a lower grade for the group project (down to 0%). More details of the group project will be provided in class.

Course Policy regarding use of electronic devices and recording of lectures:

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

University Policies

Academic Consideration

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Student Accessibility Services (SAS) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email accessibility@uoguelph.ca or see the website: <http://www.uoguelph.ca/csd/>

Course Evaluation Information

Please refer to the [Course and Instructor Evaluation Website](#)

Drop date

The last date to drop one-semester courses, without academic penalty, is **March 9, 2018**. For regulations and procedures for Dropping Courses, see the Academic Calendar:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>