



**Commerce 436
Occupational Health & Safety (OH&S)
Course Outline
Winter, 2017**

Instructor: Brad Evans

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Course Start Date: January 9, 2017

Final Class Date: April 3, 2017

Class Days: Mondays

Class Time: 6:00 p.m. to 8:50 p.m.

Classroom Location: Teaching & Learning Centre 10-4588

Business website: <http://www.unbc.ca/business>

Information regarding the School of Business at UNBC can be found at:
<http://www.unbc.ca/business>

REQUIRED READINGS FOR COMMERCE 436:

- Kevin Kelloway and Lori Francis, "Management of Occupational Health & Safety" 6th Edition
- Worker's Compensation Act of British Columbia
- Occupational Health & Safety Regulation of British Columbia
- Various Publications from WorkSafeBC.

COURSE DESCRIPTION:

Occupational Health & Safety, (OH&S) is a broad and ever-changing field with many complex issues. Therefore, the intent of this course is to provide a general overview of OH&S and more specifically, how OH&S relates to human resources professionals. The primary purpose of this course is to help students recognize the role of an HR professional in dealing with OH&S issues, and the positive impacts that an effective OH&S program can have on workers and organizations. Students will be exposed to the legislative, political, technical and personal issues of OH&S. Furthermore, the course will provide students with the basic skills and knowledge to develop and manage and evaluate an effective OH&S program.

COURSE OBJECTIVES:

Specifically, the objectives of this course are to:

- Provide a perspective on the role of HR professionals as it relates to OH&S
- Introduce you to OH&S and a brief historical perspective on the development of OH&S in Canada
- Outline legal considerations & legislative framework for OH&S
- Discuss Worker's Compensation systems
- Increase your understanding of hazards present in workplaces including physical agents, chemical & biological agents, psychosocial hazards
- Discuss issues pertaining to violence in the workplace
- Recognize and assess sources of hazards & strategies to control workplace hazards
- Discuss the importance of OH&S training and to identify key components of an OH&S training program
- Utilize strategies to motivate safe behavior at work
- Describe the key elements of emergency preparedness
- Describe the intent for conducting accident investigations, the steps of accident investigation and develop skills to gather information and analyze the human, situational and environmental factors contributing to accidents
- Discuss concepts of disability management, return to work and healthy workplaces

TEACHING METHODS:

Several approaches are used to facilitate learning in Commerce 436:

- a. **Text & Required Readings.** Your text will provide you with a broad overview to the topics covered in the course and the context for material covered in more depth in the lectures. The text will also familiarize you with the concepts of OH&S.
- b. **Lectures.** Lectures are designed to provide you with an in-depth examination of topics covered in your text and other required readings. Students are expected to read the required textbook material as it corresponds to the lectures to enhance and facilitate understanding of how the lecture topics fit into OH&S. PowerPoint slides provide the foundation for the material to be discussed in the lectures. **Do not assume that these slides are a substitute for coming to class** as they do not completely cover the material, but simply provide you with a foundation to organize your notes on the material as it is being presented. Attendance at lectures and detailed lecture notes will result in stronger performance on examinations.
- c. **Discussion of OH&S issues and Journal Assignments and Case Studies** covered in your assigned readings and lectures will provide you with the knowledge base for the course.

ROLE OF THE INSTRUCTOR:

The role of the instructor is to facilitate and guide discussion to help achieve learning objectives. This will involve the instructor asking students to participate in discussion and share their experiences and views through questions regarding OH&S issues, clarifying concepts that may be difficult to understand, and encouraging students to present different points of view.

COURSE ASSIGNMENTS AND GRADE WEIGHTING:

Assignments & Exams	Due Date	Grade Weight
Class Participation	Based on attending class	15%
Learning Journal Responses	To be submitted at the beginning of each class	15%
Major Course Assignment	To be submitted at beginning of week 12 class on March 30, 2016	20%
Mid Term Exam	Covers Chapters 1 - 7	25%
Final Exam	Covers Chapters 8- 14	25%

COURSE SCHEDULE & READING ASSIGNMENTS

Week 1 - January 9, 2017	<ul style="list-style-type: none">• Introductions of instructor & students• Classroom Expectations/Etiquette Agreement• CPHR Designation & Requirements• Chapter 1: Introduction to OH&S
Week 2 – January 16, 2017 - To be completed prior to start of the week 2 class	<ul style="list-style-type: none">• Read Chapter 1: Introduction to OH&S• Read Chapter 2: Legislative Framework• Read WCB Publication Booklet “WHIMIS At Work”• Complete Journal Activity #1 in preparation for week 2 opening class discussion
Week 3 – January 23, 2017 - To be completed prior to start of the week 3 class	<ul style="list-style-type: none">• Read Chapter 3: Worker’s Compensation• Complete Journal Activity #2 in preparation for week 3 opening class discussion
Week 4 – January 30, 2017 - To be completed prior to start of the week 4 class	<ul style="list-style-type: none">• Read Chapter 4: Hazard Recognition, Assessment & Control• Complete Journal Activity #3 in preparation for week 4 opening class discussion
Week 5 – February 6, 2017 - To be completed prior to start of the week 5 class	<ul style="list-style-type: none">• Read Chapter 5: Physical Agents• Read Chapter 6: Chemical & Biological Agents:• Complete Journal Activity #4 in preparation for week 5 opening class discussion

Family Day & Mid Semester Break February 13 – No Class

<p>Week 6 – February 20, 2017 - To be completed prior to start of the week 6 class</p>	<ul style="list-style-type: none"> • Read Chapter 7: Psychosocial Hazards • Complete Journal Activity #5 in preparation for week 6 opening class discussion
<p align="center">Week 7 Mid Term Exam– February 27, 2017</p> <ul style="list-style-type: none"> • Mid Term Exam will be 2 hours in length and will cover the material in <u>Chapters 1 - 7</u> • The Mid Term Exam will be comprised of a mixture of True/False questions, definition matching and multiple choice questions and is 30% of your total mark for the course 	
<p>Week 8 – March 6, 2017 - To be completed prior to start of the week 9 class</p>	<ul style="list-style-type: none"> • Read Chapter 8: Workplace Violence • Read Chapter 9: Training • Complete Journal Activity #6 in preparation for week 8 opening class discussion
<p>Week 9 – March 13, 2017 - To be completed prior to start of the week 10 class</p>	<ul style="list-style-type: none"> • Read Chapter 10: Motivating Safety Behavior at Work • Complete Journal Activity #7 in preparation for week 9 opening class discussion
<p>Week 10 – March 20, 2017- To be completed prior to start of the week 11 class</p>	<ul style="list-style-type: none"> • Read Chapter 11: Emergency Response & Emergency Preparedness • Complete Journal Activity #8 in preparation for week 10 opening class discussion
<p>Week 11- March 27, 2017 - To be completed prior to start of the week 12 class</p>	<ul style="list-style-type: none"> • Read Chapter 12: Incident Investigation • Complete Journal Activity #9 in preparation for week 11 opening class discussion • <u>Submit Major Assignment</u>
<p>Week 12 – April 3, 2017 - To be completed prior to start of the week 13 class</p>	<ul style="list-style-type: none"> • Read Chapter 13: Disability Management & Return to Work. • Read Chapter 14: Workplace Wellness: Work-Family & Worksite Health-Promotion Programs • Complete Journal Activity #10 in preparation for week 12 opening class discussion • Instructor To Hand Back Marked Major Assignments • Discussion – What the students learned about OH&S

Final Exam: Date to be determined.

- Final Exam will be 2 hours in length and cover material in **Chapters 8 through 14**
- The Final Exam will be comprised of a mixture of True/False questions, definition matching and multiple choice questions and is 25% of your total mark for the course

PAPER FORMAT

- Adherence to all academic standards and forms is expected. Of particular note are the use of the third person in all assignments; the proper citation of sources; inclusion of bibliographies; and the use of proper spelling and grammar.
- All submissions are to use 12-point font, double-spaced.
- Page numbers are required – their use greatly assists in quickly determining missing pages.

CONDUCT IN EXAMINATIONS

Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations (Regulation 40 Undergrad Calendar) apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. No laptop computers, no cell phones, handheld electronic devices or the like may be in possession of the student in the examination room.
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.

MISSING A MIDTERM OR EXAMINATION

Advance notice must be given when a student is unable to appear for an examination. Only duly authenticated bereavement, illness and legitimate reasons are admissible justifications for absence from a scheduled examination (eg. Writing an LSAT or CGA exam and there is a time conflict).

Do not schedule travel during the midterm or exam period that may conflict with your final exam!

IF YOU HAVE MISSED A FINAL EXAM

Satisfactory explanation, with supporting documentation as appropriate, for any final examination missed must be made by the student or designate to the Office of the Registrar within 48 hours from the time the examination was written.

Within 48 hours of receiving a submission, the Registrar or designate may direct the Program under which the course is offered to arrange the writing of a special examination in the case of an examination which was missed.

Normally, for explanations of sickness, a doctor's certification is required.(Regulation 43. Undergraduate Calendar)

GRADING SYSTEM:

<u>Excellent</u>	A+	=	90-100
	A	=	85-89.9
	A-	=	80-84.9
<u>Good</u>	B+	=	77-79.9
	B	=	73-76.9
	B-	=	70-72.9
<u>Satisfactory</u>	C+	=	67-69.9
	C	=	63-66.9
<u>Marginal</u>	C-	=	60-62.9
	D+	=	57-59.9
	D	=	53-56.9
	D-	=	50-52.9
<u>Failure:</u>	F	=	0-49.9

PLAGIARISM AND ACADEMIC MISCONDUCT

It is the student's responsibility to be aware of UNBC's Academic regulations, policies and procedures as described in the University calendar.

A definition of academic misconduct includes:

Cheating (using unauthorized material, information, or study aids in academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, assisting others in any act, submission of the same work for grades in two courses without permission of the instructor or attempts to engage in such acts.

The regulations on plagiarism apply to all material submitted for a grade: essays, exams, assignments, cases, presentations, quizzes, and practice sets. Any case of suspected academic misconduct will be reported to the campus registrar. If the student is found guilty of academic misconduct there are both grade penalties and disciplinary penalties. Before there is any intention (on your part) or suspicion (on the part of your instructor or your peers) of wrongdoing, please see the instructor to discuss any problems of this nature. If your paper closely resembles a paper from this class or any other class (either written by you or another student, in this semester or any other), this will be considered an infraction of the academic misconduct code.

RESPECT

Please demonstrate respect to your fellow students who express their thoughts and explore new ideas in the course.

ETHICAL STANDARDS

The following behaviors are considered unethical:

1. Telling the instructor that you "need" a certain grade
2. Asking for extra assignments for the purpose of raising a grade
3. Asking that the grade be raised because it is very close to the next higher grade
4. Asking that the grade be raised because you did very well on one part of the course or grading scheme
5. Asking for a higher grade because you don't like the grading scheme
6. Asking to be allowed to turn in an assignment late - even a few minutes late - because of computer or printer problems or any other reason
7. Asking to be treated better than other students by making an exception to the rules
8. Asking for any other unfair advantage in grading.

MISSED QUIZZES/MIDTERMS

If you have missed a quiz or midterm, the student should contact the instructor immediately.

FINAL EXAMS

In addition to the above comments on examinations, please see the calendar regarding details on UNBC expectations. Please refer to Section 39 of the Undergraduate Academic Calendar.

ACCESS RESOURCE CENTRE

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please feel free to meet with the instructor to review your specific needs or contact the Access Resources Centre located in the Teaching and Learning Centre, Main Floor West Block Room 10-1048 Tel 250-960-5682 or via email arc@unbc.ca For more information, please visit their website www.unbc.ca/arc

ACADEMIC ADVISING

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: advising@unbc.ca or via phone at 250-960-6494.

ACCESS SUCCESS CENTRE

For tutoring online or in person; download handouts on writing, math, and referencing; receive study assistance; and much more, please see the Learning Skills Centre. Their website is www.unbc.ca/asc

The Academic Success Centre is committed to supporting and enhancing student learning and to providing the skills students will need to become life-long learners. Through collaborative partnerships, we offer services and resources that empower students to take responsibility for their own learning. Our students' success is our ultimate measure of accomplishment.

This site provides you with access to:

- Free online tutoring
- Downloadable handouts for writing, study skills, math, and presentation skills
- Access to self assessment sites for learning styles, grammar, math, etc.
- Information about face-to-face tutoring and how to book an appointment
- Special programs and workshops offered through the Centre

For more information, please contact the Academic Success Centre located in the Teaching and Learning Building, Room 10-2584 or via Tel 250-960-6367 Fax 250-960-5425 or via email asc@unbc.ca. Their website is www.unbc.ca/asc

MATH ACADEMIC CENTRE FOR EXCELLENCE (MACE)

The Mathematical Academic Centre for Excellence (MACE) is a student-centred space dedicated to students taking math-based courses. MACE is a space for working on problems alone or in groups or for getting help from tutors, teaching assistants, and faculty who are available at scheduled times. MACE tutors can be identified by their green ties embroidered with the MACE frog.

Students go to MACE to do practice problems, work in study groups, do math problems related to science and business courses, receive help, and discuss math concepts. MACE is located in room 10-2088 in the Teaching and Learning building.