

## Introduction to Occupational Health and Safety

HURS6003

### Course Outline (online)

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#### Description:

An introduction to the expansive and varying field of Occupational Health and Safety and the vital leadership role that HR Professionals provide in areas of workplace health, safety and workers compensation.

The course is designed to rely heavily on active student involvement and will use group and individual discussion and reflection, self-assessments, case studies and presentations, and team assignments in the process of learning

#### Course Goals:

- To increase participant knowledge of Occupational Health and Safety legislation and policies
- To increase learner awareness of hazard recognition, investigative techniques and industry best practices
- To enable participants to contribute to and monitor policies related to Occupational Health, Safety and Disability Management.

**Course Objectives:** At the completion of this course, the student will be able to:

- Ensure due diligence and strict liability are met for both provincial and federal requirements
- Provide input on matters relating to the application of legislation or regulations relating to health, safety, security and workers compensation
- Provide input and leadership to policies and programs related to the workplace environment, occupational health and disability management
- Define and apply key concepts.

#### Supplement Links:

[Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)

[R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS](#)

[R.R.O. 1990, Reg. 860: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM \(WHMIS\)](#)

[Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A](#)

#### Evaluation:

See Rubrics for full assignment Information

Item	%	Due Date
Participation	20	Forum question personal answer and peer responses required each week by Sunday of lesson week Complete polls when required
Team Assignment	25	You will work in teams to create a program related to Occupational Health, Safety or Disability Management as assigned by your instructor. The purpose is to apply, analyze and synthesize <u>some</u> of the course

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		theories and concepts.
Quizzes	25	<p>There will be two multiple choice quizzes. They will be open book, time limited tests which will be completed online. There are approx. 25-30 multiple choice/ true false questions. They will measure both definition and application of concepts.</p> <p>The purpose is to reinforce the learning of key concepts and thinking about their application.</p>
Final Exam	30	This will be a proctored final exam

**\*\*Please note: if this course is being taken as part of the Human Resources Professional Association's (HRPA) Certified Human Resources Professional (CHRP) coursework requirement, a minimum grade of 50% or higher is required on this final exam to gain credit for the course.**

## Notes on assignments (papers and reports):

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well-thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must cite all references from other sources
- Cases can be presented in bullet format if accompanied by explanatory notes

## Grading:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**\*\*Please note: a minimum overall grade average of 70% is required, with no individual course grade lower than 65% to complete the Diploma in Human Resources. Students must obtain an average of 70% in all ten required courses with no individual course grade below 65% to progress to practicum.**

## Participation Grading Chart:

The following chart will act as a guide for assessing student participation in the course.

Grade	Criteria
9-10	The student participates frequently, providing relevant responses and over the length of the course actively replies to discussion questions, instructor comments, and other students in a positive manner that demonstrates critical thinking skills; the responses often offer new perspectives on course material and spark discussion.
7-8	The student participates consistently, providing relevant responses and over the length of the course actively offers new ideas and responds to the contributions of others.

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- 6 The student provides some relevant contributions and occasionally offers new ideas.
- 5 The student's contributions are inconsistent in both quality and relevance. The student does not offer any new ideas, and responses to fellow students are few.
- 4 The student rarely participates, rarely provides responses, and rarely responds to the comments and contribution of others. The student is rarely involved in group or class discussions.
- 0-3 The student never participates, does not respond to the comments or contributions of others, and does not offer their opinion or ideas. The student only contributes when specifically asked by the instructor.

## **Policy on Cheating and Academic Misconduct:**

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

## **Code of Student Conduct:**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

## **Plagiarism:**

All required papers will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

## **Statement on Professionalism:**

Students enrolled in this program are expected to maintain standards of professionalism consistent with those in the workplace. This includes absenteeism and lateness, appropriate attire, use of technology during class, and your overall demeanour, especially when giving presentations, going on site visits, or hearing from guest speakers. Please consult your instructor if you require clarification on these standards and their interpretation for a specific course.

## Policy on Late Assignments:

Late assignments **may** be accepted pending a request **in advance** for accommodation to the instructor. If an assignment is submitted more than 24 hours after its deadline, without a request to the instructor, a mark of zero will be assigned. After which the assignment will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

Any assignments that have received approval for late submission will be subject to a late assignment deduction of 2% per day, including weekends, up to a maximum of the total number of days granted by the instructor for late submission, after which work will not be accepted and a grade of zero will be assigned.

## Tests and Exams:

Tests and examinations in this course will be conducted using the remote proctoring service, ProctorTrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:

<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link:

<https://www.proctortrack.com/tech-requirements/>.

## Requesting Academic Accommodation:

We recognize that, from time-to-time, and for varied reasons, students may require accommodation for assignments, tests, or other academic responsibilities. The following information should be used as a guideline for you to balance fairness with personal accountability as you work to fulfill course and program requirements. If you have any questions about these details, please contact the Program Manager.

- If you have disability-related accommodation needs, Services for Students with Disabilities (SSD) plays a central role in Western's efforts to ensure that its academic programs are accessible for students with disabilities at the graduate and undergraduate levels. SSD arranges academic accommodation for classes, exams, internships and other course or program activities. To request academic accommodation for medical/disability-related needs, contact SSD to meet with a counsellor to discuss your accommodation needs as soon as possible. SSD can be reached at 519-661-2147 or [ssd@uwo.ca](mailto:ssd@uwo.ca). *Note that accommodation from previous studies does not transfer to Diploma/Certificate programs.*
- If you require accommodation for other human-rights based needs, please contact your instructor directly with your accommodation request.
- Approval of non-medical or non-human rights-based accommodations is at the discretion of course instructors, who may consult with the Program Manager in some circumstances.
- If you require accommodation for a short-term medical issue, please follow the Accommodation for Illness – Undergrads policy available through the Academic Policies section of the University Secretariat website. You may also contact the Program Manager directly for assistance with this policy.

## When will I receive my grades and feedback?

Assignments will be marked, and the grades available, as soon as possible after they are due. Final grades will be available within two weeks after the last scheduled day of the course and can be viewed through the Student Centre account <https://student.uwo.ca>.

Students taking this course for professional development or as a sample course prior to applying to the program can print a grade report from myWCS.

## How do I hand in assignments?

All assignments will be submitted electronically through OWL using the Assignment tool. Failure to meet Deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. Message attachment) for the assignment.

## Course Schedule:

Week	Topic
1	Introduction & Overview
2	Legislative Framework
3	Hazard Recognition, Risk Assessment and Control
4	Incident Investigation
5	Physical, Chemical and Biological Agents Psychosocial Hazards
6	Quiz #1 Workplace Violence
7	Training and Motivation

8	Emergency Planning
9	Influencing OHS change through Business Case (Intro to assignment #1)
10	Workers Compensation Disability Management & Return to Work
11	Assignment #1 Due Comment on 3 groups assignments throughout the week
	Quiz #2
12	Workplace Wellness
13	Final Exam (Proctored)