Com4BL3
Occupational Health & Safety Management
Winter 2014 Course Outline

Human Resources and Management Area
DeGroote School of Business
McMaster University

COURSE OBJECTIVE

As a specialized elective, this course is designed to build on your previous knowledge of workers and workplaces, and to act as a stepping-stone to your future learning. The purpose of this course is to enhance your knowledge of managing occupational health and safety in workplaces, teach critical thinking, discussion, and presentation skills, and assist you to develop strategies for creating healthy workplaces.

INSTRUCTOR AND CONTACT INFORMATION

Section 1: Thursday
2:30-5:20
Dr. Zeytinoglu
Professor
zeytino@mcmaster.ca
Office: DSB 405
Office Hours: Thursdays 10:30-12:30 or by appointment
Tel: (905) 525-9140 x23957
Class Location: DSB/ AB103

TBA
Teaching Assistant
TBD
Office: DSB TBA
Office hours: TBA
Tel: (905) 525-9140 x

COURSE ELEMENTS

Credit Value: 3
Leadership: Yes
IT skills: Yes
Global view: Yes
Avenue: Yes
Ethics: Yes
Numeracy: No
Written skills: Yes
Participation: Yes
Innovation: Yes
Group work: Yes
Oral skills: Yes
Evidence-based: Yes
Experiential: Yes
Final Exam: Yes
Guest speaker(s): Yes
**COURSE DESCRIPTION**

This course includes lectures and class presentations and discussions. These methods allow students to:

1. Test their understanding of theories and concepts presented in the readings.
2. Develop skills in communicating ideas, in developing and presenting arguments, in listening to and understanding others, and in challenging others’ views in a way that advances everyone’s understanding.
3. Learn to think independently, because each student must choose the theories or conceptual frameworks that best fit with the issues and problems in the case at hand.

In this course, the role of the professor will be less lecturing and more towards facilitating and guiding student discussion. I will ask questions and encourage you to present and support different points of view in discussions.

**LEARNING OUTCOMES**

Upon the completion of this course, your professional skills should be improved by being able to better:

- Understand and discuss theories, concepts, legislation and issues affecting workers and workplaces.
- Apply ethical principles to all types of businesses.
- Identify important opportunities and challenges facing workers and their workplaces and develop and implement strategies for change and individual and organizational levels.
- Participate and/or lead effectively in a team-based environment.

**REQUIRED COURSE MATERIALS AND READINGS**

Avenue registration for course content, readings and case materials $Free
http://avenue.mcmaster.ca

**Required text:**

or …

**Note:** After purchasing the book check CourseMate at NelsonBrain.com to access engaging, interactive learning tools.
EVALUATION

Learning in this course results from attending to text and lecture material, participating in discussions and in-class exercises, and working as a team on the out-of-class project. All work will be evaluated on an individual basis except the group project. Group members will share the same grade (adjusted by peer evaluation if unequal distribution is selected). Peer evaluation forms will be distributed and explained in class. Your final grade will be calculated as follows:

**Components and Weights**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Group Project</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation &amp; Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>15%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>15%</td>
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<tr>
<td>Quiz 3</td>
<td>15%</td>
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<tr>
<td>Quiz 4</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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There will not be a need for a calculator in this course. However, if needed in examinations students will be informed and only the use of a McMaster standard calculator (Casio FX-991) will be allowed. See McMaster calculator policy at the following URL:

[http://www.mcmaster.ca/senate/academic/calculat.htm](http://www.mcmaster.ca/senate/academic/calculat.htm)

**Grade Conversion**

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENT</th>
<th>LETTER GRADE</th>
<th>PERCENT</th>
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<tbody>
<tr>
<td>A+</td>
<td>90 - 100</td>
<td>C+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>A</td>
<td>85 - 89</td>
<td>C</td>
<td>63 - 66</td>
</tr>
<tr>
<td>A-</td>
<td>80 - 84</td>
<td>C-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>B+</td>
<td>77 - 79</td>
<td>D+</td>
<td>57 - 59</td>
</tr>
<tr>
<td>B</td>
<td>73 - 76</td>
<td>D</td>
<td>53 - 56</td>
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<tr>
<td>B-</td>
<td>70 - 72</td>
<td>D-</td>
<td>50 - 52</td>
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<td></td>
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<td>F</td>
<td>00 – 49</td>
</tr>
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</table>
Group Project – Company/ Practice Evaluation
You will form into groups of 4-5. Your group will apply what we have learned in class to examine and evaluate an occupational illness or accident of your choice based on your experience or interest; or you will apply what we have learned in class to examine and evaluate the occupational health and safety policies and practices of a company of your choice. I will provide you with more details in class. Group projects are due April 10, 2014, 2:30 pm at DSB 405 (my office). Earlier submissions are welcomed.

Quizzes
There will be four quizzes. The quizzes will have multiple choice and True/False questions. These closed-book exams will be conducted during the regularly scheduled class period (first hour). Quiz 4 will be treated as the Final Exam and MSAF cannot be used (see Requesting Relief for Missed Academic Work, # 3).

Quiz 1 will cover Chapters 1-3 (on Jan 30).
Quiz 2 will cover Chapters 4-6 (on Feb 13).
Quiz 3 will cover Chapters 7-9 (on March 6).
Quiz 4 will cover Chapters 10-14 (on March 27).

Class Participation & Attendance
All students are expected to demonstrate their understanding of the course material, verbally, in class. Professional demeanour is mandatory at all times. Behaviours or comments that would be inappropriate in a boardroom setting are also inappropriate in the classroom.

Although class attendance is not mandatory, it is strongly encouraged, because the material covered in class will substantially augment what is available in the text and the attendance will contribute to your class participation grade. If you miss a class, it is your responsibility to acquire the class notes from one of your classmates. Slides will also be available on the Avenue. Students who missed classes and/or would like to improve their participation marks can contact the instructor to learn the options.

Communication and Feedback
Students who are uncomfortable in directly approaching an instructor regarding a course concern may send a confidential email to the respective Area Chair (area-chair’s-email@mcmaster.ca) or the Associate Dean (adbusac@mcmaster.ca).

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants.

Instructors are required to provide evaluation feedback for at least 10% of the final grade to students prior to Week #8 in the term.
Instructors may conduct an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

Students who wish to have a course component re-evaluated must complete the following form:

http://www.mcmaster.ca/policy/Students-AcademicStudies/Form_A.pdf

In order for the component to be re-read:

- the component must be worth 10% or more of the final grade in the course
- students pay a fee of $50 in Gilmour Hall #209 (receipt is then brought to APO)
- the Area Chair will seek out an independent adjudicator to re-grade the component
- an adjustment to the grade for the component will be made if a grade change of three points or greater on the 12 point scale (equivalent to 10 marks out of 100) has been suggested by the adjudicator as assigned by the Area Chair
- if a grade change is made, the student fee will be refunded

**ACADEMIC DISHONESTY**

It is the student’s responsibility to understand what constitutes academic dishonesty. Please refer to the University Senate Academic Integrity Policy at the following URL:

http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf

This policy describes the responsibilities, procedures, and guidelines for students and faculty should a case of academic dishonesty arise. Academic dishonesty is defined as to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. Please refer to the policy for a list of examples. The policy also provides faculty with procedures to follow in cases of academic dishonesty as well as general guidelines for penalties. For further information related to the policy, please refer to the Office of Academic Integrity at:

http://www.mcmaster.ca/academicintegrity

**REQUESTING RELIEF FOR MISSED ACADEMIC WORK**

Students may request relief from a regularly scheduled midterm, test, assignment or other course component in the following ways:

a) for absences from classes lasting up to five (5) days; or
b) for absences from classes lasting more than five (5) days.

c) for conflicts arising from Faculty Office approved events

a) For absences from classes lasting up to five (5) days

Students must use the MSAF (McMaster Student Absence Form). This is an on-line, self-reporting tool, for which submission of medical or other types of supporting documentation is
normally not required. Students may use this tool to submit a maximum of one (1) request for relief of missed academic work per term as long as the weighting of the component is worth 29% of the final grade or less. Students must follow up with their course instructors regarding the nature of the relief within two days of submitting the form. Failure to do so may negate the opportunity for relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

If the value of the component is worth 30% or more, students must report to their Faculty Office (the APO for Commerce students) to discuss their situation and will be required to provide appropriate supporting documentation.

b) For absences from classes lasting more than five (5) days
Students cannot use the MSAF. They MUST report to their Faculty Office (the APO for Commerce students) to discuss their situation and will be required to provide appropriate supporting documentation.

Students who wish to submit more than one request for relief of missed academic work per term cannot use the MSAF. They must report to the APO and discuss their situation with an academic advisor. They will be required to provide supporting documentation and possibly meet with the Manager.

c) For conflicts arising from Faculty Office approved events

Students unable to write a mid-term at the posted exam time due to the following reasons: religious; work-related (for part-time students only); representing university at an academic or varsity athletic event; conflicts between two overlapping scheduled mid-term exams; or other extenuating circumstances, have the option of applying for special exam arrangements. Please see the DeGroote Missed Course Work Policy for a list of conflicts that qualify for academic accommodation.

http://ug.degrote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

Such requests must be made to the Academic Programs Office at least ten (10) working days before the scheduled exam along with acceptable documentation. Non-Commerce students must submit their documentation to their own Faculty Office and then alert the Academic Programs Office of their interest in an alternate sitting of the midterm.

Instructors cannot themselves allow students to unofficially write make-up exams/tests. Adjudication of the request must be handled by the Academic Programs Office.

The MSAF cannot be used during any final examination period.

If a mid-term exam is missed without a valid reason, students will receive a grade of zero (0) for that component.
**STUDENT ACCESSIBILITY SERVICES**

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of term. Students must forward a copy of such SAS accommodation to the instructor normally, within the first three (3) weeks of classes by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

http://sas.mcmaster.ca

**POTENTIAL MODIFICATIONS TO THE COURSE**

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

**RESEARCH USING HUMAN SUBJECTS**

Research involving human participants is premised on a fundamental moral commitment to advancing human welfare, knowledge and understanding. As a research intensive institution, McMaster University shares this commitment in its promotion of responsible research. The fundamental imperative of research involving human participation is respect for human dignity and well-being. To this end, the University endorses the ethical principles cited in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans:

http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm

McMaster University has mandated its Research Ethics Boards to ensure that all research investigations involving human participants are in compliance with the Tri-Council Policy Statement. The University is committed, through its Research Ethics Boards, to assisting the research community in identifying and addressing ethical issues inherent in research, recognizing that all members of the University share a commitment to maintaining the highest possible standards in research involving humans.

If you are conducting original research, it is vital that you behave in an ethical manner. For example, everyone you speak to must be made aware of your reasons for eliciting their responses and consent to providing information. Furthermore, you must ensure everyone understands that participation is entirely voluntary. Please refer to the following website for more information about McMaster University’s research ethics guidelines:
Organizations that you are working with are likely to prefer that some information be treated as confidential. Ensure that you clarify the status of all information that you receive from your client. You **MUST** respect this request and cannot present this information in class or communicate it in any form, nor can you discuss it outside your group. Furthermore, you must continue to respect this confidentiality even after the course is over.

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<tr>
<th>CERTIFIED HUMAN RESOURCE PROFESSIONAL (CHRP)</th>
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Certified Human Resource Professional (CHRP)
This course can be used as one of the course requirements for obtaining the Certified Human Resource Professional (CHRP) designation. CHRP is the professional designation offered by The Human Resources Professionals Association. More details are available on the Human Resource Professionals Association website, [http://www.hrpa.ca](http://www.hrpa.ca).
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<tr>
<th>WEEK</th>
<th>DATE</th>
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| 1    | January 9  | **Read**: Chapter 1 (Introduction)  
**Group project** information will be provided.                                                                                           |
| 2    | January 16 | **Read**: Chapter 2 (Legislative Framework) and Case 2: Work Refusal at Regional Hospital (p. 51)  
**Group Project** teams are formed.                                                                                                   |
| 3    | January 23 | **Read**: Chapter 3 (Workers’ Compensation)  
**Group Project** topic is selected, peer evaluation criteria are decided.                                                               |
| 4    | January 30 | **Read**: Chapter 4 (Hazard Recognition, Risk Assessment and Control) and Case 2: Danger in the Grocery Store (p.114)  
**Quiz 1**: Chapters 1-3  
**Group Project** topic and peer evaluation criteria form is handed-in.                                                              |
| 5    | February 6 | **Read**: Chapters 5 & 6 (Physical, Chemical and Biological Agents) and Case 2: Unexpected Gas (pp. 164-165)  
**Group Project** review & meetings with the instructor.                                                                                  |
| 6    | February 13| **Read**: Chapters 7 & 8 (Psychosocial Hazards and Workplace Violence)  
**Quiz 2**: Chapters 4-6                                                                                                                     |
| 7    | Feb 17-22  | ☄ **Reading week ☄**                                                                                                                                 |
| 8    | February 27| **Read**: Chapter 8 (continues) and Chapter 9 (Training)                                                                                   |
*Dofasco Inc.* Minerva Safety Management Education Inc.  
**Quiz 3**: Chapters 7-9                                                                                                                     |
<table>
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<tr>
<th>Date</th>
<th>Activity</th>
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| 10 March 13 | **Read:** Chapters 12 & 13 (Incident Investigation & Disability Management and Return to Work)  
**Group Project** review & meetings. |
| 11 March 20 | **Read:** Chapter 14 (Workplace Wellness: Work-Family and Health Promotion Programs)  
**Course Review.**  
**Optional Group Project** meetings. |
| 12 March 27 | Course-instructor evaluation  
**Quiz 4:** Chapters 10-14 |
| 13 April 3 | Group Project Presentations. |
| 14 April 10 | Group Project Presentations.  
**Group Projects** are due **April 10, 2014, 2:30 pm** at DSB 405. |