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Commerce 4BL3
Occupational Health & Safety Management
Winter 2016 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: Monday
2:30-5:20pm
Dr. Zeytinoglu
Professor
zeytino@mcmaster.ca
Office: DSB 405
Office Hours: Mondays 5:30-7:30 pm or by appointment
Tel: (905) 525-9140 x23957
Class Location: KTH 109

Firat Sayin, Ph.D.Cand.
Teaching Assistant
sayinfk@mcmaster.ca

**COURSE ELEMENTS**

<table>
<thead>
<tr>
<th>Credit Value:</th>
<th>3</th>
<th>Leadership:</th>
<th>Yes</th>
<th>IT skills:</th>
<th>Yes</th>
<th>Global view:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avenue:</td>
<td>Yes</td>
<td>Ethics:</td>
<td>Yes</td>
<td>Numeracy:</td>
<td>No</td>
<td>Written skills:</td>
<td>Yes</td>
</tr>
<tr>
<td>Participation:</td>
<td>Yes</td>
<td>Innovation:</td>
<td>Yes</td>
<td>Group work:</td>
<td>Yes</td>
<td>Oral skills:</td>
<td>Yes</td>
</tr>
<tr>
<td>Evidence-based:</td>
<td>Yes</td>
<td>Experiential:</td>
<td>Yes</td>
<td>Final Exam:</td>
<td>Yes</td>
<td>Guest speaker(s):</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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 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  http://avenue.mcmaster.ca

Required text:
or …

e-book and the coursemate (purchase directly from Nelson website)
http://www.nelsonbrain.com/shop/isbn/978-0-17-668036-7 $ 114.95

Note: After purchasing the book check Printed Access Card for 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>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project</td>
<td>25%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>15%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>15%</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>B-</td>
<td>70 - 72</td>
<td>D-</td>
<td>50 - 52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>00 - 49</td>
</tr>
</tbody>
</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 4, 2016, 2:30 pm on Avenue. Use dropbox folder, place under ‘Group Projects’. Earlier submissions are welcomed. A hard (print) copy of the project is required if you do not submit it through Avenue2Learn. For more on this see Academic Dishonesty section.

Quizzes and Final Exam

There will be three quizzes and a final exam. The quizzes/final exam will have multiple choice and True/False questions. These closed-book exams will be conducted during the regularly scheduled class period (first hour). In the Final Exam any part of the entire course content may be examined and MSAF cannot be used (see Requesting Relief for Missed Academic Work, # 3).

Quiz 1 will cover Chapters 1-3 (February 1).
Quiz 2 will cover Chapters 4-6 (February 22).
Quiz 3 will cover Chapters 7-9 (March 7).
Final Exam will cover Chapters 10-14 and any part of the entire course content may be examined (March 28).

Class Participation

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 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 (209 and the receipt is then brought to Student Experience - Academic Office (formerly the APO) in DSB 104)
- 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**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

[www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity)
The following illustrates only three forms of academic dishonesty:
1. Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to:

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 three (3) days; or
b) for absences from classes lasting more than three (3) days.
c) for conflicts arising from Student Experience - Academic Office approved events

a) For absences from classes lasting up to three (3) 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 less than 25% of the course weight. 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. Details are described below.

If the value of the component is worth 25% or more, students must report to their Faculty Office (the Student Experience – Academic Office for Commerce students) to discuss their situation and will be required to provide appropriate supporting documentation.
Please visit the following page for more information about MSAF:
http://academiccalendars.romcmaster.ca/content.php?catoid=13&navoid=2208#Requests_for_Re
lief_for_Missed_Academic_Term_Work

b) For absences from classes lasting more than three (3) days
Students cannot use the MSAF. They MUST report to their Faculty Office (the Student Experience – Academic Office 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 Student Experience – Academic Office 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 the Student Experience - Academic 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.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

Such requests must be made to the Student Experience – Academic 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 Student Experience – Academic Office of their interest in an alternate sitting of the midterm.

Adjudication of all requests must be handled by the Student Experience – Academic Office. Instructors cannot allow students to unofficially write make-up exams/tests.

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.
**POLICY FOR APPROVED MISSED ACADEMIC WORK**

Students who cannot write a test, and have advanced knowledge and permission as described above, will be given the opportunity to write an alternate version of the test and an alternate time.

Students who did not write a test, and subsequently provide an MSAF submission, or documentation for which they have been approved by the Student Experience – Academic Office, will have the weight of the missed work reallocated across other course components. The student must follow up with the instructor to understand this process and decision.

Students who submit an MSAF, or have been approved by the Student Experience – Academic Office, for an assignment deadline, will be given an extension of 3 days for the assignment. Please note, the student will ultimately be required to submit the assignment.

**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 who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca

For further information, consult McMaster University’s Policy for Academic Accommodation of Students with Disabilities;


**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 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

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:

http://reo.mcmaster.ca/

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.

Certified Human Resource Professional (CHRP)

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.
Course Schedule

**Commerce 4BL3**  
**Occupational Health & Safety Management**  
**Winter 2016 Course Schedule**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
</table>
| 1    | January 11 | **Read:** Chapter 1 (Introduction)  
**Group Project** information will be provided. |
| 2    | January 18 | **Read:** Chapter 2 (Legislative Framework) and Case: Work Refusal at Regional Hospital (see Avenue)  
**Group Project** teams are formed. |
| 3    | January 25 | **Read:** Chapter 3 (Workers’ Compensation)  
**Group Project** topic is selected, peer evaluation criteria are decided. |
| 4    | February 1 | **Read:** Chapter 4 (Hazard Recognition, Risk Assessment and Control) and Case: Danger in the Grocery Store (p. 114)  
**Quiz 1:** Chapters 1-3  
**Group Project** topic and peer evaluation criteria form is handed-in.  
**Group Project** review & meetings with the instructor. |
| 5    | February 8 | **Read:** Chapters 5 & 6 (Physical, Chemical and Biological Agents) and Case: Unexpected Gas (pp. 164-165) |
| 6    | Feb 15-21  | 😎 Reading week 😎 |
| 7    | February 22 | **Read:** Chapters 7 & 8 (Psychosocial Hazards and Workplace Violence)  
**Quiz 2:** Chapters 4-6 |
<p>| 8    | February 29 | <strong>Read:</strong> Chapter 8 (continues) and Chapter 9 (Training) |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>March 7</td>
<td><strong>Read:</strong> Chapters 10 &amp; 11 (Motivation &amp; Emergency Planning) and <strong>Case:</strong> <em>Dofasco Inc.</em> (see Avenue) <strong>Quiz 3:</strong> Chapters 7-9</td>
</tr>
<tr>
<td>10</td>
<td>March 14</td>
<td><strong>Read:</strong> Chapters 12 &amp; 13 (Incident Investigation &amp; Disability Management and Return to Work) <strong>Case study:</strong> Train derailment in Southern Ontario (see Avenue) <strong>Group Project</strong> review &amp; meetings.</td>
</tr>
<tr>
<td>11</td>
<td>March 21</td>
<td><strong>Read:</strong> Chapter 14 (Workplace Wellness: Work-Family and Health Promotion Programs) <strong>Course Review</strong>. <strong>Optional Group Project</strong> meetings.</td>
</tr>
<tr>
<td>12</td>
<td>March 28</td>
<td>Course-instructor evaluation: First 15 minutes of the class. <strong>Final Exam:</strong> Chapters 10-14 and any part of the entire course content may be examined.</td>
</tr>
<tr>
<td>13</td>
<td>April 4</td>
<td>Student Presentations. <strong>Group Projects</strong> are due April 4, 2016, 2:30 pm on Avenue, Dropbox.</td>
</tr>
</tbody>
</table>