Commerce 4BL3
Occupational Health & Safety Management
Winter 2018 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: Mondays
11:30am-2:20pm
Dr. Zeytinoglu
Professor
zeytino@mcmaster.ca

Firat Sayin
Teaching Assistant
sayinfk@mcmaster.ca

Office: DSB 405
Office Hours: Mondays 2:30-5:30 pm or by appointment
Tel: (905) 525-9140 x23957
Class Location: IWC 223

**COURSE ELEMENTS**

- Credit Value: 3
- Leadership: Yes
- IT skills: Yes
- Global view: Yes
- Avenue: Yes
- Ethics: Yes
- Numeracy: Yes
- 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 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](http://avenue.mcmaster.ca)

**Required text:**
(Available in the Bookstore)  
or …

or e-book (ask at the bookstore or Nelson publishing)  
Access to MindTap: [https://login.cengage.com/cb/](https://login.cengage.com/cb/)

For course key see Avenue.
**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 (Poster, FactSheet,</td>
<td>20%</td>
</tr>
<tr>
<td>Presentation)</td>
<td></td>
</tr>
<tr>
<td>Class Participation Activities</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>15%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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</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](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>
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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>
</tr>
<tr>
<td>B-</td>
<td>70 - 72</td>
<td>D-</td>
<td>50 - 52</td>
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<tr>
<td></td>
<td></td>
<td>F</td>
<td>00 - 49</td>
</tr>
</tbody>
</table>
**Group Project – Preparing a poster, fact sheet and a presentation on a company practice or an occupational practice**

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 one that is suggested by your partner company/occupation representative. I will provide more details in class; also see Avenue. Group projects are due April 2, 2018, 9:00 pm on Avenue to Learn. Use ‘Assignments’, ‘Group Projects’ folder. Earlier submissions are welcomed. A hard (print) copy of the project is required only if you do not submit it through Avenue to Learn. For more on this see Academic Dishonesty section.

**Quizzes and Final Exam**

There will be two quizzes and a final exam. The quizzes/final exam will have multiple choice and True/False questions. The closed-book quizzes will be conducted during the regularly scheduled class period (first hour). The closed-book Final Exam will be scheduled by the registrar.

Quiz 1 will cover Chapters 1-3 (February 5).
Quiz 2 will cover Chapters 4-6 (March 12).
Final Exam will be cumulative though emphasis will be on Chapters 7-14 (date to be determined by the Registrar).

**Class Participation Activities**

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 would like to improve their participation mark 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 #9 in the term. Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

**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

**Use of Turnitin through Avenue to Learn**

In this course group projects will be placed under ‘Assignments, ‘Group Projects’ folder on Avenue to Learn, with Turnitin Integration Enabled. Thus, we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Avenue to Learn so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Avenue to Learn (with Turnitin Integration Enabled) must still submit a hard (print) copy to the instructor. No penalty will be assigned to a student who does not submit work to Avenue to Learn. 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](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 components. Please refer to the policy and procedure on the DeGroote website at the link below:

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

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**STUDENT ACCESSIBILITY SERVICES**

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:  


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**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.

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**RESEARCH USING HUMAN SUBJECTS**

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster’s Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.  

McMaster Research Ethics Board (General board): https://reo.mcmaster.ca/  
Hamilton Integrated Research Ethics Board (Medical board): http://www.hireb.ca/
ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 4BL3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on Avenue to Learn. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

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](http://www.hrpa.ca).
## Course Schedule

### Commerce 4BL3
Occupational Health & Safety Management
Winter 2018 Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 8</td>
<td>Read: Chapter 1 (Introduction)</td>
</tr>
</tbody>
</table>
| 2    | January 15 | **Read:** Chapter 2 (Legislative Framework) and Case: Work Refusal at Regional Hospital (see Avenue to Learn)  
**Group project** information will be provided. |
| 3    | January 22 | **Read:** Chapter 3 (Workers’ Compensation)  
**Group Project** teams are formed. |
| 4    | January 29 | **Read:** Chapters 4 & 5 (Hazard Recognition, Risk Assessment and Control; Physical Agents) and Case: Danger in the Grocery Store (p. 108)  
**Group Project** topic selected; topic and peer evaluation criteria form handed-in. |
| 5    | February 5 | **Quiz 1: Chapters 1-3**  
**Group Project** meetings with the instructor and TA. |
<p>| 6    | February 12| <strong>Read:</strong> Chapter 6 (Biological and Chemical Agents) and Case: Unexpected Gas (pp. 158)                                               |
| 7    | February 19-25 | ☹️ <strong>Semester break</strong> ☹️                                                                                                           |
| 8    | February 26 | <strong>Read:</strong> Chapters 7 &amp; 8 (Psychosocial Hazards; Workplace Violence, Aggression and Harassment)                                           |
| 9    | March 5    | <strong>Read:</strong> Chapters 9 &amp; 10 (Training; Motivation and Safety Management Systems) and <strong>Case:</strong> Dofasco Inc. (see Avenue to Learn)          |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>March 12</td>
<td><strong>Quiz 2: Chapters 4-6</strong>&lt;br&gt;&lt;br&gt;<strong>Group Project</strong> meetings with the instructor and TA.</td>
</tr>
<tr>
<td>11</td>
<td>March 19</td>
<td><strong>Read:</strong> Chapters 11 &amp; 12 (Emergency Planning; Incident Investigation)&lt;br&gt;&lt;br&gt;<strong>Case study:</strong> Train derailment in Southern Ontario (see Avenue to Learn)</td>
</tr>
<tr>
<td>12</td>
<td>March 26</td>
<td><strong>Read:</strong> Chapters 13 &amp; 14 (Disability Management and Return to Work; Workplace Wellness: Work-Family and Health Promotion Programs)&lt;br&gt;&lt;br&gt;<strong>Optional Group Project</strong> meetings.</td>
</tr>
<tr>
<td>13</td>
<td>April 2</td>
<td>Course-instructor evaluation: First 15 minutes of the class.&lt;br&gt;&lt;br&gt;<strong>Group Projects</strong> are due <strong>April 2 at 9:00 pm</strong> on Avenue to Learn, Assignments, Group Projects.&lt;br&gt;&lt;br&gt;<strong>Group Project</strong> presentations start this week.</td>
</tr>
<tr>
<td>14</td>
<td>April 9</td>
<td>Course-instructor evaluation: First 15 minutes of the class.&lt;br&gt;&lt;br&gt;<strong>Group Project</strong> presentations continue.</td>
</tr>
</tbody>
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