



**COMMERCE 4BL3, C01  
OCCUPATIONAL HEALTH AND SAFETY  
COURSE OUTLINE  
Winter 2021**



**COURSE OBJECTIVES**

As a specialized elective, this course is designed to build on and extend your previous knowledge of healthy and safe workplaces. The purpose of this course is to enable you to fulfill your role in the internal responsibility system in any organization in which you will work, consult, or volunteer and to contribute to continuous improvement in worker health and safety in general.

**Note: Information in this course outline may be superseded by later versions and/or by course announcements on Avenue to Learn.**

<p>Dr. Frances Tuer, Facilitator Office: DSB/419, my basement, and other locations around Hamilton. Email: <a href="mailto:tuerfl@mcmaster.ca">tuerfl@mcmaster.ca</a> Office Tel.: N/A for Winter 2021 Cell: 905-708-4472</p> <p>No set office hours: email <b>anytime</b> and/or request a one-on-one Zoom meeting.</p> <p>If you would like to know more about me see <a href="http://www.francestuer.com">www.francestuer.com</a></p>	<p>As with all courses at McMaster in Winter 2021, this course will be offered only online. The <i>virtual class</i> (synchronous) component will take place at the following times: C01: Monday 8:30 a.m. to 10:30 a.m.</p> <p>TA: Andrew Lee <a href="mailto:lee359@mcmaster.ca">lee359@mcmaster.ca</a></p>
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**COURSE ELEMENTS**

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

## COURSE DESCRIPTION

This course extends the introductory material on workplace health and safety covered in Commerce 2BC3. Content will cover both well-known and emerging issues in health and safety. Students will be exposed to theories, frameworks, and methods that are in regular use in today's organizations. Key topics include legislation, Workers' Compensation, hazard analysis and control, safety training and motivation, disability management and Return to Work, and emergency planning.

## LEARNING OUTCOMES

Upon the completion of this course, students will be able to:

- Apply occupational health and safety theories, concepts, legislation, and methods to resolve health and safety issues in organizations
- Confidently discuss health and safety issues with occupational health and safety professionals and organizational managers.
- Take a more active role in ensuring health and safety in their own workplaces and volunteer organizations

## REQUIRED COURSE MATERIALS AND READINGS

**Required Textbook:** There is **no** required textbook for the Winter 2021 term. The publisher has introduced the 8<sup>th</sup> edition, but there is not enough time to rework the course to match the latest version and alternate and FREE materials are available.

### **Required Regulatory Courses:**

In lieu of studying the textbook and attending basic lectures, you will be completing eight regulatory health and safety training courses on MOSAIC/Avenue to Learn. If you have taken some or all of these McMaster courses before then you do not have to take them again; you will only take those that you have not yet taken. Each course has required content and a quiz on which you have to achieve 100% in order to have it flagged as completed. You cannot take the quiz if you have not reviewed the content. If you have taken a WHMIS course (or any other required course) elsewhere within the approved time period, then you can provide valid confirmation of that to your instructor.

Details on which courses to take, by when, and how to provide valid confirmation are provided under Description of Course Components, later in this document.

### **Required Case Studies**

In the virtual class each week we will be going through the problem-solving cycle in order to determine the contributing factors to a workplace injury, the possible solutions, and making a final recommendation, including implementation plans. The case studies we will be using were written by DeGroot students in Fall 2018 and are **free** to you and to the general public. A link to the Work Safe Stay Safe site will be posted on Avenue, but if you want an advance look you can find them at: <https://work-safe.degroote.mcmaster.ca/>

You will also need to join the Commerce 4BL3 TopHat course to ensure your virtual class student engagement is captured on a real-time basis each week. **The join code** for this course will be provided on Avenue in early January.

<b>CONTENT AND METHOD OF INSTRUCTION</b>
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The following table provides an overview of the activities in this course.

<b>LEARNING ACTIVITIES</b>	<b>DELIVERY</b>	<b>DESCRIPTION</b>	<b>TOOL(S)</b>
Basic Knowledge	Asynchronous	Assigned Regulatory Training courses	MOSAIC/Avenue
Extended Knowledge	Synchronous	Lectures on material from the textbook and other topics <u>not</u> covered in Regulatory Training courses	Zoom And TopHat
Practical Implications	Synchronous	“In the Workplace” high level discussion and Case Study Analysis and Problem Solving	<b>Zoom and TopHat</b>

<b>EVALUATION/ASSESSMENT</b>
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<b>COMPONENT</b>	<b>WEIGHT</b>	<b>DESCRIPTION</b>
<b>Regulatory Training</b>	22%	Completion of eight required regulatory courses on MOSAIC/Avenue by the end of March, 2021. Waiver if valid documentation provided by add/drop date – January 19, 2021.
<b>Virtual Class Engagement</b>	18% (2% per week for 9 weeks)	Engagement in discussions and case analysis. Data captured through chat, breakout rooms, and TopHat questions.
<b>In-class Midterm Examination</b>	25%	Multiple choice based on virtual class lectures from Weeks 2 – 6.
<b>In-class Case Study Assignment</b>	25%	Completion of the problem-solving process for a new, or previously unassigned case study.
<b>Incident Investigation Report</b>	10%	Interview a family member or friend who experienced a workplace injury illness and write a content-based analysis of their situation.

Total: 100%

**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.

<u>Letter Grade</u>	<u>Percentage</u>	<u>GPA</u>	<u>Letter Grade</u>	<u>Percentage</u>	<u>GPA</u>
A+	90 - 100	12	C+	67 - 69	6
A	85 - 89	11	C	63 – 66	5
A-	80 - 84	10	C-	60 – 62	4

B+	77 - 79	9	D+	57 - 59	3
B	73 - 76	8	D	53 - 56	2
B-	70 - 72	7	D-	50 - 52	1
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<b>DESCRIPTION OF COURSE COMPONENTS</b>
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**Regulatory Training (32% - Eight courses @ 4% each)**

You are to self-register on MOSAIC for the following McMaster Regulatory Training courses. Once registered the course will appear in your Avenue to Learn account, under the Continuing Education tab. Each course has Topics which contain narrated slides and other materials and a final quiz. You have to go through the content in the Topics or the quiz will not open. You have to get 100% on the quiz before it will show as successfully completed on your Training Summary. Courses range in length; plan to spend at least an hour on each. You can do the courses in any order (some may be waitlisted) **but all courses must be completed before March 31, 2021**. By that date you must have submitted a pdf of your MOSAIC Training Summary, or other evidence-based documentation as approved by your instructor at the start of the term.

Courses required for Commerce 4BL3
Health and Safety Orientation
AODA (Accessibility for Ontarians with Disabilities Act)
Slips, Trips, and Falls
Ergonomics
Fire Safety
COVID-19 Awareness
WHMIS 2015 (every 5 years)
Violence and Harassment Prevention

**Virtual Class Engagement: (18%, 2% per week for 9 weeks)**

Each week in the virtual class I will extend the chapter content by providing a “In the Workplace” lecture about specific topics not covered in the regulatory training and guide you through selected “hands-on” activities and discussions. . Our main applied activity will be discussion of the assigned Work Safe Stay Safe DeGroote case study for that week. I strongly recommend that you read the case study before class. We will use TopHat to capture questions and comments in real-time along the way During the lecture and discussion there will be questions and opportunity for comment posed via TopHat that will capture your real-time engagement in that class. There is no way to catch up on virtual classes; at 2% each they are not automatic MSAF eligible. If you will be away for a longer period, please talk to an academic advisor to discuss your options.

### **In-class Midterm (1 @ 25%)**

In Week 7 (see class schedule) you will have an in-class midterm – format to be determined. The midterm questions will be based on the material and cases discussed in the virtual classes from Week 2 – 6 inclusive.

If you have accommodation for tests and examinations, please contact your instructor in the first week or two of the term to make arrangements for your specific accommodations to be put into place.

The midterm is not eligible for the automatic MSAF, because it is worth 25% of your final course grade. See “Request for Relief of Missed Academic Term Work” later in this document if you have a conflict or miss the midterm. Discussion of specific accommodation does not take place until your Request has been approved by the Academic Office.

### **In-class Case Study Assignment (1 @ 25%)**

Two weeks after the midterm you will have an in-class case study assignment. This will cover virtual class material from Weeks 2 – 8 inclusive. You will diagnose the current problem and identify possible other hazards and create solutions to protect workers in that job. This is a closed-book assignment that will be posted and submitted on Avenue to Learn.

I have not been a big supporter of Respondus Monitor, but, am reserving the right to use it for this assignment and the midterm due to the increased level of academic misconduct in Fall 2020.

### **Incident Investigation Report: (1 @ 10 %)**

In Week 4 you will be provided with full instructions for this report. You will start by interviewing a friend or family member who had a significant workplace injury or illness – not a paper cut! The person can have worked in any industry and can be any age as long as they can clearly recall the details of what happened and what actions were/were not taken. They may have returned to work the same day or been off for a long period but in all cases the injury must have taken over a week to fully heal and functioning would have been affected. Long-term work-related illnesses including psychological illnesses are also eligible for this assignment. In all cases you will disguise the identity of the person and the name of their organization to protect their privacy and avoid any possible libel lawsuits! You cannot be the subject of the report.

You will start with an initial interview, then, as we go through the term, you will edit your report regularly to include relevant and specific terminology to replace your original “everyday” language. The final version of the assignment will be due on Avenue on the last official day of classes – see class schedule.

This assignment is eligible for the automatic MSAF if you have not already used yours. If you have already used your MSAF then late submissions will be accepted up to a maximum of three days late with at 10% penalty per day off your earned grade. Resist the temptation to procrastinate and try to make this happen in the week before the due date.

## IMPORTANT NOTICES

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### COMMUNICATION AND FEEDBACK

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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.

All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

☐ *For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.*

☐ *For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.*

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

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### *REQUESTING RELIEF FOR MISSED ACADEMIC WORK*

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In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work” and the link below;

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

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### *ACADEMIC INTEGRITY*

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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. **It is your responsibility to understand what constitutes academic dishonesty.**

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.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.

- copying or using unauthorized aids in quizzes, tests, and examinations.

Your instructor reserves the right to examine all patterns of electronic communication related to assignments.

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### ***AUTHENTICITY/PLAGIARISM DETECTION***

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**Some courses may** use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

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### ***COURSES WITH AN ON-LINE ELEMENT***

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**Some courses may** use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

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### ***ONLINE PROCTORING***

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**Some courses may** use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

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## CONDUCT EXPECTATIONS

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As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

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## ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

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## ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

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Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

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## COPYRIGHT AND RECORDING

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Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of **personal study**. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

In 4BB3 this term the Tuer Takeaway and EDI video commentaries are protected works and are **not** to be posted to online forums. If found on such forums, I will be asking for them to be taken down immediately and also for the name of the person(s) who provided them to the site.

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***EXTREME CIRCUMSTANCES***

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The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Occasionally I have personal circumstances that require changes, however, I will communicate such changes as quickly as possible and ensure any missed material is made available.

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***RESEARCH USING HUMAN SUBJECTS***

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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/>

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***ACKNOWLEDGEMENT OF COURSE POLICIES***

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Your enrolment in Commerce **4BM3** 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 A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly. This also requires you to monitor Avenue News and your emails at least weekly, if not daily, to ensure you are up to date.**

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.

**CLASS SCHEDULE**

Week/Monday	Content Schedule	Case Discussion	Assessment Schedule
1: Jan 11	In-class Course introduction on Zoom. Watch Avenue News for Zoom meeting info.	None	
2: Jan 18	Ch. 1 Introduction Ch. 2 Legislative Framework	<i>Glass of Wine?</i>	<i>Last Day to Drop/Add is Wed Jan 19, 2021 Evidence-based request to waive Regulatory training course(s) due this week to your instructor.</i>
3: Jan 25	Ch. 3 Workers' Compensation Ch. 4 Hazards, Risk, and Control	<i>A Cracking Surprise</i>	
4: Feb 1	Ch. 12. Incident Investigation (note out of order)		
5: Feb 8	Ch 5. Physical Agents Ch 6. Chemical Agents	<i>How Much Can Clothing Really Cost You?</i>	<i>You should have completed your initial incident investigation interview before or by the end of the midterm break.</i>
Feb 15 -21	<b>NO CLASS – MIDTERM RECESS</b>		<i>Preliminary Assessment of Student Engagement</i>
6: Feb 22	Ch 6. Biological Agents and "Below the Belt" – a special presentation	<i>Have an Eye for Safety or an Eye That's Achey!</i>	
7: Mar 1	<b>Review Lectures from Week 2 – Week 6 inclusive.</b>	None	<b>In-Class Midterm Examination</b>
8: Mar 8	Ch 7. Psychosocial Hazards Ch. 8. Workplace Violence, Aggression, and Harassment	<i>Ordinary Stress or PTSD?</i>	
9: Mar 15	<b>Review lectures and case studies from Week 2 – Week 6, and 8, inclusive</b>		<b>In-class Case Study Assignment</b>
10: Mar 22	Ch 9. Health and Safety Training Ch 10. Motivation and Safety Management Systems	<i>A Bit of a Muddy Situation</i>	
11: Mar 29	Ch. 13 Disability Management and Return to Work Ch .14 Workplace Wellness and Health Promotion	<i>Finger Food for Thought</i>	<b><i>Cutoff for submission of EOHSS Regulatory Training Summary is 1 p.m. Wednesday, Mar 31, 2021</i></b>
12: Apr 5	Ch. 11. Emergency Planning		Course evaluation <a href="http://www.evals.mcmaster.ca">www.evals.mcmaster.ca</a>
13: Apr 12/13	Course Wrap Up/Makeup Day – if not needed		<b><i>!! Report due Wed, Apr 14 by 1 p.m.</i></b> <i>Official Last Day of classes is Wednesday April 14 – Final Assessment of Student Engagement</i>