



**COMMERCE 4BL3, C01
OCCUPATIONAL HEALTH AND SAFETY
PRELIMINARY COURSE OUTLINE
Winter 2022**



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Note: Information in this course outline may be superseded by later versions and/or by course announcements on Avenue to Learn.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, Course Instructor/Facilitator Office: DSB/419 Email: tuerfl@mcmaster.ca Office Tel.: 905-525-9140 ext. 24903</p> <p>In-person office hours: 10:30 a.m. – 11:30 a.m. EST every Thursday. Alternate times and virtual office hours available on Zoom – email for an appointment</p> <p>If you would like to know more about me see my profile on LinkedIn https://www.linkedin.com/in/frances-tuer-18a6596 and my website www.francestuer.com</p>	<p>In Winter 2022, this course is being offered as blended learning, specifically 2 hours of in-class instruction/active learning and 1 hour of independent online learning. There is no virtual class or hybrid option; you must attend the in-person sessions to earn course credit</p> <p>In-person class times are: C01: Wednesdays 2:30 – 4:20 p.m. EST C02: Thursdays 12:30 – 2:20 p.m. EST</p> <p>TA: TBD</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: The required textbook is *Management of Occupational Health and Safety, 8th edition* (Kelloway, Francis, & Gatién, 2020). We will use the book extensively in class – discussion questions, exercises, and possibly case studies. Older versions of the book may not have the required elements; use at your own peril. You will need to have the book with you when you come to class or be able to access it during class. Pdf copies obtained from someone else are illegal.

The book is available in two formats from the Campus Store:

Print: ISBN to come

Interactive e-text (delivered by Top Hat.com) ISBN to come

Once you have redeemed your bookstore code for the interactive e-book you will get an email giving you **another code/access key** that you will use to join the “course” for the book. Here is the Top Hat link to that “course” <https://app.tophat.com/e/416267>. Then click into the Assigned tab and you will see the book plus all the other resources that come with the interactive e-book.

You may be able to find used copies, as the book came out last year; I not switch at that time ecause I was converting three different courses to online learning.

Required McMaster Regulatory Training Courses:

Rather than spend class time on basic information, in your one hour of independent learning each week, you will be completing eight regulatory health and safety training courses on Avenue to Learn. Details on which courses to take, by when, and how to share your Training Summary are provided under Description of Course Components, later in this document.

Work Safe Stay Safe Case Studies

Every week or so we will be going through the problem-solving cycle to determine the contributing factors to a workplace injury, the possible solutions, and making a final recommendation, including implementation plans. Some of the case studies that we might use we were written by DeGroote students in Fall 2018 and are **free** to you and to the public. You can find them at: <https://work-safe.degroote.mcmaster.ca/>. This link will also be posted on Avenue to Learn.

CONTENT AND METHOD OF INSTRUCTION
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LEARNING ACTIVITIES	DELIVERY	DESCRIPTION	TOOL(S)
Basic Knowledge	Asynchronous Independent Learning	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	In-person
Applied Learning	Synchronous	Discussions, Exercises, Case Studies	In-person

EVALUATION/ASSESSMENT

COMPONENT	WEIGHT	DESCRIPTION
Regulatory Training	10%	Completion of eight required regulatory courses on MOSAIC/Avenue.
In-person Engagement	10%	Engagement in discussions, exercises, and case analysis.
Case Examination # 1	35%	Case analysis, recommendation, and implementation plan based on physical hazards.
Case Exam # 2	35%	Case analysis, recommendation, and implementation plan based on psychological hazards.
Case Writing Assignment	20%	Interview a person who has had a work-related injury or illness and write up a case study and discussion note.

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
			F	00 - 49	0

DESCRIPTION OF COURSE COMPONENTS

McMaster Regulatory Training Courses (15%)

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 at the very latest by noon on Sunday April 3, 2022.** 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. Your grade out of 15% will be a function of how many of the required courses you have completed compared to the number you were supposed to complete. **BIG HINT – start early and get them out of the way. The Avenue dropbox will be open all term for pdf submissions.**

Courses required for Commerce 4BL3, Winter 2022
Health and Safety Orientation
AODA (Accessibility for Ontarians with Disabilities Act)
Slips, Trips, and Falls
Ergonomics
Fire Safety
Due Diligence
WHMIS 2015 (every 5 years)
Violence and Harassment Prevention

In-Class Engagement: (10%)

You are expected attend the in-person classes for your section, and to actively participate in discussions, exercises, and so on, to build your critical thinking, teamwork, and communication skills. Given the ongoing concerns about COVID 19 and the annual flu, we will use technology (possibly Zoom chat, Zoom breakout rooms and/or Top Hat) in addition to traditional in-person methods to ensure everyone can safely share their ideas and collaborate with others. Using technology also gives me instant and verifiable data on your contributions. Your grade out of 10% will be a function of how many opportunities you engaged in compared to the total number of opportunities available.

In-Class engagement is not MSAF eligible; missing one class will not have a substantial impact on your grade, as I round up at the end of the term and even if you are “on the road” or “in bed sick” you may still be able to access Zoom chat or Top Hat. If you end up “on the cusp” between two letter grades, then the round up will tip you over. If you miss a class however, you should find out what we covered and go through that material by yourself; I am not planning to record in-person classes. If you miss more than one class, you should get in touch and possibly discuss your situation with an academic advisor. Attending the other section is only possible in rare situations and only with instructor permission.

Case Assignments (2 @ 35% each for a total of 7%)

In Weeks 5 and 11 (see class schedule for specific dates) you will be given a case study assignment to be completed during the first 90 minutes of the class. The case assignment will be the only thing that we do in class that day. The first case assignment will be on Physical Hazards and the second one will be on Psychological Hazards. More detail will be provided on Avenue and during the first class of the term. Case assignments are done by yourself. This is not a collaborative assignment.

If you have accommodation for timed assignments, 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 case assignment is not eligible for the automatic MSAF, because it is worth more than 25% of your final course grade. If you have a conflict that you know about in advance or miss the case assignment you will need to contact the Academic Office (not your instructor). See “Request for Relief of Missed Academic Term Work” later in this document Discussion of specific accommodation does not take place until your Request has been approved by the Academic Office.

Case Study and Discussion Note: (1 @ 20 %)

Before Week 3, you will be provided with full instructions for this assignment; it is strongly recommended that you start on this right away. 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 can do this assignment by yourself or with **one** other partner. You will start with an initial interview, then convert this information into a problem-solving Case Study that can be added to our “Work Safe Stay Safe” set of DeGroot Health and Safety case studies. You will also create a Discussion Note to assist anyone who is using the case study in their class or workshop. You will be asked for two updates. In week 4 you will be asked to tell us who you are considering interviewing and in Week 10 you will be asked to confirm that a specific person has agreed to be interviewed and have a case study written about them and if you are working alone or with a partner. The case study and discussion note are due at the end of the term (see the course schedule) but can be submitted early.

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 a 10% penalty per day off your earned grade. Remember that MSAF is for unexpected illness and so on – it is not intended to be a time management device.

If you are registered with SAS and require accommodation for this assignment please notify your instructor at least a week ahead, as per SAS guidelines.

IMPORTANT NOTICES

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.

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.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

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/>

ACADEMIC INTEGRITY

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.

AUTHENTICITY/PLAGIARISM DETECTION

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.

COURSES WITH AN ON-LINE ELEMENT

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.

ONLINE PROCTORING

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.

CONDUCT EXPECTATIONS

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.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

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

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.

COPYRIGHT AND RECORDING

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.

EXTREME CIRCUMSTANCES

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.

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 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 (W/R)	Content Schedule	Discussions/Exercises	Assessment Schedule
1: Jan 12/13	Course Introduction Ch. 1 Introduction		<i>Complete one or more Regulatory Training courses</i>
2: Jan 19/20	Ch. 2 Legislative Framework Ch. 3 Workers' Compensation		<i>Last Day to Drop/Add is Tue Jan 18, 2022 Complete one or more Regulatory Training courses</i>
3: Jan 26/27	Ch. 4 Hazards, Risk, and Control Ch. 12. Incident Investigation		<i>Complete one or more Regulatory Training courses</i>
4: Feb 2/3	Ch 5. Physical Agents Ch 6. Chemical Agents (1/2 the chapter)		<i>Submit info on potential case study interviewee(s)</i>
5: Feb 9/10	Case Assignment # 1: Material from in-class lectures/discussions of Ch. 1- 6 (chemical agents only)		
6: Feb 16/17	Ch 6. Biological Agents (1/2 the chapter) and "Below the Belt" – a special presentation		<i>Complete one or more Regulatory Training courses Preliminary Assessment of Student Engagement</i>
7: Feb 23/24.	MIDTERM RECESS: NO CLASSES THIS WEEK		
8: Mar 2/3	Ch 7. Psychosocial Hazards Ch. 8. Violence, Aggression, and Harassment		<i>Complete one or more Regulatory Training courses</i>
9: Mar 9/10	Ch 9. Health and Safety Training Ch 10. Motivation and Safety Management Systems		<i>Complete one or more Regulatory Training courses</i>
10: Mar 16/17	Ch. 13 Disability Management and Return to Work Ch .14 Workplace Wellness and Health Promotion		<i>Submit info on your final case study interviewee and if you are working alone or with a partner</i>
11: Mar 23/24	Case Assignment # 2: Material from in-class lectures/discussions of Ch. 7 – 10. Does not include "Below the Belt" or Ch 13 and 14.		
12: Mar 30/31	Ch. 11. Emergency Planning Course evaluation www.evals.mcmaster.ca		<i>Complete any remaining Regulatory Training courses and submit pdf copy of Training Summary by noon on Sunday April 3, 2022.</i>
13: Apr 6/7	Course Wrap Up/Makeup Day – if not needed		Case Study and Discussion Note due by noon on Sunday, April 10, 2022.
13: Apr 12/13	<i>Official Last Day of classes is Tuesday, April 12, 2022</i>		<i>There is no final examination in this course</i>