

**Commerce 4BL3  
Occupational Health and Safety  
Fall 2022 Course Outline**

**Human Resource and Management Area  
DeGroot School of Business  
McMaster University**

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***COURSE OBJECTIVE***

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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.

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***INSTRUCTOR AND CONTACT INFORMATION***

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Instructor	<b>Section 2: Tue 12:30 – 2:20 PGCLL M24</b>
<b>Dr. Frances Tuer</b>	<b>Section 1: Mon 12:30 – 2:20 KTH 104</b>
tuerfl@mcmaster.ca	Office: DSB 419
Tel: (905) 525-9140 x24903	Office Hours: Monday 11 – 12 or by appointment

**Student TA**  
Ravneet Dhoophur  
dhoophur@mcmaster.ca

**Course website:** Avenue to Learn

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***COURSE ELEMENTS***

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Credit Value: 3	Leadership: Yes	IT skills: No	Global view: Yes
A2L: Yes	Ethics: No	Numeracy: Yes	Written skills: No
Participation: Yes	Innovation: Yes	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: No	Final Exam: No	Guest speaker(s): Yes

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## ***COURSE DESCRIPTION***

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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.

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## ***LEARNING OUTCOMES***

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Upon successful completion of this course, students will be able to complete the following key tasks:

- 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

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## ***COURSE MATERIALS***

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**Required/Strongly Recommended Textbook:** The required textbook is *Management of Occupational Health and Safety, 8<sup>th</sup> edition* (Kelloway, Francis, & Gatién, 2020). Older versions of the book may not have the required elements; use at your own peril. book with you when you come to class or be able to access it during class. **Pdf copies obtained from someone else are illegal, as they are a breach of the Copyright Act.**

The permalink for the textbook is: [https://campusstore.mcmaster.ca/cgi-mcm/ws/txsub.pl?wsTERMG1=224&wsDEPTG1=COMMERCE&wsCOURSEG1=4BL3&wsSECTIONG1=DAY%20C02&crit\\_cnt=1](https://campusstore.mcmaster.ca/cgi-mcm/ws/txsub.pl?wsTERMG1=224&wsDEPTG1=COMMERCE&wsCOURSEG1=4BL3&wsSECTIONG1=DAY%20C02&crit_cnt=1)

### **Required McMaster Regulatory Training Courses:**

Using the weekly hour of independent learning time each week, you will complete eight regulatory health and safety training courses. You enrol via MOSAIC and courses load under the "Continuing" tab on Avenue. Full details are provided under Description of Course Components, later in this document.

### **Top Hat Codes**

For the interactive e-book (purchase required): <https://app.tophat.com/e/237437>  
C01 Classroom Code: <https://app.tophat.com/e/844144>  
C02 Classroom Code: <https://app.tophat.com/e/458003>

**COURSE DELIVERY AND ASSESSMENT**

LEARNING ACTIVITIES	DELIVERY	TOOL(S)
<b>Core Content</b>	In-class mini-lectures with embedded engagement questions	Top Hat
	Regulatory Training courses (outside of class)	MOSAIC/Avenue
<b>Critical Thinking and Application</b>	In-class activities of various kinds – case studies, debates, break out groups	In-person

COMPONENT	WEIGHT	DESCRIPTION
<b>Regulatory Training</b>	25%	Completion of eight required regulatory courses on MOSAIC/Avenue.
<b>Case Examination # 1</b>	25%	Case analysis, recommendation, and implementation plan based on physical and chemical hazards.
<b>Case Exam # 2</b>	25%	Case analysis, recommendation, and implementation plan based on biological psychological hazards.
<b>Instructor-Administered Final Exam</b>	25%	Multiple choice based on all chapters covered in the term. Date to be set by Doodle Poll.

**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

## ***COURSE DELIVERABLES***

### **Case Assignments (2 @ 25% each for a total of 50%)**

In Weeks 5 and 10 (see class schedule for specific dates) you will be given a case study assignment to be completed **in the classroom 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 and Chemical Hazards and the second one will be on Biological and Psychological Hazards. More detail will be provided on Avenue and during the first class of the term. Case assignments are done individually.

If you have SAS accommodation for timed assessments please contact them to make necessary arrangements.

The case assignment is not eligible for the automatic MSAF, because each is worth 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. However, the standard accommodation is to write the assignment within a few days after the original deadline. I do not transfer weight except in very extreme circumstances.

### **.McMaster Regulatory Training Courses (25%)**

You are to **self-register on MOSAIC** for the following McMaster Regulatory Training courses. **If you have already done some/all these courses, you do not have to repeat them** unless you did them a long time ago and by law the course needs to be done again. Just sign up for the ones that you haven’t done. Once registered the **courses 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 must go through the content in the Topics or the quiz will not open. You must get 100% on the quiz before it will show as successfully completed on your MOSAIC 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 1 p.m. on December 8, 2022 and your Training Summary uploaded to the folder on Avenue to Learn. BIG HINT – start early and get them out of the way. Occasionally there are gaps between sessions on MOSAIC and if you register late you may find yourself not being able to complete the course in time.**

See the step-by-step instructions on Avenue (with screenshots), which will take you through the entire process of enrolment through to pdf submission on Avenue.

<b>Courses required for Commerce 4BL3, Fall 2022</b>
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

### **Final Exam:**

Because the two in-class assignments are at the application level and everyone achieves 100% on the Regulatory Training (if they complete the courses), we need one more assessment to confirm your acquisition of the **core content delivered in-class**. The final examination will be based on all material presented in class from beginning to end. The format will be **multiple choice**; you can expect about 5 questions per chapter, but details will be confirmed before the end of term. The level of difficulty will be primarily at the comprehension level, not the basic recall level. This means that you need to understand the difference between related concepts e.g., types of hazards, types of solutions, and so on, rather than knowing them in isolation. There may be some applied questions on the final exam as well e.g., “which is the best example of” and “to achieve (outcome A) the best technique would be”. The date for our final examination will be set by Doodle Poll once the Registrar exam schedule comes out and will be administered by the instructor in a classroom/exam room to be determined. If you have SAS accommodation, please contact them to make necessary arrangements, as soon as the date and time have been finalized.

There are no marks for contribution/participation this term. I assume that by now you know the relationship between engagement, course satisfaction, and academic performance. If not, you will find a meta-analysis on Avenue to Learn.

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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.degroot.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 tests and examinations.

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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. email, Avenue to Learn (A2L), web pages, TopHat, MS Teams, 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 the 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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Although all assessments are currently scheduled to take place in-person, if for any reason the university returns to remote learning then online proctoring software may be used 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.

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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.



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***ACKNOWLEDGEMENT OF COURSE POLICIES***

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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 A2L. **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.

**COURSE SCHEDULE**

C01 Mon/C02 Tue	In-Class Sessions	Offline Work
1: Tue Sep 6	Course Introduction Chapter 1 to Health and Safety C01 – watch Echo 360 class recording from C02	<i>Sign up for all 8 MOSAIC Regulatory Training courses on MOSAIC</i>
2: Sep 12/13	Ch. 2 Legislative Framework Ch. 3 Workers' Compensation <i>Last Day to Drop is Wed Sep 14</i>	<i>Complete a course</i>
3: Sep 19/20	Ch. 4 Hazards, Risk, and Control Ch. 12. Incident Investigation	<i>Complete a course</i>
4: Sep 26/27	Ch 5. Physical Agents Ch 6. Chemical Agents (1/2 the chapter)	<i>Complete a course</i>
5: Oct 3/4	<b>Case Assignment # 1: Material from in-class lectures/discussions of Ch. 1- 6 (chemical agents only)</b>	
Oct 10 – 15	<b>MIDTERM RECESS</b>	
6: Oct 17/18	Ch 6. Biological Agents (1/2 the chapter)	<i>Complete a course</i>
7: Oct 24/25	Ch 7. Psychosocial Hazards Ch. 8. Violence, Aggression, and Harassment	<i>Complete a course</i>
8: Oct 31/Nov 1	Ch 9. Health and Safety Training	<i>Complete a course</i>
9: Nov 7/8	Ch 10. Motivation and Safety Management Systems	<i>Complete a course</i>
10: Nov 14/15	<b>Case Assignment # 2: Material from in-class lectures/discussions of Ch. 6 Biological Agents – 10.</b>	
11: Nov 21/22	Ch. 13 Disability Management and Return to Work Ch .14 Workplace Wellness and Health Promotion	<i>Complete a course</i>
12: Nov 28/29	Ch. 11. Emergency Planning Course evaluation <a href="http://www.evals.mcmaster.ca">www.evals.mcmaster.ca</a>	<i>Complete a course</i>
13: Dec 5/6	<b><i>Make Up Day if needed</i></b> <b><i>Regulatory Training Summary due by 1 p.m. Friday, December 8, 2022.</i></b>	
Exam period	<b><i>Instructor Administered Final Exam during Final Exam period. Date and time to be set via Doodle Poll once the Registrar schedule is published. Covers in-class material from Ch 1 - 14</i></b>	