

Commerce 4BL3 – Occupational Health & Safety Fall 2024 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 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.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: **Lucy Djelalian Pepper**
Email: djelall@mcmaster.ca
Office Hours: By Appointment only

Section C02: Thursdays from 11:30 a.m. to 2:20 p.m.

Student TA
Ravneet Dhoophur
dhoophur@mcmaster.ca

Course website: Avenue to Learn

COURSE ELEMENTS

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

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.

LEARNING OUTCOMES

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

COURSE MATERIALS

Required/Strongly Recommended Textbook: The required textbook is *Management of Occupational Health and Safety, 8th edition* (Kelloway, Francis, & Gatien, 2020).

We will be using Top Hat to access the digital textbook: if you already have a Top Hat account, you can go to (<https://app.tophat.com/e/056982>) to be taken directly to our course digital textbook.

If you are new to Top Hat: Go to <https://app.tophat.com/register/student>. Search for our course textbook with the following join code: 056982

For more information about the interactive features in the textbook, click here: <https://success.tophat.com/s/article/Student-Using-Your-Textbook>

Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Specific user information may be required by their technical support team when troubleshooting issues.

COURSE DELIVERY

ACTIVITY	DELIVERY	TECHNOLOGY/TOOL(S)
Lecture Core Content	In-class mini-lectures with embedded engagement questions	Top Hat
Activities, Discussions, Live lectures	In-class activities of various kinds – case studies, debates, break out groups	In-person

COURSE EXPECTATIONS

You are expected to contribute to a respectful and collaborative learning environment during classes and in all other interactions and communications associated with this course. The value of this course for you and your peers will depend on your **regular presence, timely preparation, and respectful engagement.**

COURSE EVALUATION & DELIVERABLES

Your grade will consist of evaluations of work done individually or in groups, as indicated in the table below. For assignments done in groups, individual group members will normally receive the same grade, although adjustment may be made at the instructor's discretion if there is evidence that an individual's contribution was inadequate. ***Missed components will receive a grade of zero unless the student has submitted and been approved for an MSAF. Your final grade will be calculated as follows:***

GRADE COMPONENT	WEIGHT	DESCRIPTION
In-Class Engagement	10%	Students must participate in interactive class activities and submit work as required
Group Assignment & Presentation	25%	Students will work in groups of 5 and will prepare a presentation and group report.
Mid-term Case Exam	25%	Case analysis, recommendation, and implementation plan based on physical and chemical hazards.
Final Exam	40%	A final exam will be administered during the final exam period, scheduled by the Registrar's office

COURSE DELIVERABLES

IN-CLASS ENGAGEMENT (10%)

Your learning in this course will depend on your active engagement and participation in the in-person class sessions, during which there will be a variety of collaborative learning opportunities, including case/scenario discussions and other activities. During each in-person class, you may be asked to submit a deliverable based on the in-class activity and, in some cases, respond to questions administered via Top Hat. Your completion of these elements of class engagement in each class will be evaluated as being complete (1/1); partially complete (0.5/1); or incomplete/ not submitted (0/1).

You may only receive credit for class engagement if you attend in-person and participate in and complete the required activities. Attempts to receive credit for class engagement when you are not in attendance will be considered academic dishonesty.

GROUP ASSIGNMENT AND PRESENTATION (25%)

Students will work in groups of 5 and will apply Occupational Health & Safety learnings to analyze a job, identify the associated hazards, and propose processes for controlling hazards and managing risk. Further details about the assignment including a list of possible topics will be posted on Avenue to Learn and discussed in class.

All students in a group will receive the same grade, unless there are significant extenuating circumstances, in which case the instructor will have discretion to adjust individual grades.

MID-TERM CASE EXAM (25%)

On **Thursday, October 24th**, 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. 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 it's 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

FINAL EXAM (40%)

The final exam will take place during the December examination period and will be scheduled by the Registrar's Office. It will be based on all material presented in class from beginning to end. The format will be multiple choice; details will be confirmed before the end of term

IMPORTANT LINKS

- [Mosaic](#)
- [Avenue to Learn](#)
- [Student Accessibility Services - Accommodations](#)
- [McMaster University Library](#)

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/>

* Non-Commerce students must follow the Missed Course Work protocols outlined by their home faculty and Program Office.

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.

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](#).

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.

AUTHENTICITY/PLAGIARISM DETECTION

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so can be checked for academic dishonesty.

Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to

www.mcmaster.ca/academicintegrity

GENERATIVE AI

Students are not permitted to use generative AI in this course for any work that is submitted to earn credit towards final course grade (i.e., the assignment, submitted in-class work). In alignment with [McMaster academic integrity policy](#), it “shall be an offence knowingly to ... submit academic work for assessment that was purchased or acquired from another source”. This includes work created by generative AI tools. Also stated in the policy is the following,

“Contract Cheating is the act of “outsourcing of student work to third parties” (Lancaster & Clarke, 2016, p. 639) with or without payment.” Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

For some in-class activities, students may use generative AI for brainstorming and internet research to facilitate class and/or group discussion, if such use is specifically authorized by the instructor.

It is the student’s responsibility to be clear on the limitations for use and to be clear on the expectations for citation and reference and to do so appropriately.

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 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.

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.

POTENTIAL MODIFICATIONS TO THE COURSE/EXTREME CIRCUMSTANCES

The instructor reserves the right to modify elements of the course during the term. There may be changes to 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.

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.

Related to the above, it is important to note that the course outline serves as a guide to give you an idea of what to expect in the class sessions. Occasionally, at the instructor's discretion, other material may be introduced that is not on the outline. Therefore, it is possible that the topics will not be covered exactly as outlined in this document.

If you are absent from class for any reason, you should speak to a classmate to see what material, announcements, etc. you missed. You are responsible for all material assigned for class preparation, even if the instructor does not cover that material in class.

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 registration in this course 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.

CERTIFIED HUMAN RESOURCES PROFESSIONAL (CHRP)

This course can be used as one of the course requirements for obtaining the Certified Human Resources Professional (CHRP) designation. CHRP is the professional designation offered by The Human Resources Professionals Association. The courses offered in the DeGroot Commerce program that contribute to CHRP requirements are:

- 1BA3 Organizational Behaviour,
- 2BC3 Human Resource Management and Labour Relations,
- 4BB3 Recruitment & Selection,
- 4BC3 Collective Bargaining,
- 4BE3 Compensation/Reward Systems,
- 4BI3 Training and Development,
- 4BL3 Occupational Health and Safety,
- 4BM3 Strategic Human Resource Planning,
- 2AA3 Financial Accounting I,
- 2AB3 Managerial Accounting I.

More details are available on the Human Resource Professionals Association website:
<http://www.hrpa.ca>

COM 4BL3 F24 COURSE SCHEDULE

Week of:	TOPIC	Key Dates/Deliverables
Sept. 3	Course Introduction Ch. 1 Health and Safety	
Sept. 9	Ch. 2 Legislative Framework	Last Day to Drop class is Wednesday, September 11
Sept. 16	Ch. 3 Workers' Compensation	Submit assignment groups and chosen topic on Thursday, September 19
Sept. 23	Ch. 4 Hazards, Risk, and Control Ch. 12. Incident Investigation	
Sept. 30	Ch 5. Physical Agents	
Oct. 7	Ch. 6 Chemical and Biological Agents	
Oct. 14	Midterm Recess – No Classes	
Oct. 21	Midterm Case Exam	Exam on Thursday, October 24
Oct. 28	Ch 7. Psychosocial Hazards Ch. 8. Violence, Aggression, and Harassment	
Nov. 4	Presentations – Groups 1 - 5	
Nov. 11	Presentations – Groups 6 - 10	Assignment reports due for all groups on Thursday, November 14
Nov. 18	Ch. 9 Health & Safety Training Ch 10. Motivation and Safety Management Systems	
Nov. 25	Ch. 13 Disability Management and Return to Work Ch .14 Workplace Wellness and Health Promotion	
Dec. 2	To be determined	