



COURSE OUTLINE

COURSE NUMBER:	DPS 51037 1805
COURSE NAME:	Managing Occupational Health, Safety and Environment
COURSE PRE-REQUISITE(S):	Principles of Human Resource Management
INSTRUCTOR:	Alex Kozubal
INSTRUCTOR CONTACT:	akozubal@mts.net
DATES AND TIME:	February 15 – April 5, 2019 8 Fri, 9:00 a.m. – 4:00 p.m.
EXAMINATION DATES:	Midterm exam (Invigilated) March 8, 2019 9:00 a.m. – 11:00 a.m. Final exam (Invigilated) April 5, 2019 9:00 a.m. – 12:00 noon

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	Laptop required
REQUIRED READINGS:	Management of Occupational Health and Safety, (paperback), Seventh Edition, Nelson Education, K. Kelloway, L. Francis & B. Gatien

Consult the bookstore [website link](#) for the most recent textbook edition

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:

The health and safety of workers is paramount to a vibrant and effective workforce. This course will examine the roles and responsibilities of the human resources practitioner in the area of workplace health and safety. Participants will examine best practice for fostering a workplace culture where workers and management in cooperation to assure safety and report unsafe conditions. The overall success of a workplace health and safety program relies on developing a clear communication plan, establishing relationships across the entire organization, and setting strategic goals to maintain and promote a safe work environment while ensuring compliance with the various legislated requirements.

LEARNING OUTCOMES:

On completion of this course, students should be able to:

- Act on all workplace health and safety matters in compliance with the federal and provincial requirements and according to the employer's duties and responsibilities;
- Identify, evaluate, and report workplace health and safety incidents and develop appropriate strategies, policies, and procedures;
- Conduct accident/incident investigations and know what is required for the disciplinary and/or reporting process;
- Determine all the elements of inclusive and respectful work environments and understand how to build these elements into an organizational framework.

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS
Feb 15, 2019	<ul style="list-style-type: none">• Brief overview of the history of OHS&E.• Ch.1 Introduction;• Ch. 2 Legislative Framework;• Ch. 3 WCB Basics• Group Assignments – Groups will be formed and topics discussed.
Feb 22, 2019	<p>*WHMIS <i>*Attendance is mandatory for this class as there is a test at the end of the lecture.</i> Students that are absent will not be able to make up the class or test.</p> <ul style="list-style-type: none">• Ch. 4 Hazard Recognition, Risk Assessment & Control;• Ch. 5 Physical Agents• Ch. 6 Biological & Chemical Agents;• Mid-Term Exam Review

SCHEDULE DATES	LECTURE TOPICS
Mar 8, 2019	Mid-term Exam (Invigilated) 9:00 a.m. – 11:00 a.m. Maximum time allowance: 2 hours NOTE: Exam will begin promptly at 9:00 a.m.
Mar 15, 2019	<ul style="list-style-type: none"> • Ch. 7 Psychosocial Hazards; • Ch. 12 Incident Investigations
Mar 22, 2019	<ul style="list-style-type: none"> • Ch. 8 Workplace Violence, Aggression & Harassment; • Ch. 9 Training; • Ch. 10 Motivation & Safety Management Systems • Ch. 13 Disability Management & Return to Work <p>In-class group work scheduled from 3 – 4 PM. Attendance by all group members during this time is critical for the success of the project</p>
Mar 29, 2019	<ul style="list-style-type: none"> • Ch. 11 Emergency Planning; • Ch. 14 Workplace Wellness: Work-Family & Health Promotion Programs • Group Presentations • Final Exam Review
Apr 5, 2019	Final Exam (Invigilated) 9:00 a.m. – 12:00 noon Maximum time allowance: 3 hours NOTE: Exam will begin promptly at 9:00 a.m.

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
10%	WHMIS Quiz Students must achieve 80% or higher to receive WHMIS Certification.	Feb 22, 2019
5%	Individual Written Assignment that will Focus on an OHS&E topic. The instructor will hand out the assignment. Students will e-mail assignment NO LATER THAN January 31, 2019.	Feb 22, 2019

VALUE	ITEM OF WORK	DUE DATE
30%	Mid-term Exam (Invigilated) This exam will be a combination of multiple-choice, short answers, and long answer questions testing knowledge of materials covered in-class and applying higher thinking analysis.	Mar 8, 2019
20%	Case Study (Group Project: Report and Presentation. NOTE: Copy of written assignment & Power Point presentation to be e-mailed to Instructor by March 29, 2019 The topic will be discussed during the first class and will deal with an occupational health, safety and environment topic. The group will comprise of 3 or 4 members and assigned by the instructor also during the first class. The written component of the assignment should be approximately 3 -4 pages, adhere to the APA style guidelines, and include the following components: <ul style="list-style-type: none"> • Summary • Analysis • Conclusion • Bibliography Students must pre-approve all topics with the instructor through a sign-up sheet distributed on the date of the second class. The presentation format would be similar in approach to a presentation similar to a presentation to senior management in a business environment. Presentation should be approximately 10 – 15 minutes and each group member must have had some participation in the presentation.	Mar 29, 2019
30%	Final Exam (Invigilated) This exam will be a combination of multiple-choice, short answers, and long answer questions testing knowledge of materials covered in-class and applying higher thinking analysis.	Apr 5, 2019
5%	Participation – See participation rubric in outline	

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
1	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent or often late for the start of the class or returning to class after break
5	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA	<u>Pass/Fail</u>	
A+	96-100	4.50	P	Pass
A	91-95	4.00	F	Fail
A-	83-90	3.75	<u>Non-Graded</u>	
B+	75-82	3.50	CP	Certificate of Participation (75% Attendance)
B	70-74	3.00	NC	No Certificate of Participation
C+	66-69	2.50	<u>Special Designations</u>	
C	57-65	2.00	I	Incomplete
D	50-56	1.00	TC	Transfer Credit
F	<50	0.00	S	Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.