



COURSE OUTLINE

COURSE NUMBER:	DPS 51037 1908
COURSE NAME:	Managing Occupational Health, Safety and Environment
METHOD OF DELIVERY:	ONLINE
COURSE PRE-REQUISITE(S):	Principles of Human Resource Management
INSTRUCTOR:	Ethelinda Padua
INSTRUCTOR CONTACT:	epadua2@shaw.ca
COURSE WEBSITE:	https://nexus.uwinnipeg.ca/
SUPPLIES:	Computer and Internet Access
COURSE OPENS:	September 9, 2019
COURSE CLOSES:	December 1, 2019
EXAMINATION DATES:	No Examination

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
TEXTBOOK:	Management of Occupational Health and Safety, (paperback), 7th 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:

Module 1	<ul style="list-style-type: none">• Video Introduction – Instructor<ul style="list-style-type: none">○ Introduction to include:<ul style="list-style-type: none">○ Instructor Credentials○ Expectations○ Review of Schedule○ Student Evaluation Method○ Textbook – Required Readings○ Getting Around Nexus○ Description of Modules○ Group Discussion Expectations	

	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Group Discussion 1: <ul style="list-style-type: none"> ○ All students will provide their responses to these questions: In your previous or current employment, how does management show the importance of safety and health in the workplace? Do you believe that if there is full commitment from everyone that all accidents/incidents that occur in the workplace is preventable? <ul style="list-style-type: none"> ▪ Performance indicator: Everyone will respond and read other students' response. Each student will in turn respond to at least two of the other students' response. Discussions will continue until the end of the module (September 15, 2019). 	
Module 2	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor video describing the Module • Video or PowerPoint Link - *WHMIS from Safety <p>Performance Indicator:</p> <ul style="list-style-type: none"> • Complete WHMIS Test On Line 	
Module 3	<p>Learning Activities</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • PowerPoint Presentation including Learning Outcomes; presentation to include the following topics <ul style="list-style-type: none"> ○ Workplace Safety and Health Act and Regulations <ul style="list-style-type: none"> ▪ Federal (Canada Labour Code) Part II ▪ Provincial ○ Standards, Codes, Guidelines ○ Worker's Rights 	PART 1 – READ CHAPTER 1
Module 4	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • Video Link – Safe Work MB regarding Responsibilities 	PART 1 – READ CHAPTER 2

	<ul style="list-style-type: none"> • Lecture and PowerPoint Presentation including Learning Outcomes regarding: <ul style="list-style-type: none"> ○ Key stakeholders ○ Internal Responsibility System ○ Role of Human Resource Personnel ○ Role of the Safety and Health Professional 	
Module 5	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • PowerPoint Presentation and Lecture including Learning Outcomes • Presentation to include: <ul style="list-style-type: none"> ○ Overview of Safety and Health Program Components (Safety and Health Policies) <ul style="list-style-type: none"> ▪ Safety and Health Corporate Policy (Commitment) and Responsibilities ▪ Hazard Recognition and Control ▪ Emergency Planning ▪ Accident/Incident Reporting and Investigation ▪ Inspections ▪ Chemical and Biological Hazard Prevention Plans ▪ Training Plan ▪ Contractor Safety ▪ Worker Participation (Safety and Health Committee/Representative) ▪ Program Review and Continuous Improvement <p>Complete Case Study 2 – Page 24 in the textbook – Do We Need a Safety and Health Program; and How will Human Resources assist in implementing the program? Review assignment details and rubrics.</p>	READ CHAPTERS 9, 11, 12 (related topics specific to training, emergency planning, and investigation)
Module 6	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • Power Point Presentation and Lecture and Learning Outcomes regarding: <ul style="list-style-type: none"> ○ Record Retention / Documentation ○ Information Management 	Review Power Point only

Module 7	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • PowerPoint Presentation including Learning Outcomes <ul style="list-style-type: none"> ○ Due Diligence – What does it Mean ○ Internal Enforcement of the Safety and Health Program (Disciplinary Process) <p>Meeting with the Instructor with Agenda: Provide Updates, Question and Answer Period. – Anyone who can attend may attend: October 26, 2019 at 6:30 p.m. – 7:30 p.m.</p>	No chapter Only Power point presentation
Module 8	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • PowerPoint Presentations including Learning Outcomes • Video Link – Incident Investigation • Enforcement Mechanisms by External Authorities: <ul style="list-style-type: none"> • Due Diligence • Improvement Orders / Assurance of Voluntary Compliance • Stop Work Orders • Penalties <ul style="list-style-type: none"> ○ Criminal Code ○ Prosecutions <p>OHS In Action – Page 289 – Review the details and Rubrics for the Assignment</p>	No chapter - Only power point presentation

Module 9	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • Video Links – Hazard and Risk Assessment • PowerPoint Presentation including Learning Outcomes <ul style="list-style-type: none"> ○ Hazard Recognition, Risk Assessment and Control <ul style="list-style-type: none"> ▪ Categories of Hazards <ul style="list-style-type: none"> ▪ Chemical ▪ Biological ▪ Physical ▪ Musculoskeletal Injury (MSI-Ergonomics) ▪ Psychosocial Hazards <ul style="list-style-type: none"> ▪ Respectful Workplace ▪ Harassment ▪ Violence ▪ Hazard Recognition Methods ▪ Hierarchy of Controls ▪ Safety Sensitive Job 	CHAPTERS 4, 5, 6, 7 AND 8
Module 10	<p>Learning Activities:</p> <ul style="list-style-type: none"> • PowerPoint Presentation with Lecture including Learning Outcomes <ul style="list-style-type: none"> ○ Occupational Health and Safety Management Systems ○ Leadership Skills (Manager/Supervisor) <p style="color: red;">Complete Incident Investigations Case Study 1– Page 308 - Review Details and Rubrics for the Assignment</p>	CHAPTER 10
Module 11	<p>Learning Activities:</p> <ul style="list-style-type: none"> • Instructor Video – Introducing this Module • PowerPoint Presentations including Learning Outcomes <ul style="list-style-type: none"> ○ Workplace Wellness Programs / Mental Health Programs ○ Employee Assistance Programs ○ Disability Management, Return Work, and Work Accommodation 	CHAPTER 13 and 14

Module 12 November 25	<p>Learning Activities:</p> <p>Group Discussion 2: The same parameters as per first group discussion.</p> <p>Explain the importance of having a well understood safety culture and how it can help build an effective and sustainable safety and health program.</p>	
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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%	Group Discussion 1	End of Module 1
10%	WHMIS Test	End of Module 2
25%	<p>Complete Case Study 2 – Page 24 in the textbook – Do We Need a Safety and Health Program; and</p> <p>How will Human Resources assist in implementing the program?</p> <p>(Review assignment details – Appendix A)</p>	End of Module 5
20%	Review OHS In Action – Page 289 and complete the assignment (Review assignment details – Appendix A)	End of Module 8

25%	Complete Incident Investigations Case Study 1– Page 308 (Review assignment details – Appendix A)	End of Module 10
10%	Group Discussion 2 <ul style="list-style-type: none"> ○ Explain how a well understood safety culture can help build an effective and sustainable safety and health program. 	End of Module 12

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
0-2%	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.
3-5%	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 late, for the start of the class or returning to class after break

6-8%	Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.
9-10%	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.

OTHER EXPECTATIONS/GENERAL INFORMATION/GENERAL POLICIES:

Students are responsible for any course-related announcements or information that may be posted to the Course Website.

Students are responsible for ensuring they meet the minimum technological requirements for full participation in all aspects of the course (<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/forms/Technical%20Requirements%20for%20Online%20Students.pdf>) **The failure of personal computers and/or internet connectivity is not a valid reason to miss assignment or quiz deadlines, excepting when such incidents are a direct result of outages of the university system used for this course (i.e. Nexus).** Students with less reliable internet access are encouraged to avoid writing quizzes at the last minute to minimize the possibility of missed deadlines.

Regular participation in online discussion is a key component of this course. Students are responsible for checking the Course Website and the discussion boards twice a week at a minimum. You are expected to respond to group members in a timely manner (within 36 hours). During weeks in which group assignments are due more frequent contact may be required.

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

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

Pass/Fail

P	Pass
F	Failure

Non-Graded (Audit)

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

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.