



## School of Health Studies

### HS3030a Course Outline

#### Understanding Health and Safety in Today's Workplace

This course builds on the School of Health Studies philosophy and its holistic view of health and wellness. The World Health Organization (WHO) considers work as one of the key indicators of health. This course examines the role and impact of work on personal health and safety.

This course reviews the history of health and safety then examines relevant contributing factors: the economy, globalization, corporate philosophy and culture, social norms, technology, medical advances, politics, education, accident statistics and accepted risks. The student will be introduced to the Ontario legislation and regulations and will become familiar with locating and interpreting sections therein. Through the use of case studies and digital images of real life conditions, hazard awareness will be emphasized in an aim to reduce the risk of workplace injury or illness for the students as they enter the workforce and for those workers over which the student will have authority as they progress through their careers.

#### **Instructor**

Professor Clarke

#### **Student Access to Instructor**

If you are having problems with any aspect of the course, please communicate with me. I am approachable; I welcome your comments, your constructive criticisms and of course, your questions.

Office hours: Tuesday's 5:45 – 6:45pm

Alternative, mutually convenient times may be scheduled

WebCT email is usually answered within 2 days

Web Discussions can be used to communicate with fellow students and Professor

#### **Class Time**

Tuesday evenings 7:00 – 10:00pm

It is my expectation that students will arrive at least 5 minutes prior to class to allow for organizational time (back packs, coats, etc) that does not distract from the class or disturb classmates. We will take a 15 minute personal comfort break around 8:00pm each class.

#### **Class Location**

Labatt Health Sciences Building 35



**Prerequisite Checking**

Unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites. Prerequisites and/or antirequisites are detailed in the current Western Academic Calendar at [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca).

**Required Text Books**

2011 Pocket Ontario OH&S Act & Regulations (Consolidated Edition), Carswell Publishing

Occupational Health and Safety (Canadian Edition) David L Goetsch and Gene Ozon. Publishers- Pearson Education Canada Inc., Toronto, Ontario Copyright 2006.

Approximately half of the text is studied in this course. The other half is studied in HS4030b Advanced Studies in Occupational Health and Safety.

**Syllabus**

| Week estimated | Topic   | Text Chapters to be read in preparation for class |
|----------------|---|---|
| 1              | <p><b>HS 3030 Overview</b></p> <ul style="list-style-type: none"> <li>- Main topics of study, text books introduced</li> <li>- Course evaluation review</li> <li>- Instructor expectations reviewed</li> </ul> <p><b>Unit 1: General Principles of Health and Safety</b><br/> <b>Section A: Historical Perspective</b></p>  | 1   |
| 2 - 6          | <p><b>Unit 1: General Principles of Health and Safety</b><br/> <b>Section B: Common Understanding of Terminology.</b><br/>           Social, Political and Other Impacts of Workplace</p> <ul style="list-style-type: none"> <li>- Determinants of health</li> <li>- Safety Analysis and Prevention</li> </ul> <p><b>Section C: Injury Causation, Effects of Injuries, Injury Investigation &amp; Reporting and Statistics</b></p> <p><b>Section D: Canadian Legislation and the Internal Responsibility System</b></p> <ul style="list-style-type: none"> <li>- Ontario Statutes and Regulations,</li> </ul> | 18<br>2, 3,<br>19<br><br>4, OHSA                  |

|   |  |   |
|---|--|---|
|   | <ul style="list-style-type: none"> <li>- Injury/Illness Compensation Systems,</li> <li>- Company and Corporate Culture</li> </ul>  | 5   |
| 8 - 10  | <b>Unit 2: Physical Hazards &amp; Related Regulations</b><br><b>Section A:</b> Mechanical<br><b>Section B:</b> Electrical and Fire   | 10, OHSA<br>14, 15, OHSA                  |
| 10- 12  | <b>Unit 3: Chemical Hazards &amp; Related Regulations</b><br><b>Section A:</b> Basic Toxicology, Industrial Hygiene, Categories of Chemical Hazards<br><b>Section B:</b> Related Legislation and Personal Protective Equipment | 6 (excluding pgs 95-101), OHSA<br>7, OHSA |
| 13  | Course wrap up and review  |   |
| <b>Be sure to check course WebCT OWL site for additional readings, activities and resources</b> |  |   |

### Instructor Access to Students

The instructor will use the course WebCT site and the University's email addresses of the students for correspondence. The students should check the WebCT site regularly between classes as time sensitive information will be posted for students' action and information. Those students wishing to forward their email to personal accounts should seek guidance from the appropriate service department.

### Use of Electronic Devices

During class time students may use electronic devices such as laptops as a class resource or for note taking. Students are asked to refrain from computer activities that may distract fellow students: watching on-line videos, emailing, texting, visiting social networking sites, web browsing, etc. Use of cell phones and hand held communication devices are a distraction to the class and the instructor. Students are asked to ensure all such devices are turned off during the class.

During exams students will not be allowed to use any electronic device unless otherwise pre-authorized to meet the student's specific needs as addressed by the department of Student Development Services. It is the responsibility of the student to ensure the appropriate authorization and documentation is obtained prior to the mid term and final exams.



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### **Mutual Expectations**

You can expect me to come prepared for and attend lectures regularly. Students are expected to be punctual: class will begin at 7:00 sharp. To eliminate unnecessary classroom disturbances, cell phones and other electronic devices that may produce sound will be turned off or the sound will be disabled.

Students are expected to regularly visit the course WebCT OWL site. There will be time sensitive communications, readings, resource materials and activities for students to be aware of and/or complete. Students are expected to complete and are rewarded for on-line (WebCt OWL) participation within communicated timelines. There will be NO EXCEPTIONS for meeting participation timelines. NO LATE SUBMISSION of participation elements will be accepted.

I will strive to promote a collegial atmosphere of mutual respect conducive to the exchange of ideas and learning. We will not always agree as there can be many differing viewpoints based on personal experience and other factors. Exchanging these viewpoints will add valuable context to the learning experience. Individuals with ideas differing from those of classmates and the instructor will be listened to with respect. Those wishing to speak will be acknowledged by raising of the hand.

Food and drinks may be consumed but should not cause a disturbance for other students. All waste materials are to be deposited into the appropriate containers within the classroom at breaks or the conclusion of the class.

### **Lecture Notes & Course Resources**

Good note-taking skills are important, if not essential, in both the academic environment and in your work life. For these reasons, the responsibility for note-taking in class is that of the students.

For topics not covered in the text, a significant percentage of the course PowerPoint Presentation slides are available on WebCT OWL. **For topics covered in the text, the PowerPoint slides available will be minimal.**

There are a large number of reference documents available on our WebCT site that may assist you with research for the assignment. Documents that are mandatory reading are identified as such. It is the responsibility of the student to access the required documents. It is the instructor's expectation that students who miss a class will consult the class WebCT OWL site and/or consult with a classmate for any missed materials and review the content of the class discussions.

## **Evaluation**

### 10% Individual Participation

This will include maintaining a weekly journal (weeks 3 to week 12 inclusive) and completion of peer evaluations of 15 other groups' assignments.

Peer evaluations due on Wednesday November 23<sup>rd</sup>, 2011 at 9:00pm.

No late evaluations can be accepted.

### 20% Mid-Term Examination (Unit 1)

Including reading assignments, class discussions, etc

2 hours closed book- multiple choice and short answer

October 25, 2011

### 10% Open Book Test

Using the 2011 Occupational Health and Safety Act & Regulations

1 hour

November 15, 2011

### 30% Group Assignment with option of format a) poster series; b) pop up series; c) commercial series; d) 5 -7 minute video; or e) website uploaded to our WebCT site

Maximum 3 students per group

See WebCT OWL for pre-approved topic list, sign-up sheet, marking rubrics, etc

Wednesday October 12<sup>th</sup>, 2011 Sign-up sheet closes at 9:00pm.

Wednesday October 19<sup>th</sup>, 2011 Group Assignment outline and work load distribution due by 9pm (submit 1 set of documents per group through WebCt Assignment)

Wednesday November 9<sup>th</sup>, 2011 Group Assignment due by 9pm

(submit 1 set of documents/files per group through WebCT Assignment)

### 30% Final Examination

This is a comprehensive exam with emphasis on the materials covered in weeks 8-13 including reading assignments, class discussions, etc

3 hours closed book- multiple choice, short answer and essay answer

Date and location to be announced by Registrar's Office



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### **Missed Participation Element – Peer Evaluations**

Peer evaluations are used as part of the evaluation mark for the group assignments. In order to calculate the overall mark and provide that mark to students in a timely manner, late submissions will not be accepted.

### **Group Assignment Late Penalties**

Students with extenuating circumstances that may lead to late submission of work, should contact the instructor before the due date. Arrangements may be made for acceptance of group work up to 7 days after the due date. Beginning the morning after the due date, 10% per day will be deducted from the earned mark as the penalty. For example, a group assignment graded as 41-50 will have 5 points deducted from the mark if submitted one day late and will be recorded as 36/50. There will be no exceptions except for valid, extenuating circumstances (death in family, incapacitating illness, etc) which MUST be documented to the Dean's office and the instructor's satisfaction.

### **Accommodation for Medical Illness or Non-Medical Absences**

[http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

A UWO Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic. An SMC can be downloaded under the Medical Documentation heading of the following website:

<https://studentservices.uwo.ca/secure/index.cfm>.

Documentation is required for non-medical absences where the course work missed is more than 10% of the overall grade. Students may contact their Faculty Academic Counselling Office for what documentation is needed. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up



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with their professors and their Academic Counselling office in a timely manner. Documentation for any request for accommodation shall be submitted, as soon as possible, to the appropriate Academic Counselling Office of the student's Faculty of registration. For SHS students, you may go to the School of Health Studies Office in HSB room 222.

Please note that the format and question content of the make-up exams will vary significantly from the original exam. This may take the format of 2 or 3 essay questions and/or a number of short answer questions.

### Grading & Appeals

The university-wide descriptors of the meaning of letter grades outlined as follows are approved by Senate.

|    |          |  |
|----|----------|--|
| A+ | 90-100   | One could scarcely expect better from a student at this level.   |
| A  | 80-89    | Superior work which is clearly above average.                    |
| B  | 70-79    | Good work, meeting all requirements, and eminently satisfactory. |
| C  | 60-69    | Competent work, meeting requirements.                            |
| D  | 50-59    | Fair work, minimally acceptable.                                 |
| F  | below 50 | Fail.  |

### Rounding of Grades

The rounding of grades for example, bumping a 79 to 80% is a practice some students request. The practice will not occur here. The edges of this course are clear and sharp. The mark attained is the mark you achieved and the mark assigned; there is no rounding to the next grade level. Please don't ask me to do this for you. It degrades my experience as your instructor and your experience as a student. We both have an appreciation of high standards.

### Student Code of Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For more information, visit <http://www.uwo.ca/univsec/board/code.pdf>.



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### English Proficiency for the Assignment of Grades

Visit the website <http://www.uwo.ca/univsec/handbook/exam/english.pdf>.

### Original Work

It is the student's responsibility to ensure that he/she is not involved with any form of plagiarism, including cheating on tests, allowing others to cheat on tests and copying work of any kind without proper referencing.

### Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website:

[http://www.uwo.ca/univsec/handbook/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf) .

Additionally,

1. All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com> ).
2. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

### Support Services

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- <http://www.sdc.uwo.ca/ssd/>  
Student Development Services offers a variety of academic, personal, and career-related services to meet the needs of Western's undergraduate and graduate students. Their services are free for current students & recent grads
2. Services for Students with Disabilities <http://www.sdc.uwo.ca/ssd/>  
Student Development Services has staff members who specialize in assisting students with various disabilities to adjust to the university environment. These disabilities include, but are not limited to, vision, hearing and mobility



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impairments, learning disabilities, chronic illnesses, chronic pain, and attention deficit/hyperactivity disorders.

### Contact Information

Main Office: (519) 661-2147

Appointments: (519) 661-2147

3. Student Health -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
4. Registrar's Office -- <http://www.registrar.uwo.ca/>
5. Ombuds Office -- <http://www.uwo.ca/ombuds/>