

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

Sault Ste. Marie, Ontario

COURSE OUTLINE

COURSE TITLE: Occupational Health and Safety

CODE NO. BUS136 SEMESTER:

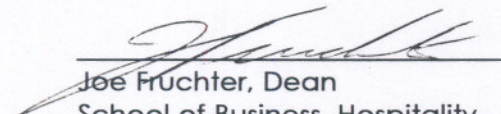
PROGRAM: Human Resources Practices

AUTHOR:

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:


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School of Business, Hospitality,
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DATE:

97 05 23

TOTAL CREDITS: _____

PREREQUISITES: _____

LENGTH OF COURSE: _____ TOTAL CREDITS HOURS: _____

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TOTAL CREDIT HOURS: 45

I. PHILOSOPHY/GOALS:

The major objective of this course is to introduce personnel practitioners, who are involved in human resource management, to the broad and ever-changing field of occupational health and safety. The multiple dimensions of technical, legislative, political and personal issues are a required part of the training for a professional. Occupational Health cannot be separated from Occupational safety because of the many overlapping requirements and because the well-being of the worker must be foremost.

II. TOPICS TO BE COVERED:

Part I **Introduction and Overview**

This part as an introduction, will examine the role and importance of health and safety and the philosophy of the policies and practices with which managers in business and government must participate to promote worker well-being. The impact of union activities must also be considered.

Reading: Bird Jr., Chs. 1, 2, & 3

Part II. **Technical Issues**

Topic 1. **Total Loss Control:**

Impact of downgrading incidents on costs and performance of a business

- direct costs
- hidden costs - iceberg analog
- insured/uninsured costs
- injury/property damage
- accident analysis/investigation
- fire/security protection

Readings: Bird Jr., Chs. 3, 4, 5 & 15

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II. TOPICS TO BE COVERED (CONT'D):

Topic 2. Workplace Hazard Assessment

Most accidents can be prevented. This section studies the many sequences of events that lead to incidents

- before the fact analysis
- domino effect
- fault free system
- after the fact
- accident investigation
- workplace inspections
- industrial disease

Readings: Bird Jr., Chs. 4, 6, 7, 8 & 13

Topic 3. Ergonomics

The study of human factors - design of the workplace to fit the human - can be a great tool for prevention of injuries and can make the workplace a pleasure.

Ref: Granjean, Chs. 5, 6, 7, 9, & 15

Topic 4. Introduction to toxic substances. A very broad subject involving many day-to-day situations such as:

- terminology
- solvents
- dusts
- noise/vibration
- thermal stress
- radiation - ionizing and non-ionizing
- illumination
- survey techniques and test instrumentation
- personal protection equipment (P.P.E.)
- calculations/interpretations of such items as time weighted average exposure values (TWAEV) and ceiling exposure values (CEV)

Reading: Bird, Jr., Ch. 16

Ref: Olishifsky, Chs. 6, 7, 9 - 12

II. TOPICS TO BE COVERED (CONT'D):

Part III. Legislative Issues

Almost every facet of today's workplace is affected to some degree by a plethora of government regulations, many of which are constantly changing.

Topic 1. Occupational Health and Safety Act of Ontario

This act in three sections - industrial mining and construction - contains some very broad, far reaching requirements that are as weak or strong as businesses and government wish to make them. Some topics for review are:

- duties of employers, owners and contractors (Sections 25, 26, 29, 30, 31, 32)
- duties of supervisors (Section 27)
- duties of workers (Section 28)
- work refusals (Section 28)
- health and safety committees (Sections 8 & 9)
- certified members (Sections 44-49)

Reading: Occupational Health and Safety Act for Industrial establishments, Sections as noted.

Additionally there are a number of regulations of which the practitioner should be aware. These are:

- regulation 692 for industrial establishments
- various designated substances such as asbestos, isocyanates, lead and biological agents

Reading: Selected Designated Substances for Typical Requirements

Topic 2. Workers' Compensation Act of Ontario. An in-depth study of the Workers Compensation System (WCB) is necessary to insure that all legitimately injured workers are dealt with equitably and the company costs are kept in line. Topics to be discussed include:

- who is covered by the Act
- company fee methods, schedule 1, schedule 2, NEER, (New Experimental Experience Rating)
- duties of an injured worker

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II. TOPICS TO BE COVERED (CONT'D):

- duties of an employer
- submitting a Form 7 - employers report of accidental injury or industrial disease - and challenging where necessary
- worker Advisor
- employer Advisor
- appeals (WCAT)
- the adjudication process
- workwell program (sections 91[4], 91[6], 91[7])

Reading: Workers' Compensation Act, July 1991

Topic 3. Workplace Hazardous Materials Information System (WHMIS) and Right to Know (Ontario Regulation 644/88)

Probably one of the most far reaching pieces of legislation created by the Federal government and enacted by provincial regulation. It seems simple and straight forward until one begins applying it. Overall four things must happen:

Topic 4. Other Legislation

Time and interest permitting, other bills such as spills bill, transportation of dangerous goods, waste disposal regulations and civil rights should be touch on.

Part IV. Personal Issues

Commonly considered not to be a part of occupational health and safety, many of these topics impinge on its day to day effectiveness. These subjects also cross all of the boundaries covered in this course-technical, legislative and political. Some of the subjects are:

- absenteeism
- shift work
- alcoholism
- drug abuse both prescription and illegal
- drug testing
- rehabilitation
- back management
- employee assistance programs (EAP)
- communicable diseases (such as AIDS)

Reading: Bird, Jr.: Ch. 11, 12, 14 & 18

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II. TOPICS TO BE COVERED (CONT'D):

Part V. Political

This section like Part IV crosses all boundaries and involves such topics as:

- organized labour
- lobby groups
- company attitudes to health and safety
- government/opposition pressures

Reading: Daily newspapers and government communications

III. REQUIRED STUDENT RESOURCES:

Recommended Texts

Bird Jr. Germain, Practical Loss Control Leadership, Institute Press, ISBN 0.88061.054.9, 1989

Occupational Health and Safety Act for Industrial Establishments, RSO 1990 with Regulation 692

Workers Compensation Act of Ontario, June 1991

Workplace Hazardous Materials Information System Regulation 644/88

Recommended References

Bird Jr., Management Guide to Loss Control, Institute press, 1984, Library of Congress No. 74.75765

Olishifsky editor Fundamentals of Industrial Hygiene, 3rd Edition National Safety Council, ISBN 0.87192.082.7, 1988

Grimaldi, Simmons, Safety Management 3rd Edition, Irwin. ISBN 0.256.01564.3, 1975

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III. REQUIRED STUDENT RESOURCES (CONT'D):

Supplementary References

Fletcher, Douglas, Total Environmental Control, National Profile Ltd., ISBN 0.919844.00.6 1974

Granjean, Fitting the Task to the Man, 4th Edition, Taylor and Francis, London, ISBN 0.85066.379.2, 1988

Alexander, Pulat, Industrial Ergonomics, Industrial Engineering and Management Press

Bugbee, Principles of Fire Protection, National Fire Protection Association, ISBN 0.87765.084.5, 1978

Stellman, Daum, Work is Dangerous to Your Health, Vintage, ISBN 0.394.71918.2, 1973

Moser, editor, The WHMIS Handbook, Corpus Communication Services, ISBN 0.919217.02.8, 1988

Allen et al, Industrial Hygiene, Prentice Hall, ISBN 0.13.461202.7, 1976

Niosh, Pocket Guide to Chemical Hazards, U.S. Dept. of Health and Human Services, ISBN 017.033.00342.4, 1985

Occupational Health Board, Occupational Diseases, Ontario Ministry of Labour, (current issue)

Niosh, Guide to Work Relatedness of Disease, revised edition, S. Dept. of Health and Human Services.

Regular bulletins and reports from the Canadian Centre of Occupational Health and Safety (CCOHS), Hamilton, Ontario

Hammer, Occupational Safety Management and Engineering; 4th edition, Prentice Hall, ISBN 0.13.629379.4, 1989

Carroll, Miller, Health. The Science of Human Adaption, 4th edition, W.C. Brown, ISBN 0.697.00398.1, 1986

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IV. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

Attendance and participation are extremely important.

Method of Assessment:

Tests	20%
Mid Term Exam	40%
Final Exam	<u>40%</u>
Total	100%

Grading:

A+	90 - 100%	Consistently outstanding
A	80 - 89%	Outstanding achievement
B	70 - 79%	Consistently above average achievement
C	60 - 69%	Satisfactory or acceptable achievement
R	less than 60%	The student has not achieved objectives of course and must repeat the course

Note:

Students must meet the minimum grade requirement of a "B" or 70% in every subject area except, Finance and Accounting and HRRIS, in which the minimum grade requirement is a "C" or 60%.

V. SPECIAL NOTES:

Those candidates seeking credit by examination may find it useful to consult relevant chapters in human resource management survey text to help place training and development in context. The human resource administration outline for the course identifies several such volumes.

Examinations will use short essay formats and will emphasize conceptual, program and policy issues.

