

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: OCCUPATIONAL HEALTH & SAFETY
CODE NO. : BUS136 **SEMESTER:**
PROGRAM: HUMAN RESOURCE PRACTICES CERTIFICATE
AUTHOR: PENNY PERRIER
DATE: SEPT 2005 **PREVIOUS OUTLINE DATED:** NOV. 2001
APPROVED:

DEAN **DATE**
TOTAL CREDITS: 3 CREDITS
PREREQUISITE(S):
HOURS/WEEK: 3 HOURS/WEEK

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School of
(705) 759-2554, Ext.

I. COURSE DESCRIPTION: The major objective of this course is to introduce Human Resource Professionals to the broad and ever changing field of Occupational health and Safety, an inherently technical subject far broader than legislation only. The multiple dimensions of the various issues – technical, legislative, political and personal – are a required part of the training for a professional in this field or for someone who is involved with this kind of operation – dealing with consultants or government inspectors, for example. Occupational Health (or Hygiene) cannot be dealt separately from Occupational Safety because of the overlapping requirements and because the well-being of the worker must be first and foremost.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. An understanding of the complexity of health & safety, how they relate to the employee, supervisor and to the rest of the organization.

Potential Elements of the Performance:

- How it impacts everyone whether at work or at home.
 - It's importance reflected in many areas – economic, legal, technical and moral.
 - The stakeholders
 - Due diligence
- HRPAO Text, Chapter 1

2. Discuss how every facet of today's workplace is affected by many pieces of legislation – OH&S Act, Workplace Safety and Insurance Act, Environmental Acts etc. – and regulations which are constantly changing. Most legislation is far-reaching and is as strong or weak as business and governments wish.

Potential Elements of the Performance:

- History – what is it? Who is covered? Why there are requirements? How is it used?
- Duties of employers (Sections 25,26)
- Duties of supervisors (Section 27)
- Duties of workers (Section 28)
- Duties of owners (Section 29, 30, 31, 32)
- Due diligence (Section 25(2)(h), 27(2)(c))
- Duties of Joint Health & Safety Committees – section 8,9
- Work refusals – section 43.
- Dangerous circumstances – section 44.

- Duties of certified members – sections 45-49
- Reprisals – section 50.
- Designated substances – ONT REG 835-846, RRP 1999.
- Critical injury – ON REG 834.

HRPAO text, Chapter 2

Occupational Health & Safety Act for industrial establishments, sections noted.

Explain Workplace Hazardous Materials Information System (WHMIS) and the Workplace Safety and Insurance Act

Potential Elements of the Performance:

- History – what is it? What is covered? Who is involved? How is it used? Why is it there?
- Material safety data sheets (MSDS) – section 17, 18
- Labels – section 8-16
- Controlled products – section 1(1), 3(3)
- Training – sections 6,7
- Toxic materials inventory –OH&S Act section 36
- Physical agents –OH&S Act, section 41
- Public right to know – OH&S Act, section 38(2)
- Assessment methods – schedule 1, schedule 2, Workwell, NEER – ON Reg. 175/98
- Duties of an injured worker
- Duties of employers – forms 7,8,9 etc. – sections 21-23, 67-87
- Office of the worker advisor – section 176
- Office of the employer advisor – section 176
- First aid regulations and requirements – Reg 1101
- Appeals – WCAT – adjudication process – sections 118-134, 173-175
- Rehabilitation – sections 40-42
- Return to work – sections 40-42
- Frequency and severity

HRPAO text, Chapter 2 & 3

Ontario regulations 644/88

Workplace Safety & Insurance Act of Ontario

3. Appreciate that Occupation health & Safety is by its very nature a technical subject. And understand that while much of the “heavy” material can be dealt with superficially, the general material must be learned and understood.

Potential Elements of the Performance:

- Hazardous Recognition Assessment and Control (RAC)
- Pre-contact Control
- Method of Control
- Costs – direct, indirect and “iceberg” analogy
- Sources of hazards
- Analysis – applied energies – mechanical, thermal, electrical, etc.
- Risk assessment – Domino theory
- Risk evaluation
- Sources of hazards – human, situational, environmental
- Workplace inspections
- Emergency planning, manager
- Evacuation planning
- Medical and other support.
- Fire prevention and suppression
- Risk evaluation
- Reports and audits.
- Source – path- human analysis
- Confined space, lockout, guarding
- Physical injuries
- Repetitive strain injuries
- Workplace design
- Lifting – lower back trauma
- Fault tree described
- Fault tree, NIOSH lifting, fire and other techniques
- Accident Investigation – process, methods, questions addressed, reports, review, follow-up, corrective and preventative action.
- Chemical and Biological Agents – toxicology, solvents, designated substances, health effects, measurement and evaluation of airborne contaminants, dealing with TLVs and TWAs, biological agents, administrative and engineering controls, work practices, personal protective equipment, medical surveillance, TWA calculations
- Physical Agents – noise, vibration, thermal stress, radiation, evaluation and control, noise level calculations.

HRPAO text, Chapters 4, 5, 6, 8, 9, 10

4. Discuss the management of OH&S and Environmental Programs
Potential Elements of the Performance:

- Programs
- Organization
- Responsibility and accountability
- Audits
- Safety committees
- Education and training
- Employee assistance and wellness programs – smoking, return to work programs (on and off the job)
- Operation procedures
- Occupational stress – stressors, identification, response, management
- Behaviour and attitude
- Internal responsibility system
- Participation
- Communication
- Civic rights vs. safety requirements
- Return on investment approach to problem solving.
- Getting things done through people
- Management of an accident from start to finish
- Environmental issues – spills, transportation of dangerous goods, water contamination, impact.

HRPAO text, Chapters 11, 13, 14

III. TOPICS:

1. Occupational Health & Safety Issues
2. Occupational Health & Safety Legislation
3. Technical Issues
4. Measurement of OH&S and Environmental Programs

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

HRPAO text: Montgomery, Occupational Health & Safety, Nelson Canada

Occupational Health and Safety Act of Ontario, RSO 1990 regulation 851 for Industrial Establishments, 1999 issue or later

Workplace Hazardous Materials Information Systems, Ontario regulation 644/88, 1995 issue or later

Workplace Safety and Insurance Act, Ontario 1998 or later.

V. EVALUATION PROCESS/GRADING SYSTEM:

Class Participation	10%
Midterm Exam	30%
Case study	20%
Final exam	40%

A minimum grade of 70% is required to pass this course.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

<include any other special notes appropriate to your course>

VII. PRIOR LEARNING ASSESSMENT:

There is no PLAR in The Human Resource Practices Certificate.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.