

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: Management of Occupational Health and Safety by Kelloway and Francis 4th ed

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	<i>Grade Point Equivalent</i>
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: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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. PRIOR LEARNING ASSESSMENT:

There is no PLAR in The Human Resource Practices Certificate.