



COURSE OUTLINE: HRM302 - OCC. HEALTH & SAFETY

Prepared: Louise Caicco Tett

Approved: Martha Irwin, Dean, Business and Information Technology

Course Code: Title	HRM302: OCCUPATIONAL HEALTH AND SAFETY
Program Number: Name	2041: BUSINESS - H.R.
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2024-2025
Course Description:	This course introduces students to the field of occupational health and safety, with a focus on creating healthy workplaces. Students will focus on Ontario legislation, and its system partners. Students will learn the six hazard categories and the process of recognizing, assessing, controlling, and evaluating hazard controls. Students will be introduced to occupational health and safety management systems, disability management, emergency preparedness, and incident investigation.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	2041 - BUSINESS - H.R. VLO 4 contribute to an organization's success through effective employee relations VLO 7 apply current and emerging information technologies to support the human resources function VLO 8 implement organizational development* strategies aimed at promoting organizational effectiveness VLO 10 plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice
Essential Employability Skills (EES) addressed in this course:	EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Management of Occupational Health and Safety (TopHat Interactive Bundle) by Kelloway, E. Kevin, Francis, Lori, and Gatién, Bernadette Publisher: Nelson Publishing Edition: 8th



Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Explain the importance of occupational health and safety (OHS), how OHS affects members of society, and identify multiple stakeholder perspectives.	<p>1.1 Examine occupational health and safety history.</p> <p>1.2 Explain the concept of the Internal Responsibility System.</p> <p>1.3 Define occupational health and safety, occupational injury, and occupational illness.</p> <p>1.4 List and describe the roles of the major stakeholders in occupational health and safety.</p> <p>1.5 Explain the connection between human resource management and occupational health and safety.</p>
Course Outcome 2	Learning Objectives for Course Outcome 2
Identify occupational health and safety legislation in Ontario, demonstrate how to access information from it, and explain the basic rights, responsibilities, and roles of various workplace parties.	<p>2.1 Describe the structure of the Occupational Health and Safety Act (OHSA). Describe how to read laws, regulations, and standards, and practice finding information in the OHSA and regulations.</p> <p>2.2 Outline how the regulations, standards, codes, guidelines, policies, collective agreements, manufacturer's instructions, and safety data sheets support and supplement the OHSA.</p> <p>2.3 Outline the rights and responsibilities of employer, supervisor, worker.</p> <p>2.4 Describe the three rights of workers.</p> <p>2.5 Describe methods of enforcement of the OHSA.</p> <p>2.6 Describe the legal requirements for establishing and maintaining a JHSC and find relevant provisions in the OHSA.</p>
Course Outcome 3	Learning Objectives for Course Outcome 3
Analyze risk by applying recognition, assessment, control, and evaluation principles to six recognized workplace hazard categories.	<p>3.1 Describe the six hazard categories and explain how each hazard category may cause injury or illness in the workplace, physical, chemical, biological, musculoskeletal, psychosocial, and safety.</p> <p>3.2 Describe how to recognize, assess, control, and evaluate hazard controls (RACE).</p> <p>3.3 Describe five types of controls (elimination, substitution, engineering, administrative and personal protective equipment), explain the hierarchy of controls, and give examples of how they may be applied to health and safety hazards.</p> <p>3.4 Apply your knowledge of RACE using a hazard management tool, culminating task.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
Explain the role and function of Workers' Compensation Boards (WCBs) and describe the steps involved in a disability management program.	<p>4.1 Discuss the historical roots of the workers' compensation system in Canada.</p> <p>4.2 Describe the goals and methods of Workers' Compensation Boards in Canada, and the Workplace Safety and Insurance Board in Ontario.</p> <p>4.3 Describe the goals and values of disability management programs, and best practices.</p> <p>4.4 Identify stakeholders and consider potential barriers to a</p>



	successful disability management program.
Course Outcome 5	Learning Objectives for Course Outcome 5
Conduct a mini-assessment of an employer's occupational health and safety system, based on a recognized occupational health and safety system standard.	5.1 Explain and give examples of leading and lagging indicators for health and safety. 5.2 Discuss the role of safety leadership in occupational health and safety. 5.3 Describe OH&S management systems, such as CSA-Z1000-14, and describe how they help organizations promote workplace safety.
Course Outcome 6	Learning Objectives for Course Outcome 6
Explain the necessity of having comprehensive emergency response plans tailored to workplace hazards.	6.1 Define an emergency and list the key elements in emergency preparedness. 6.2 Describe the concept of an emergency plan. 6.3 Explain the necessity of having emergency and evacuation plans. 6.4 Identify areas in Ontario legislation where an employer is obligated to have an emergency response plan. 6.5 Describe the principles of fire prevention and suppression. 6.6 Discuss post contact efforts of helping individuals deal with the stresses associated with emergency situations and getting back to normal operations.
Course Outcome 7	Learning Objectives for Course Outcome 7
Identify and analyze critical factors associated with workplace incidents, to prevent similar incidents from reoccurring.	7.1 Define an incident. 7.2 Describe the purpose and steps of an incident investigation. 7.3 State the legal requirements for reporting and investigating workplace incidents, fatalities and critical injuries, in Ontario. 7.4 Apply PEMEP (People, Equipment, Material, Environment, Process) to identify factors contributing to incidents. 7.5 List the steps to conducting an incident investigation, including conducting interviews. 7.6 Conduct a case study based on a scenario given to you and identify causes which may prevent another incident from occurring.
Course Outcome 8	Learning Objectives for Course Outcome 8
Apply one of the course outcomes (2 to 8) and develop a class presentation.	8.1 Analyze one of the course outcomes (2 to 8), and further your knowledge on the topic. 8.2 Share your knowledge with the class, in a medium of your choice - to be planned with the professor. Hard copy to be submitted to professor.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignment	15%
Case Studies, Classroom activities & online participation	35%
Culminating Task	15%
Presentation	20%
Quiz	10%



	Role Play	5%
Date:	June 22, 2024	
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.	