

Fall/Winter 2023/24 Course Syllabus

MOS 3344B Sections – 650 and 651 **Occupational Health and Safety Management** Course Mode: Distance Online

Instructor: Dr. Jennifer Robertson
Office: Social Science Centre, Room 4309
Office Hours: By Appointment via Zoom
Phone: 661-2111 x85040
Email: jennifer.robertson@uwo.ca

1. Course Information:

1.1 Class Location and Time:

Distance Studies/Online (asynchronous) - See OWL Classroom Site

1.2 Course Description:

An examination of managerial issues surrounding occupational health and safety practices and processes in Canada, with emphasis on the Province of Ontario. Technical, legislative, political and personal dimensions of the subject are examined, including managing a safety program.

Antirequisite(s): Health Sciences 3030A/B.

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS.

1.3 Accessibility:

DAN Department of Management & Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities.

Contact Academic Support & Engagement at <http://academicsupport.uwo.ca/> for information about Western's Accessible Education.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

1.4 Land Acknowledgement:

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and

community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

1.5 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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.”

This regulation is in regard to the PREREQUISITE COURSES required.

Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable. The requirement that states you must be in BMOS is lifted during registration on the priority lift dates as noted in the [Timetable](#).

2. Course Materials

Textbook – NOTE: The textbook will be used extensively so it is strongly encouraged that students purchase either a paper copy or the e-book (do not buy both).

Kelloway, E.K., Francis, L., Gatien, B. (2021). *Management of Occupational Health and Safety* (8th edition). Nelson Publishing. ISBN: 13:978-0-17-689301-9

3. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

3.1 Course objectives

To introduce human resources students to the laws and issues surrounding occupational health and safety in Canadian businesses.

3.2 Course format

This course is designated as a distance studies/online course that will be delivered through Owl and will consist of recorded lectures as well as corresponding PowerPoint slides and handouts that will be posted to Owl on a weekly basis. Recorded lectures are asynchronous (i.e., not live). The course consists of 11 units. Several recorded lectures will correspond to each unit (broken down by topic) that can be accessed on OWL until the end of the semester. A tab for each unit consisting of each recorded lecture and corresponding PowerPoint slides and handouts will be included in Owl. It is strongly recommended that students take notes when viewing each lecture. Recorded lectures for each unit will be posted each week on Mondays by 5 pm.

This course requires stable internet connection, a laptop or desktop computer and a working webcam. Google Chrome or Mozilla Firefox are the preferred browsers to use OWL; update your browsers frequently.

4. Learning Outcomes

See topic list in lecture and examination schedule (proficiency and understanding of each topic listed).

5. Evaluation

Students' final mark will be a product of their performance in this course and will be calculated using the weight assigned to each course component, as shown below.

WHMIS Certificate Submission (Due 8:00 am EST on January 22nd) = 5%

Three (3) Timed On-line Quizzes (see lecture and examination schedule for dates) = 30% (10% each)

OHS Op-Ed (Due: 11:55 pm EST on March 27th) = 25%

Final exam (during examination period scheduled by the Registrar) = 40%

Total = 100%

WHMIS: Students are required to complete the WHMIS course and e-mail the certificate (pdf file) to the instructor through OWL [the certification tab is at the left-hand side of the screen and is available after passing the WHMIS test]. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned for this component to students who fail to complete the course or who do not submit a certificate. **It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment. To access the WHMIS course, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the second box for the WHMIS training.**

Quizzes: Each quiz will consist of 12 multiple choice factual questions. Students will have 20 minutes to complete each quiz. See the lecture and examination schedule for dates. All Quizzes will be on **Mondays at 8am (08:00h Eastern Standard Time)**. EACH QUIZ COVERS THE MATERIAL FROM THE WEEK(S) BEFORE. *Note:* **Quizzes will be on OWL and not the e-book site.** Quizzes will **not** be returned to students but individualized feedback can be obtained by contacting your Instructor. Each quiz is **closed book**. **Dictionaries are NOT allowed. Calculators are NOT allowed. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT allowed.**

Students MUST complete their quizzes using a stable and secure internet connection (cable). Any issues with quiz completions using "wifi" or your cellular telephone will NOT be investigated or addressed and CANNOT be used as grounds for appeal.

OHS Op-Ed: To complete this assignment, students will choose an OHS topic from a recommended topic list and write an op-ed piece (1,5000 words excluding references) based on their research on this topic. Students are required to submit a digital copy of their assignment to Turnitin.com (via the Assignments Dropbox on the OWL course website) by 11:55 pm EST on March 27th.

Final Exam: The final exam will be mixed-format, consisting of multiple choice, short and long/application answer questions. The exam will be cumulative and will be scheduled for 2 hours. Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed by contacting your Instructor. The exam is a **closed book examination**. **Dictionaries are NOT allowed. NO CALCULATORS ARE ALLOWED. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT permitted at exams.**

The final exam will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed. **Students who miss a quiz will either receive a zero (0%) grade or, if allowed through academic counselling, will write the make-up quiz. Students, if allowed through academic counselling will be required to write the make up final exam.**

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

**** Note on grade disputes:** If a student wishes to dispute a grade and/or request that an assignment/exam be remarked, they must wait at least two days after receiving the grade before requesting that the grade be changed and/or the assignment/exam be remarked. Students must also provide a written document that outlines: a) the part of the assignment/exam the student wishes to have remarked; and b) a detailed discussion as to why the grade should be changed and/or the assignment/exam be remarked. This discussion should include course material that supports the student's reasoning. Requests to have grades changed and/or an assignment/exam remarked must be made within two weeks of receiving the grade.

The DAN Department has a grade policy, which states that for courses in the 3000 range, the class average must fall between 70% and 77% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

6. Lecture and Examination Schedule

See Schedule on OWL.

Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

6.1 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the instructor.

6.2 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without the written consent of your instructor.

7. Exam Policies

ONLINE:

- Have student identification ready.

- Nothing is to be on/at one's desk during an exam, except your computer and any approved materials.
- No other browsers or programs may be open while an exam is in progress.
- Students may be required to use ProctorTrack or other proctoring software.
- To ensure fairness to all students, questions will not be answered during exams.

8. E-mail Policies

The following policies apply to all emails between students and the instructor. Please respect the fact that your Instructor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

8.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact their Instructor. The Instructor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

8.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Instructor teaches different courses and sections and cannot properly respond to questions if they do not know which course or section you are enrolled in.

8.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

8.4 Unacceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

9. Attendance

This course is delivered via asynchronous recorded lectures. It is the student's responsibility to keep up with course content as material is posted on Owl.

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful. Below are some tips to help students succeed.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Create weekly checklists to help you stay on track.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading the power point slides or watching the videos.
5. Connect with others. Try forming an online study group.
6. Do not be afraid to ask questions. If you are struggling with a topic contact your instructor and or

teaching assistant.

7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

9.1 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate. If you miss a quiz due to minor illness or other problems, you may be able to write a make-up quiz if you are able to provide a doctor's note supporting your illness and the academic counsellor accepts the documentation.

9.2 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

10. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to "make up" for a course component that was missed or performed poorly.

You, the student, are responsible for the grades earned.

11. Posting of Grades

Grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under "Academic Summary" at the Student Centre website.

12. University Policy Regarding Illness, Absence and Accommodation

12.1 Illness

Students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty Academic Counselling office to obtain more information about the relevant documentation.

For privacy reasons, students should also note that individual instructors should not receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.

For details on the Policy on Accommodation for Medical Illness, go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf

Students can download the Student Medical Certificate (SMC) here:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

12.2 Accessible Education

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

[https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf)

Students needing access to Accessible Education should register here:
http://academicsupport.uwo.ca/accessible_education/index.html

12.3 Religious Accommodation

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

12.4 Make Up Examinations

Students must write a make-up quiz if the regularly scheduled quiz is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the [Academic Counseling office](#)). If a student misses the final exam, (s)he can write the make up final exam so long as adequate documentation is received by the instructor (this documentation must be supplied by the [Academic Counseling office](#))

The date and time of the make-up quiz and final exam will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up quiz as agreed, then the percentage of the quiz will be redistributed to the OHS op-ed and the final exam. If a student is unable to meet the scheduled final exam as agreed, then (s)he will be required to write the final exam when the course is offered again.

13. University Policy on Cheating and Academic Misconduct

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 Web site:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the [Academic Calendar](#).

Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The use of AI and translation tools in written work beyond a dictionary is not permitted unless permission is granted by the instructor for specific circumstances. Any work submitted must be the work of the student in its entirety unless otherwise disclosed. When used, any such AI or translation tool should be used ethically and responsibly, and students must cite or credit the tools used in line with the expectation to use AI as a tool to learn, not only to produce content.

Within this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments and perspectives. The use of AI tools can serve as a starting point for exploring a topic, with students expected to uphold academic integrity by appropriately attributing all sources of information and avoiding plagiarism. Essays, written assignments and/or lab reports should reflect the student's own thoughts and independent written work. Students should also generate their own figures (e.g., graphs, diagrams) rather than using AI generated ones. By adhering to these guidelines, students contribute to a responsible and effective learning environment that promotes critical thinking, independent inquiry and all them to produce original written contributions. The same principles also apply to the use of translation software to support the writing the essays and other written assessments.

A copy of guidelines about how to avoid cheating can be obtained from the Office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

14. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, they may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Office of the Ombudsperson.

15. Support Services

15.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation at <http://www.registrar.uwo.ca>

Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

15.2 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.