Course Instructor: Rumina Dhalla  
Room: 229, J.D. MacLachlan Building, Ext. 52690  
Email: rdhalla@uoguelph.ca

Office and Telephone meetings: By appointment

Office and telephone meetings by appointment only - please schedule appointment time for meetings and telephone contact with the instructor via email.

Course Description

Occupational health and safety is an essential part of organizational success and an important element of an organization’s social responsibility towards its human resource capital and other key organizational stakeholders. As we enter the new millennium, there are increasing expectations for organizational social responsibility and the management of occupational health and safety issues and initiatives is an integral part of organizational performance. This course takes a corporate social responsibility approach to the management of occupational health and safety in a business environment.

Human resources professionals are expected to take a leadership role in ensuring occupational health and safety is integrated into organization’s operations. This course will introduce potential Human Resources Managers to the increasingly important role of organizational and employee responsibility for occupational health and safety. The main objective of the course is to create a knowledge base in Occupational Health and Safety from which students can develop management and organizational competence. This course has been designed primarily to enhance student knowledge of management issues regarding Occupational Health and Safety issues, practices and processes in Canada, with a focus on Ontario. This course will also provide the students the opportunity to explore the role of corporate social responsibility and reputation in the strategic management of occupational health and safety.

Course Learning Objectives

Introduction to Occupational Health and Safety Management
- Describe relevant legislative framework and regulations
- Identify key stakeholders and explore their role in health and safety issues
Organizational issues of social responsibility for occupational health and safety

- Explore a corporate social responsibility view of occupational health and safety
- Discuss importance of occupational health and safety management to stakeholders and organizations
- Discuss organizational reputational implications.

Role of Human Resources practitioners in promoting and maintaining health and safety in the workplace:

- Explore strategies and maintenance of policies for maintenance and promotion of occupational health and safety
- Describe key legal, regulatory, organizational, management and employee issues in occupational health and safety
  - Occupational Health and Safety legislation and implementation
  - Workers Compensation, claims management and reporting
  - Organizational processes including workplace accident investigations, occupational health and safety training, identifying sources of hazards, assessment and prevention, crisis and emergency management
  - Health, wellness and employee assistance programs
- Describe physical, chemical and biological hazards and preventative training
- Identify psychosocial hazards and stress management and prevention
- Describe duties, responsibilities and rights employers and workers including health and safety committees

Course Materials and Resources:

Required Text and Readings


Readings: See Course Schedule. Items will be available on E-Reserve at University of Guelph Library.

Recommended Resources


Course Philosophy and Approach:

I believe that learning occurs when there is value creation and when there is a need to ask questions. I expect students to explore topics and issues through critical analysis and use multiple perspectives in their exploration of the course topics. Students are expected to go beyond the course material. Due the format of distance learning for this course, students
will be expected to conduct much of their learning on their own. I will provide you with the resources that will help you achieve the learning goals.

My goal is to create a learning environment where students can interact with the instructor, each other, and course material to explore and discuss management and organizational related issues, and use the on line discussion resources to generate ideas and solutions. I will therefore frequently monitor the course conference site to provide feedback and comments. I will use the 'Updates' section to provide information on material, assignments and exams. I will also endeavor to respond to your emails within 48 hours.

Every student is expected to make contributions to online discussions throughout the course duration. The minimum expected participation per student is 8-10 contributions over the course of the semester in addition to your contributions to your group project discussions, where you are expected to fully participate and contribute to your group project.

While your participation will not be formally graded, the instructor can allocate bonus marks of up to 5% for outstanding contribution to the learning community. Bonus marks will be based on the instructor's evaluation of the quality and quantity of your participation and your contribution to the learning in the course community. There are a various ways you can choose to participate in this course. There are number of discussion questions provided in the weekly course schedule and you may choose to discuss those in the conference area. In addition, you can post questions and comments on course related topics and current events.

Meaningful participation is more than commentaries, repetitions, reiterations, and summaries. Meaningful comments are insightful, value added contributions that lead to learning in the class community. Clarification questions on course material do not count as participation and will not earn you bonus participation marks.

The best contributions
• help others feel safe about participating;
• show curiosity and willingness to experiment;
• make or raise issues that are relevant to the current focus of the class;
• offer support for arguments, and
• take into consideration the ideas already offered by others.

Your course website acts as your classroom. You will need to visit the course website regularly (you should plan on visiting 3-5 times per week) to find out what to do, get help and talk to your instructor and your classmates and to participate and contribute to the learning. A good place to begin is here, in the course outline. Once you have made note of the material here then you should thereafter start each online session on the Updates page where you will learn about any significant issues that have arisen or housekeeping matters. You should then visit the Coursework timeline (where you will be able to access weekly Modules which guide you through the course). You should plan on spending 10 hours a week on the material and course discussion.
The Resources section of the course website has useful links relating to the course. If you have any questions you can ask them in the Main conference area.

In this course you will be involved in a group project which will require a great deal of interaction and cooperation with your group. This is not easily achieved in distance learning. This experience will allow you to share ideas and to improve communication skills in a virtual environment. You will also be required to participate in group and class discussions on the course website.

You are expected to read all the assigned material and complete the exercises and questions outlined in the Coursework timetable. This will assist you in the course discussion, group project and for the quizzes and exams.

**Course Schedule**

The following is the schedule of course topics which may change from time to time.

<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Topics</th>
<th>Readings*</th>
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<tbody>
<tr>
<td>Week 1 (Module 1)</td>
<td>Course Overview, Introduction to OH&amp;S Professional</td>
<td>Text Chapter 1</td>
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<tr>
<td></td>
<td>Role of Human Resources Professional</td>
<td>“Quality and healthy workplaces: HR must play a critical role”. <em>Canadian Reporter</em> (2006)</td>
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<tr>
<td>Week 2 (Module 2)</td>
<td>Corporate social responsibility, stakeholder analysis and reputational risk CSR Reporting Corporate Reputation</td>
<td>“CEOs on strategy and social issues”. <em>The McKinsey Quarterly</em> (2007)</td>
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<td>“Corporate reputation takes years to recover: Study” <em>CMA Management</em> (2006)</td>
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<tr>
<td>Week 3 (Module 3)</td>
<td>Legislative Framework for OH&amp;S Quiz</td>
<td>Text Chapter 2</td>
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<td>“No jail time in double workplace fatality”. <em>Canadian HR Reporter</em> (2008)</td>
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<tr>
<td></td>
<td></td>
<td>“Might or rights?” <em>OH &amp; S Canada</em> (2006)</td>
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<tr>
<td>Week 4 (Module 4)</td>
<td>Workers Compensation</td>
<td>Text Chapter 3</td>
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<td>“Fatal heart attack a result of job conditions?”. <em>Canadian Employment Law Today</em> (2008)</td>
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<td>“Mitigating the cost of disability” <em>Canadian HR Reporter</em> (2008)</td>
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<td>“Steel union gathers workplace cancer data”. <em>Canadian HR Reporter</em> (2008)</td>
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<tr>
<td><strong>Week 11 (Module 10)</strong></td>
<td><strong>Emergency Response and Preparedness Accident Investigation Crisis Management</strong></td>
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</tbody>
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Week 12
(Module 11)  | Workplace Wellness  | Text Chapter 13

“Workplace wellness: Small companies can’t afford to be left behind”. Canadian HR Reporter. (2002)
“Developing managers to effectively support workplace wellness”. Canadian HR Reporter. (2000)

Final Exam  | Exam period December 1st to December 12th, 2008

*Additional supplementary readings and activities may be assigned – check the ‘Updates’ section for further information.

Note: The schedule of learning activities may require modification from time to time. Any changes will be announced in the ‘Updates’ section.

Method of Evaluation:

Your performance will be evaluated based on the following:

Quizzes 10%
Midterm: 30%
Group Project 20%, 5% Peer Evaluation (Total 25%)
Final Exam 35%

Bonus marks for Participation: 5%

QUizzes (10%)
There will be two on-line quizzes which will be designed to motivate you to stay on schedule with your readings and test your knowledge of the concepts covered in course material. Each quiz will consist of 20-25 multiple choice and true/false questions. You will have 30 minutes to complete the quiz. You will be timed and will only have one attempt to complete it. Each of these quizzes will be worth 5% of your mark for a total of 10%. The quizzes will be available as follows:

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Course Material</th>
<th>Held in</th>
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<tbody>
<tr>
<td>1</td>
<td>Modules 1, 2, 3</td>
<td>Week 3</td>
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<tr>
<td></td>
<td>Text Chapters 1 and 2</td>
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<tr>
<td>2</td>
<td>Modules 6 and 7</td>
<td>Week 8</td>
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<td></td>
<td>Text Chapters 6, 7, and 8</td>
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MIDTERM TEST (30%)
The mid-term test will be based on the material covered in Modules 1-5. The midterm test will be multiple choice, true/false, short and long answer questions. The midterm test will be conducted on line in week 6 and you will need to submit it on line. This is a closed book.
exam. You will have only 2 hours to complete the midterm. You will be timed and your session will end 2 hours after you begin. The two hours will not give you sufficient time to look for answers in your course material.

**FINAL EXAMINATION (35%)**

The final exam will be predominantly based on material after the midterm (Modules 6-11) but will also integrate material from the beginning of the semester (Modules 1-5).

Final Examination Period: Monday, December 1 to Friday, December 12, 2008

**Final Examinations**

The final examination will be written on campus. With the exception of cases of emergency or unforeseen circumstances, students must inform course instructors of the need for accommodation in testing or examination as early as possible (preferably in the first two weeks of the semester).

Unless you return a completed Final Examination Information Sheet, we will assume that you will come to the University of Guelph to write your final examination.

For those who must write at an off-campus location you must complete the Final Examination Information Sheet. Click here for more information (LINK to http://www.open.uoguelph.ca/online/student_services/exams.cfm).

Ensure that you have read and understand the DE Handbook as it relates to the writing of final examinations. Click here for more information (LINK to http://www.open.uoguelph.ca/online/DEhandbook.cfm).

On campus final examinations are scheduled by the Office of the Registrar. You may access the exam schedule from the Final Exams page of the Open Online website here (LINK to http://www.open.uoguelph.ca/online/student_services/exams.cfm).

**Group Project (20%, Peer Evaluated 5% for a total of 25%)**

**Group projects and Peer Evaluation Forms due in Week 11 (by 11:59 p.m., November 23rd, 2008)**

You will randomly be put into groups of 6-8 to work on a group project. This project will allow you to apply concepts covered in the course to a real organizational situation.

Using the course concepts, course material and other relevant resources, groups will be asked to research and analyze an organizational situation using stakeholder analysis and reputation risk assessment and identify the key organizational, management and employee issues. Further information will be provided.

For your final report, you will be required to submit 10 double spaced pages. Your report should include the following:
1. Description of the case or organization being studied;
2. Identification of the issue/topic being investigated and its importance
3. Key issues and emerging trends
4. Stakeholder analysis
5. Reputational risk assessment and implications
6. Your recommendations to the organization's managers, industry associations or regulators.

**Please note the following for your group report:**

- Your report must be typewritten, double spaced, and no less than 12 font
- Page length limitations should be respected; while an extra paragraph or two may be acceptable (if absolutely unavoidable), anything in excess of this will not be read. You may, however, have an additional 2-3 pages for exhibits if you wish.
- Please ensure that references, footnotes and bibliography follow accepted standards.
- Assignment must be submitted online before due date!
- Due date is non-negotiable. Late submissions will be penalized 5%/earned grade/day (including weekends).

20% of your final course grade will be based on a group project grade which will be shared by all team members. 5% of your final course grade will be based on your group project mark, adjusted upwards or downwards depending on your peer evaluation.

**Peer Evaluation**

For your team project, each group member will be required to evaluate the contribution of team members to the project. You will be required to submit a peer evaluation form which will be posted on the course website. The peer evaluation is to determine the amount of dependability and effort that the team members have put into their assigned task.

The peer evaluated adjusted mark will be based on the average score you receive from your team members on their evaluation of your contribution to the group project. Peer evaluation criteria include participation in group project meetings/conferences, preparation for the group meetings/conferences, cooperation in getting the tasks completed on time, willingness to share skills, knowledge and experience for completion of group project, demonstrated time and effort for the group project, quality of work, timeliness of submissions, contribution to the team’s performance and well being, and other appropriate team related contributions.
Policies and Regulations

All students are expected to abide by the University’s academic regulations in the completion of their academic work, as set out in the undergraduate calendar (see http://www.uoguelph.ca/Registrar/Calendars/Undergraduate/Current/c08/index.shtml). Some regulations are highlighted below:

Academic Misconduct:

The University of Guelph is committed to upholding the highest standards of academic integrity and directs all members of the University community – faculty, staff and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. The University of Guelph takes a serious view of academic misconduct and it is your responsibility as a student to be aware of and to abide by the University’s policy. Included in the definition of academic misconduct are such activities as cheating on examinations, plagiarism, misrepresentation, and submitting the same material in two different courses without written permission.

To better understand your responsibilities, read the Undergraduate Calendar at: http://www.uoguelph.ca/Registrar/Calendars/Undergraduate/Current/c08/c08-AMISCONDUCT.shtml You are also advised to make use of the resources available through the Learning Commons (http://www.learningcommons.uoguelph.ca/) and to discuss any questions you may have with your course instructor, teaching assistant, Academic Advisor or Academic Counsellor.

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Academic Consideration:

Students who find themselves unable to meet course requirements by the deadline or criteria expected because of medical, psychological or compassionate circumstances beyond their control, should review the regulations on Academic Consideration in the Undergraduate Calendar (http://www.uoguelph.ca/Undergrad_Calendar/c08/c08-ac.shtml) and discuss their situation with the instructor, Program Counsellor or Academic Advisor as appropriate.

Religious Holidays:

Should a student need to miss scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories for religious reasons, please advise the instructor within two weeks of the distribution of this course outline so that alternate arrangements can be made. For further information see http://www.uoguelph.ca/Registrar/Calendars/Undergraduate/Current/c08/c08-accomrelig.shtml
DE Handbook

Please ensure that you have reviewed the Learner Services and Resources tab at the top of the Login page for all relevant and important information as well as the DE Handbook (available from the tab at the top of this page) and, if relevant, the Open Learning program handbook located on the same page. In particular, ensure that you review the sections that pertain to Assignment Submissions and Returns, Online Quizzes or Tests and Final Examinations.

Learning Resources

Some distance courses may have assignments that require access to resources other than those included in the course materials. Our demographic information tells us that most of our registered distance education students have access to library resources suitable for completing these assignments. However, we also realize that for some of you, it is quite difficult to access books, journals, and other resources that would help you successfully complete your assignments.

When you receive your course materials, please check your assignment resource requirements. Then, if due to your geographic isolation you do not have access to the required resources, please contact our office at the beginning of the semester, and we will work with you to find a solution. We are here to help you succeed.

Please contact:
Mary Kormanitsky
Office of Open Learning
(519) 824-4120 ext. 56050
Email: mkorman@open.uoguelph.ca

Problems, Questions, Comments

Faculty Member: Rumina Dhalla
Office Location: Room: 229, J.D. MacLachlan Building,
Phone #: Ext. 52690 Office Hours
Telephone Policies: Please make appointments for telephone and personal meetings via
email
Email Address: rdhalla@uoguelph.ca

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help@open.uoguelph.ca
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Room 160 Johnston Hall
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University of Guelph
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519-824-1112 (fax)
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You might like to review or refer to the Undergraduate Degree Regulations and Procedures
http://www.uoguelph.ca/undergrad_calendar/e08/index.shtml

In particular you might like to review policies on, changes to due dates for assignments, exams, workload, academic misconduct, submission of student work to third parties, grades etc.