




# Business Administration

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|-------------------------|---|
| Course Number:          | <b>BUAD 248</b>   |
| Course Title:           | <b>OCCUPATIONAL HEALTH &amp; SAFETY</b>   |
| Credits:                | 3   |
| Calendar Description:   | This course provides an in-depth study of occupational health and safety. Topics include legislation, the WCB, safety disability management, the recognition, assessment and control of workplace hazards, accident investigations, safety training and managing occupational health and safety, and wellness programs. <i>(also offered by Distance Education)</i> |
| Semester and Year:      | <b>FALL 2020</b>  |
| Prerequisite(s):        | BUAD 269  |
| Corequisite(s):         | No  |
| Prerequisite to:        | No  |
| Final Exam:             | Yes   |
| Hours per week:         | 3   |
| Graduation Requirement: | BBA, Human Resources Management Specialty - Required<br>Diploma, Human Resources Management Option – Elective   |
| Substitutable Courses:  | No  |
| Transfer Credit:        |   |
| Special Notes:          |   |
| Originally Developed:   | February 2000   |
| EDCO Approval:          |   |
| Chair's Approval:       |    |

**Professors**

| <b>Name</b>                            | <b>Phone number</b> | <b>Office</b> | <b>Email</b>             |
|--|---------------------|---------------|--------------------------|
| <i>Course Captain<br/>Rob Crawford</i> | 250-801-1082        | n/a           | rcrawford@okanagan.bc.ca |

**Learning Outcomes**

Upon completion of this course students will be able to

- apply a healthy workplace perspective to organizational policies and programs.
- develop change management strategies that consider an organization’s wellbeing, health and safety goals.
- apply legislation and ethical practices to the promotion of the wellbeing, health and safety of workers.
- manage hazards and risks and building a healthy workplace culture, worker involvement and awareness.
- create a healthy workplace that considers physical and psychosocial environments, personal health resources, organization community involvement, leadership engagement, worker involvement, sustainability, and the importance of interdepartmental integration.
- research wellbeing, health and safety academic- and industry-based literature.
- design a coordinated and comprehensive set of health promotion and protection strategies.

**Course Objectives**

This course will cover the following content:

- Providing a perspective on the role of human resource professionals and key stakeholders as it relates to coordinated and integrated workplace wellbeing, health and safety initiatives and practices
- Tracing the development and comparing historical occupational health and safety and current healthy workplace models and industry practice
- Describing the Canadian and provincial legislative frameworks, ethical practice guidelines and industry standards surrounding workplace wellbeing, health and safety
- Using a systematic management process of hazard recognition, risk assessment and control
- Describing a range of wellbeing, health safety concerns dealing with the physical and psychosocial work environments, personal health resources and ways of participating in the community to improve the health of workers and the broader community
- Describing various coordinated and integrated wellbeing, health and safety workplace interventions, polices, programs, practices and processes ranging from job analysis, training and performance management to disability management, reward systems and emergency planning designed to encourage the health and safety of all workers
- Developing wellbeing, health and safety initiatives through which leaders align organization strategy, culture, values, and work groups to increase the health and safety motivation, productivity and engagement of all workers

**Evaluation**

|   |      |
|---|------|
| Weekly Chapter Quizzes (Individual)<br>14 chapters              | 10%  |
| Weekly Discussion Forums (Individual)<br>10 weeks, 2 marks each | 20%  |
| Class Participation (Individual)                                | 5%   |
| Team Consulting Project & Presentation (groups of 3)**          | 30%  |
| Final Exam*   | 35%  |
| Total***  | 100% |

**Notes**

- \* Students must pass the final exam to earn a passing grade in the course.  
\*\* Team members can be "fired" for failure to perform their duties at a satisfactory level.  
\*\*\* Oral and written communication is a critical component of all assignments and exams and as such, is an important criteria in the evaluation of all course work.

**Required Texts/Resources**

Kelloway, K., Francis, L., & Gatien, B. (2021). Management of occupational health and safety, 8th ed. Toronto, ON. Nelson Education Ltd

**Supplemental Textbook**

Foster, J & Barnetson, B (2016). Health and safety in Canadian workplaces. Edmonton, AB. AU Press, Athabasca University <http://www.aupress.ca/index.php/books/120259>

**Course Schedule**

| <b>Date</b>         | <b>Topic</b>  | <b>Textbook Chapter</b> |
|---------------------|---|-------------------------|
| 2020<br>Week of:    | Wednesday, September 9 – First Day of Classes<br>Monday, October 12 – Statutory Holiday<br>Wednesday, November 11 – Statutory Holiday |                         |
| September 7         | Introduction  | 1                       |
| September 14        | Legislative Framework:<br>Healthy Workplace Models  | 2                       |
| September 21        | Worker's Compensation   | 3                       |
| September 28        | Psychosocial Hazards,<br>Workplace Violence,<br>Aggression, and Harassment  | 7,8                     |
| October 5           | Hazard Recognition,<br>Assessment & Control<br>Physical, Chemical, Biological<br>Agents   | 4,5,6                   |
| October 12          | Workplace Wellness: Work-<br>Family and Health Promotion<br>Programs  | 14                      |
| October 19          | Training  | 9                       |
| October 26          | Motivation and Safety<br>Management Systems   | 10                      |
| November 2          | Emergency Planning &<br>Incident Investigation  | 11,12                   |
| November 9          | Disability Management and<br>Return to Work   | 13                      |
| November 16         | Team Consulting Project<br>Presentations  |                         |
| November 23         | Team Consulting Project<br>Presentations  |                         |
| November 30         | Team Project Evaluations<br>Individual Participation<br>Evaluations<br>Review   |                         |
| December 9 – 19 TBC | Final Exam  |                         |

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7<sup>th</sup> edition (2019)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.