

COURSE NAME: BUS253 Health and Safety

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| Credit Value: | 4 |
| Total Course Hours: | 42 |
| Prerequisite Course(s): | None |
| Corequisite Course(s): | None |

COURSE DESCRIPTION

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. 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 a related field. Major topic areas include the Occupational Health and Safety Act, Workers' Compensation Board (WCB), Workplace Hazardous Materials Information System (WHMIS), transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

1.0 Recognize how occupational health and safety issues impact people at home and at work.

- 1.1 Identify and discover the effect that occupational health and safety has in many areas: economic, legal, technical, and moral.
- 1.2 Recognize the various players who have a stake in occupational health and safety.
- 1.3 Recognize and identify the scope of the Occupational Health and Safety Act in Ontario.
- 1.4 Identify and explain the duties of employers, employees, and certified members as outlined in the Occupational Health and Safety Act.
- 1.5 Identify and explain the duties of joint health and safety committees.
- 1.6 Identify and recognize the importance of and implications of "work refusals" as outlined in the Occupational Health and Safety Act.
- 1.7 Recognize the scope of the Workers' Compensation Act of Ontario.
- 1.8 Recognize who is covered by the Workers' Compensation Act of Ontario and the methods of assessment.
- 1.9 Recognize the duties of injured workers and employers under the Workers' Compensation

Act.

- 1.10 Recognize the responsibilities of the office of the worker advisor and the employer advisor.
- 1.11 Recognize the process for appeals and rehabilitation under the Workers' Compensation Act of Ontario.
- 1.12 Identify and explain the scope of the WHMIS in Ontario.
- 1.13 Identify and explain the need for training under WHMIS.
- 1.14 Identify and explain the importance of labels for all controlled products and the need for material safety data sheets.
- 1.15 Identify and explain and discuss the importance of the "right to know" under the WHMIS legislation.
- 1.16 Identify and recognize the impact of physical agents.
- 1.17 Identify and explain the importance of other relevant workplace legislation.

2.0 Understand Canadian legislated workplace practices.

- 2.1 Recognize and explain the meaning of the term 'due diligence', and the importance and means of meeting such a legal standard in

practice by employers.

2.2 Motivate safety behavior and explain: social psychological approaches; recognizing and modifying behaviour and attitude; internal responsibility system; participation; and communication.

2.3 Discuss historical legislation in Canada.

2.4 Discuss Legal and Reporting requirements for WCB's in practice.

2.5 Recognize and appreciate the intricacies in various sectors of the economy in dealing with occupational health and safety specific to a workplace or industry.

2.6 Recognize and explain how WCB's have taken on a mandate to prevent accidents.

2.7 Identify and explain trends in occupational health and safety.

2.8 Explain occupational stress and identify: Stressors; Primary, Secondary and Tertiary Responses; and management policy and benefits.

3.0 Recognize the importance of and the processes involved in hazard identification and control.

3.1 Identify direct costs, indirect costs, and iceberg analogy.

3.2 Identify sources of hazards.

3.3 Recognize risk-applied energies.

3.4 Analyze risk.

3.5 Assess reports and audits.

3.6 Identify and assess pre-contact, contact, and post-contact control options.

3.7 Analyze source-path-human hazards and identify potential controls.

3.8 Identify the usefulness of record-keeping and proper procedures.

3.9 Understand fault-tree analysis.

3.10 Recognize the dangers of confined spaces.

3.11 Recognize the purpose of lock out, and guarding safety techniques.

3.12 Design and explain potential solutions to hazards using the hierarchy of hazard control.

4.0 Recognize and explain the process of investigating an accident.

4.1 Identify the investigation process.

4.2 Recognize and explain workplace inspections.

4.3 Explain factors: human, situational, ergonomic, and environmental.

4.4 Explain the following methods: walk-through analysis; observe workers and conduct interviews; conduct job-task analysis; and research and verify records.

4.5 Recognize and calculate risk based on frequency and severity rates.

4.6 Recommend training based on needs and gaps identified.

4.7 Recommend potential solutions to proposed policies and scenarios.

5.0 Explain effective management of occupational health and safety practices.

5.1 Discuss the need for emergency preparedness and the importance of plans and prevention.

5.2 Discuss the implications of dealing with chemical and biological agents.

5.3 Identify, calculate, compute, and explain Threshold Limit Values (TLV).

5.4 Recognize biological agents.

5.5 Recommend engineering controls.

5.6 Recommend administrative controls and appropriate work practices.

5.7 Recommend personal protective equipment (PPE).

5.8 Recommend appropriate medical surveillance.

5.9 Identify physical agents and evaluate the risks and control of noise, thermal stress, radiation (ionizing and non-ionizing).

6.0 Explain effective management of occupational health and safety programs.

6.1 Explain the importance of ergonomics in occupational health and safety and identify control methods for:

6.1.1 Physical injuries.

6.1.2 Lifting (lower back trauma, NIOSH method).

6.1.3 Repetitive strain injuries.

6.1.4 Workplace design.

6.1.5 Indoor air quality testing.

6.2 Explain the responsibilities of management and the methods of dealing with occupational health and safety in the workplace and identify

the role of:

- 6.2.1 Responsibility and accountability.
- 6.2.2 Auditing.
- 6.2.3 Safety committees.
- 6.2.4 Education and training.
- 6.2.5 Employee assistance and wellness programs.
- 6.2.6 Operating procedures.
- 6.3 Identify ergonomic accommodations that will aid in return to work considerations for employees with a disability.
- 6.4 Identify direct and indirect costs associated with illness, injury, and new employee orientation.
- 6.5 Discuss key factors required for successfully

- developing emergency response plans and initiating appropriate training and drills.
- 6.6 Identify methods for motivating safety in the workplace.
- 6.7 Describe the methods for establishing a safety climate through the following means of behaviour change:
 - 6.7.1 Management endorsement.
 - 6.7.2 Employee involvement.
 - 6.7.3 Rewards and incentives.
- 6.8 Identify topics relating to promoting workplace wellness through awareness, stress reduction campaigns, policies, and EAP programs.

GENERAL EDUCATION

This is not a General Education course.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

HRPA (Human Resources Professional Association) course equivalent

COURSE EVALUATION

Quizzes – 40%

Assignments – 20%

Exam – 40%

PROGRAM SPECIFIC GRADING

Students must pass the final exam to pass the course.

GRADING SYSTEM

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|-------------|------------|------------|-----------|-------------------|
| A+: 90-100% | B+: 77-79% | C+: 65-69% | D: 50-54% | S - Satisfactory |
| A: 85-89% | B: 73-76% | C: 60-64% | F: 0-49% | I - Incomplete |
| A-: 80-84% | B-: 70-72% | D+: 55-59% | | F - Repeat course |

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

Management of Occupational Health and Safety, Sixth Edition, E. Kevin Kelloway, Lori Francis. Nelson.
ISBN: 0-17-653216-1

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

Quizzes
Assignments
Participation
Final Exam

DELIVERY MODE

Online

ACADEMIC POLICIES

- Academic Integrity
- Academic Appeal
- Academic Attendance
- Grading and Assessment

For academic policies please see: <http://www.canadorecollege.ca/about-us/corporate-policy-manual>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES

YOUR SUCCESS MATTERS!

We offer comprehensive, student-focused services designed to help you succeed. Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies. We offer:

- Study skills workshops
- Peer tutoring
- Career guidance
- Mental health and wellness tips and strategies
- Resource centre
- Assistive devices

The ultimate goal of Student Success Services is to support students so they can achieve success academically, in their career aspirations, and in their personal lives. Please don't hesitate to drop by C262 or to book an appointment please call 1-705-474-7600 ext. 5205.

FIRST PEOPLES' CENTRE:

We offer a culturally safe environment where our student focused services provide you with the following CONFIDENTIAL services:

- One on one counselling
- Elder in residence
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.