

COURSE SYLLABUS



COURSE TITLE: BUS315 – Health, Safety and Wellness

CLASS SECTION: 01

TERM: Winter

COURSE CREDITS: 003

DELIVERY METHOD(S): In-Person Wed 1030-1220 CBA 209 Fri 1030-1220 CBA 212

You must attend the first week of classes to secure your space, we have a waiting list and I intend to make sure those of you registered are planning to attend!

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Jason Johnson
EMAIL: johnsonj@Camosun.ca
OFFICE: Virtual (Collaborate)
PHONE: Cell-250-858-3038
HOURS: By appointment (virtual office)

Intended Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Identify design and evaluation practices in the area of health and safety for workplace effectiveness.
2. Identify strategies to ensure due diligence and strict liability requirements are met in the areas of health and safety.
3. Describe how health and safety legislation affects employer and employee responsibilities and obligations.
4. Develop wellness strategies to support organizational effectiveness.
5. Discuss the joint responsibility system between employees and employers to ensure employee health and safety.
6. Conduct a risk analysis to determine suitable health and safety preventative measures.
7. Identify employer responsibilities in regard to workers compensation and claims management

1. Required Materials



Kelloway, E.K., Francis, L., & Gatién, B. (2017). *Management of occupational health & safety*, 7th edition. Toronto, ON: Nelson Education Ltd. Other: Readings as assigned by your instructor.

2. Course Content and Schedule

Schedule is subject to change at the discretion of the instructor.

Week	Dates	Topic	Assigned Readings	Activities/Discussion Due Dates
1	Sep 3-8	Introduction and Overview	Chapter 1	
2	Sep 9-15	Motivation & Safety Management Systems Legislative Framework	Chapter 10 Chapter 2	
3	Sep 16-22	Workers Compensation	Chapter 3	
4	Sep 23-29	<u>Hazard Recognition, Risk Assessment and Control</u>	Chapter 4	<i>Online discussion 1 due this week</i>
5	Sep 30- Oct 6	Hazard Recognition, Risk Assessment and <u>Control</u>	Chapter 4	
6	Oct 7-13	Mid Term		<i>Chapters 1,2,3,4,10</i>
7	Oct 14-20	Reading Week		
8	Oct 21-27	Physical Agents Biological and Chemical Agents	Chapter 5 Chapter 6	<i>Online discussion 2 due this week</i>
9	Oct 28- Nov 3	Psychosocial Hazards Workplace Wellness	Chapter 7 Chapter 14	Hazard & Risk Analysis Assignment Due Nov 3 Assignment Two introduced & groups formed for Assignment Two
10	Nov 4-10	Workplace Wellness	Chapter 14	
11	Nov 11-17	Workplace Violence, Aggression, and Harassment	Chapter 8	
12	Nov 18-24	Disability Management & Return to Work	Chapter 13	
13	Nov 25 – Dec 1	Disability Management & Return to Work	Chapter 13	<i>Online discussion 3 due this week Group check-in with Instructor (all team members must be present)</i>
14	Dec 2-6			<i>Wellness Strategy Assignment Due Dec 6</i>

3. Basis of Student Assessment (Weighting)

A. Online Discussion post and responses	
Discussion One (Chapter 3)	5%
Discussion Two (Chapter 4)	5%
Discussion Three (Chapter 13)	5%
B. Small Group Assignment	
1. Assignment One: Risk Analysis	25%
2. Assignment Two:	
Wellness Strategy Project	
i. Report	25%
C. Exams	
a. Mid Term Exam	15%
b. Final Exam (will be scheduled during exam week)	20%

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa>.

- Where required by your instructor, submit all assignments into the D2L drop box by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style, document formatting, citations and all referencing using APA standards will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>.

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the **Centre for Accessible Learning (CfAL)** should discuss timelines with their instructors at the beginning of each semester.

Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of

when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.