

COURSE SYLLABUS



COURSE TITLE: Workplace Health, Safety & Wellness

CLASS SECTION: BUS 315-001

TERM: Winter 2025

COURSE CREDITS: 3

DELIVERY METHOD(S): In-person CHW 349

- Tuesday 6:00 -8:50 pm

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

Camosun College requires **mandatory attendance for the first-class meeting** of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space will be offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Shelaina Postings

EMAIL: PostingsS@Camosun.ca

OFFICE HOURS: Tuesday 5:00 -6:00 pm

I am committed to provide an **inclusive learning environment**. If you experience barriers to learning in this course, please discuss this with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course introduces current legislation and standards governing workplace health and safety and explores best practices in health and safety management. The course also provides a focus on building a healthy workplace through effective wellness strategies.

Prerequisites: C in BUS 210

COURSE LEARNING OUTCOMES / OBJECTIVES

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

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

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice.

WEEK	ACTIVITY & TOPIC	CHAPTERS	OTHER NOTES
Week 1 Jan 6 - 12	Introduction and Overview	Chapter 1	
Week 2 Jan 13 - 19	Motivation & Safety Management Systems Legislative Framework	Chapter 10 Chapter 2	
Week 3 Jan 20 - 26	Workers Compensation	Chapter 3	
Week 4 Jan 27 – Feb 2	Hazard Recognition, Risk Assessment and Control	Chapter 4	Online Discussion 1 (5%) Due February 2, 11:59 pm
Week 5 Feb 3 - 9	Physical Agents	Chapter 5	
Week 6 Feb 9 - 16	Mid Term	(1,2,3, 4 & 10)	Midterm (15%)
Week 7 Feb 17 - 23	Reading Break		
Week 8 Feb 24 – Mar 2	Biological and Chemical Agents	Chapter 6	Online Discussion 2 (5%) Due March 2, 11:59 pm
Week 9 Mar 3 - 9	Psychosocial Hazards	Chapter 7	Hazard & Risk Analysis Assignment Due March 7, 11:59 pm
Week 10 Mar 10 - 16	Workplace Wellness	Chapter 14	
Week 11 Mar 17 – 23	Workplace Violence, Aggression, and Harassment	Chapter 8	
Week 12 Mar 24 - 30	Disability Management & Return to Work	Chapter 13	
Week 13 Mar 31 – Apr 6	Disability Management & Return to Work	Chapter 13	Online Discussion 3 (5%) Due April 6, 11:59 pm
Week 14 Apr 7 - 13	Assignment 2 Presentations		Wellness Strategy Assignment Due April 7, 11: 59 pm
FINAL EXAM - Week of April 14 – 20			

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

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	25%
C. Exams		
a. Mid Term Exam		15%
b. Final Exam (will be scheduled during exam week)		20%

COURSE GUIDELINES & EXPECTATIONS

Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

Due Dates and Late Assignments

The due dates are established in accordance with the course and term duration. The purpose of the due dates

is to help both you and I to get the assignments done so that they can be assessed in a timely manner. Just as you need time to complete the assignments, I need enough time to grade them. As such, the due dates are fixed (unless you have an approved academic accommodation through CAL) and it is expected that students will hand in assignments on time.

Assignment marks, comments, and feedback will be returned to students in a timely manner, usually within 1-3 weeks, depending on the length of the assignment. All assignments must be handed in by the time indicated (on the assignment, or on D2L). **Late assignments will result in a zero grade. Late assignments will not be accepted.**

Assignment Formatting & Academic Integrity

The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides:

<http://camosun.ca/libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor. Not doing so will result in **academic misconduct**.

- 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 Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.
- **If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

Exam Procedures

All exams must be written at the scheduled times with the exception of students requiring an accommodation

by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be offered at the discretion of the instructor, **only if** the following is provided by the student:

- a) Notifies the instructor in advance of the exam **(not after)**.
- b) Provides documented evidence of the circumstance (e.g. medical certificate).

Be sure not to make travel plans for the end of semester until the final exam schedules are finalized and posted.

Study Habits

Good and regular study habits are essential to do well in this course. You should plan on a weekly minimum of 6 hours outside of scheduled class time for the completion of readings, assignments and for general studying. Joining a study group can help make this more achievable. Lecture presentations will be uploaded to the course website. These should be used as a study guide, not as your sole source of information. You will need to write down additional key words for examples and explanations given during lecture and review text and videos to support your understanding. It is also recommended practice to transform lecture notes into a study-friendly format after each lecture, incorporating additional information from your textbook. Study these notes before the next class to prepare yourself for new material, which will often build on previously covered material. Please take advantage of office hours if you need extra clarification and help.

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.

USE OF AI-BASED WRITING TOOLS

This is specifically about ChatGPT but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.

- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.

- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> 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: <http://camosun.ca/about/policies/education-academic/e-2-student->

services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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/camosuncollege-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.
