



CAMOSUN COLLEGE
School of Business
Management & Human Resource Leadership Department

BUS 315 D01 Summer 2022 Workplace Health, Safety and Wellness

COURSE OUTLINE

The calendar description is available at <http://camosun.ca/learn/calendar/current/web/bus.html>

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

Instructor	Shelaina Postings
Office hours	Fridays 9:00 am-10:00 am: virtual through D2L Collaborate
Class Time	Mondays 6:00 pm-8:50 pm
E-mail	postings@camosun.bc.ca

2. Intended Learning Outcomes

- Identify design and evaluation practices in the area of 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 affects 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 in regard to workers compensation and claims management

3. Required Materials

Kelloway, E. K., Francis, L., Gatien, B., & Montgomery, J. (2021). *Management of Occupational Health and Safety* (8th ed.). Nelson.

Other: Readings as assigned by your instructor.

4. Course Content and Schedule (schedule is subject to change at the discretion of the instructor).

Week	Dates	Topic	Reading	Activities/Due Dates
1	May 2 - 8	Introduction and Overview	Chapter 1	
2	May 9 - 15	Motivation & Safety Management Systems Legislative Framework	Chapter 10 Chapter 2	
3	May 16-22	Workers Compensation	Chapter 3	
4	May 23 - 29	Hazard Recognition, Risk Assessment and Control	Chapter 4	STAT HOLIDAY Online Discussion 1 (5%)
5	May 30 - June 5	Hazard Recognition, Risk Assessment and Control	Chapter 4	
6	June 6 – 12	Physical Agents	Chapter 5	
7	June 13 - 19	Mid Term	(1,2,3, 4 & 10)	Midterm (15%)
8	June 20 -26	Biological and Chemical Agents	Chapter 6	Online Discussion 2 (5%)
9	June 27 – July 3	Psychosocial Hazards	Chapter 7	Hazard & Risk Analysis Assignment Due June 27
10	July 4-10	Workplace Wellness	Chapter 14	
11	July 11 - 17	Workplace Violence, Aggression, and Harassment	Chapter 8	
12	July 18 - 24	Disability Management & Return to Work	Chapter 13	Online Discussion 3 (5%)
13	July 25 - 31	Wellness Strategy Assignment Presentations		Workplace Wellness Team Assignment 2 Due July 25
14	August 1 - 7			STAT HOLIDAY
EXAM WEEK <i>Final exam date to be confirmed</i>				

5. 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%

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.
- c) 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.

College Policies. Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals. See Camosun College (2005) Academic Progress Policy from:

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf>.

Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from:

<http://camosun.ca/learn/calendar/current/procedures.html#academic>.

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

See Camosun College (2008) Plagiarism: Definition and Consequences from:

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf>.

As well as Camosun College School of Business (2016) Academic Honesty Guidelines from:

<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas, of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

6. Recommended Materials/Resources to Assist Students to Succeed Throughout the Course

See Camosun College (2018) Camosun Student Success Centre Learning Skills tab from: <http://camosun.ca/services/writing-centre/learning-skills.html> and Learning Skills Guide (2016) from:

http://camosun.ca.libguides.com/CSSCHome/Images_HOME?preview=8c8156761f510434e998e6240e396088.

See Camosun College (2018) The Writing Centres Tools and Resources tab from:

<http://camosun.ca/services/writing-centre/editing-checklist.html>.

See Ackley (2017) APA Workbook from: http://camosun.ca/services/writing-centre/documents/APA_Workbook-2017.pdf and Camosun College (2018) APA Citation Style (6th

edition): Business Resources from: <http://camosun.ca.libguides.com/c.php?g=92253&p=2838143>.

See SFU (2016) Assignment Calculator from: <https://www.lib.sfu.ca/about/branches-depts/slc/learning/calculator>.

See Purdue (2018) Online Writing Lab from: <https://owl.english.purdue.edu/>.

7. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support. If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), SEEK HELP. Resources and contacts are available:

See Camosun College (2018) Counselling Centre from: <http://camosun.ca/services/counselling-centre/>.

See Camosun College (2018) Student Mental Health & Well Being Strategy, Emergency Support from: <http://camosun.ca/about/mental-health/emergency.html>.

See Camosun College (2018) Sexual Violence Support and Education from: <http://camosun.ca/services/sexual-violence/index.html>.

College Services. Camosun offers a variety of health and academic support services, including dental, Centre for Accessible Learning, Help Centre, Learning Skills, Sexual Violence Support & Education, Library, and Writing Centre. For more information on each of these services, see Camosun College (2018) Student Services from: <http://camosun.ca/services/>.

College Policies. Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of college policies. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Appeals, Student Conduct, and Student Penalties and Fines. See Camosun College (2018) Policies from: <http://camosun.ca/about/policies/>.

Grading System. Standard grading system (GPA): <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Employment Opportunities. Job positions for Co-op work terms, non-Co-op work terms, and full-time employment are posted on Camosun's employment website. See Camosun College (2018) Co-op and Career Portal from: <https://educationthatworks.camosun.ca/home.htm>.