

BUS 277 – Health & Safety/Loss Management

3 credits, 16 weeks, 3 hours

This course begins with an in-depth look at the provisions of Health & Safety legislation, particularly in the province of Alberta. The common types and causes of workplace injury and work-related disease are then reviewed, in order to identify the primary on-the-job risk exposures. The main part of the course critically examines different approaches to Accident Prevention in the workplace, and also looks at the emerging trend of wellness programs.

Prerequisite: BUS 271 or permission of the Program Chair

Instructor

Gerri Rondot
S113E
780-791-4978
Gerri.rondot@keyano.ca

Office Hours

Wednesday, 9:00 am – 10:00 am, 5:00 pm – 6:30 pm
Thursday, 11:00 am – 12 noon, 5:00 pm – 6:30 pm

Hours of Instruction

Thursday, 6:30 pm – 9:20 pm

Required Resources

Management of Occupational Health & Safety (Sixth Edition), Kelloway & Francis, ISBN 0176532161

Course Outcomes

At the conclusion of this course, the students will be able to work independently as well as in a team to:

1. Apply Safety Legislation.
2. Identify hazards.
3. Understand the importance of Process Safety.
4. Managing dispute resolution processes
5. Managing Training and behavior programs
6. Conduct Emergency planning and Root Cause analysis
7. Conduct investigations
8. Understand return to work and wellness programs.
9. Prepare a safety policy

Key Features

1. Ongoing case studies used during the course
2. Apply knowledge to work based projects
3. Methodology for best practices in workplace safety
4. Working as a group to resolve case problems
5. Peer-to-peer learning and self-constructed knowledge are the major learning drivers of the course.

Evaluation

In-Class work & Attendance	20%
Research Project	25%
Midterm Exam	25%
Final Exam	30%

A grade of C- is required for progression or transfer.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	Progression	C-	1.7
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Schedule of Activities:

Week	Topic	Week	Topic
1	Introduction to Course Content, expectations, and evaluation process. Chapter 1	8	Chapter 8 Workplace Violence
2	Chapter 2 Legislative Framework	9	Chapter 9 & 10 Training & Motivation
3	Chapter 3 Worker's Compensation	10	Chapter 11 Emergency Planning
4	Chapter 4 Workplace Hazards	11	Chapter 12 Incident Investigation
5	Chapter 5 & 6 Physical & Chemical Agents	12	Chapter 13 & 14 Disability Management & Workplace wellness.
6	Chapter 7 Psychosocial Hazards	13	Research Project Presentations
7	Midterm	14	Course Wrap-up and Review

Please Note:

Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.

Performance Requirements**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered student's, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chairperson.

Gerri Rondot, Instructor

Gina Langager, Chairperson

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office