


COURSE OUTLINE

 <p style="text-align: center; font-weight: bold;">UNIVERSITY of GUELPH</p> <p style="text-align: center; font-weight: bold;">KEMPTVILLE CAMPUS</p> <p style="text-align: center; font-weight: bold;">CHANGING LIVES IMPROVING LIFE</p>	Course Code: (use ALPHA prefixes):	Semester Offering:	Credit Weight:
	ENVM 1090	FALL 2011	0.50
Course Title: Occupational Health and Safety		Lecture and Lab Hours (eg. 3-3): Lectures: 3 hrs – Thursday 2-5 PM Lab: 2 hrs #1 Wednesday 1-3PM #2 Wednesday 3-5 PM	
Instructor Name(s): Andrew (Andy) Davis, BA Law, CRSP, CHSC, CRM			
Office: Admin Bldg Basement - Office B-14 Office hours normally 1 hr before class and as negotiated between students and instructor (No phone yet)			
E-mail: adavi2@kemptvillec.uoguelph.ca			
IF IMPORTANT/EMERGENCIES ONLY			
Home Office: 613-205-0480 (Beesafe Consulting Inc – Smiths Falls)			

Calendar Description: This course explores issues and legal requirements involved in promoting safe communities and work places. Technical, legislative, political, ethical and personal issues are explored. Students will examine and evaluate topics including the Workplace Hazardous Material Information System, Material Safety Data sheets, and the responsibilities of Joint Health and Safety Committees and confined space entry. Hazards to human health resulting from exposure to a variety of physical and chemical hazards found in the workplace will be examined.

Evaluation

Writing Program Assignment	10%
Class assignments/tests (In lieu of mid-term exam)	30%
Laboratory Marks	20%
Class participation	15%
Final exam	25%
TOTAL	100%

Method of Presentation

Course Delivery: a) one three hour lecture per week, in which students will be required to actively participate, via discussions, debates and presentations; (Handouts will be provided on occasion, to supplement the course manual). The course manual and handouts will not necessarily cover all of the lecture material, so notes will need to be taken during class).

b) a two hour lab session per week, which will be a 16 hour Standard level First Aid Course which includes adult, child and infant CPR and AED operator. Active participation is required from all students; and

c) assignment of various homework/research assignments.

Course Objectives: To provide each student with

a) a working knowledge of what the law requires of both employers and employees, in the workplace;

b) the capacity to be able to effectively participate in reducing workplace risk;

c) the awareness to prevent him or her becoming a victim of occupational injury or disease;

d) insight into the “business and/or management” role of being responsible for Health and Safety; and

e) a functional ability to perform effective first aid until the ambulance arrives.

Upon completion of this course, students should/will:

1. Have the knowledge to identify and understand and discuss the basic characteristics of the Canadian legal system and the key issues as applied to Occupational Health and Safety.
2. Have the knowledge to identify and understand and discuss the key OHS responsibilities of employers, managers, supervisors and employees.
3. Have the knowledge to identify and understand and discuss the three key employees rights under the Act.
4. Have the knowledge and understanding to identify and discuss the key responsibilities of Health and Safety committees and how they operate.
5. Have the knowledge and understanding to enable them to identify and discuss the basic requirements for, the theory, and components of an accident investigation and shall be able to complete a basic investigation of a simple accident.
6. Have the knowledge and understanding to enable them to identify and discuss the basic requirements for, the theory and components of a workplace OHS inspection and shall be able to complete a basic inspection of a workplace facility.
7. Have the knowledge to explain and identify and use the main components of the WHMIS System.
8. From a business/administration/management perspective, have a basic understanding of the importance and value of an effective Occupational Health and Safety Program.
9. Be able to correctly assess the need for first aid/CPR, to select appropriate treatments and to stabilize the casualty in an appropriate manner until the ambulance arrives.

WEEKLY COURSE OUTLINE

******NOTE: LABS ARE IN ADMIN 201 CLASSES ARE IN FRASER 216******

Be prepared for a brief quiz every class! Quiz can cover materials to date!			
DATE	Week	Lect/ Lab #	ACTIVITIES
Sep 8	1		Introduction to the course, to Canadian legal systems, types of law and WHMIS Course.
Sep 14	2	Lab	Intro to first aid principles and law
Sep 15	2		Introduction to the Occupational Health and Safety Act of Ontario and regulations and other regulatory instruments. The young worker, OHS Policy documents theory and WHMIS CERTIFICATION TEST Literacy Assignment Issued: Due by 1159PM 29 Sept. (See detail #1)
Sep 21	3	Lab	Literacy Assignment Work Opportunity
Sep 22	3		Introduction to accident causal factors and investigation techniques and reporting criteria.

DATE	Week	Lect/ Lab #	ACTIVITIES
Sep 28	4	Lab	Emergency scene management, primary/secondary survey
Sep 29	4		Hazard identification, assessment and control. Literacy Assignment: Due by 1159PM 29 Sept. (See detail #1)
Oct 5	5	Lab	Airway emergencies and choking
Oct 6	5		Personal Protective Equipment and the human body
Oct 12	6	Lab	CPR & cardiac emergencies & AEDs
Oct 13	6		Toxicity and Toxicology
Oct 19	7	Lab	Wound care, bandaging and shock
Oct 20	7		Anatomy, physiology and patho-physiology
Oct 26	8	Lab	Fractures, head injuries, spinal injuries
Oct 27	8		Safety ethics, health and safety committees, rights to refuse.
Nov 2	9	Lab	Burns, heat and cold injuries
Nov 3	9		Workplace safety inspections
Nov 9	10	Lab	Medical emergencies-diabetes, seizures, emergency child birth etc
Nov 10	10		Flex time
Nov 16	11	Lab	Poisoning
Nov 17	11		Safety Program Elements/Review
Nov 23	12	Lab	Possible simulated accident/Flex time
Nov 24	12		Practical exercises/review
Nov 30	13	Lab	First aid exam
Dec 1	13		Review
Dec 8			FINAL COURSE EXAM – 230-430PM.
Course Prerequisite(s): N/A			Course Restriction(s):(if limited enrolment) BBRM – Equine Management Students
Text Book(s) Required: 1. 2011 Ontario Occupational Health & Safety Act and Regulations For Industrial Establishments. 2. Introduction to Occupational Health and Safety (Beesafe Consulting Inc)			Reference Material: 1. Various instructor handouts & electronic media.

Additional Information

1. The written materials for the course provide valuable information, but are significantly added to by the in-class presentations and materials, including various electronic media presentations, all of which will form the basis for the weekly in class quiz and final exam.
2. Given that “Class Participation” is worth 15% of each student’s final grade, that 15% can only be earned in class and with participation in the class discussions etc, so attendance is encouraged.
3. No electronic communication devices, which may disturb or disrupt the class, will be permitted in the classroom which includes the inappropriate use of laptops.
4. All assignments are due as indicated. Late assignments **will not** be accepted.
5. Plagiarism will result in appropriate disciplinary action and can result in a grade of “0” for that particular assignment. If you feel you need to use someone else’s work, as in a quotation or citation, then proper footnoting and attribution must be made. A student forgetting to provide attribution results in an automatic return to the beginning of this paragraph. Normally, quotation and citations should not need to exceed 10% of an assignment.
6. “Group” assignments will result in an identical grade for all members of each specific group, who demonstrate that they have actively participated in the development and completion of the assignment. Therefore, groups need to ensure that assignment work is evenly distributed amongst the group members.
7. This class is an established and routine part of the first year student’s academic schedule. Therefore, arrangements for other activities such as meetings, riding, vet visits, time to get to class, to get away from class, to change before/after class etc need to be adequately scheduled so as to not impinge upon the scheduled hours for this course. Be on time for classes. **Late arrivals will not be permitted entry to the class.**
8. The instructor is committed to assisting all students to succeed with this particular subject, so if there are any problems, speak to the instructor sooner, rather than later. The instructor will do whatever is reasonable, and within his power, to provide appropriate help. The instructor will be available to provide assistance/guidance outside of class hours, by appointment.
9. All electronic materials being submitted must be in “Word”.

First Aid Course Info

10. The first aid part of the course is designed to impart valuable knowledge and skill to the students, as a part of this safety course. If students want to become “certified” and receive the Canadian Red Cross Certificate and recognition of this training, they can do so by paying \$75.00 for which they will (if they pass the first aid course), receive the Red Cross certification and manual. This certification is recognized Canada wide by the federal and all provincial governments.
11. Even if students are already first aid qualified, **they must participate in the lab** to get their lab marks towards their final grade..

DETAIL NOTES

DETAIL # 1 : - Literacy Program Assignment– to be issued on Sept 15 – due electronically by 1159 PM on Sept 29. Submit to: jcockerl@uoguelph.ca

Objective: To offer students the opportunity to demonstrate their ability to communicate in writing, to show a well organized structure and literary style, to provide clear and concise information as well as utilizing proper grammar and language structures.

Topic: Each student is to write an Occupational Health and Safety Policy Statement of 750 to 1000 words in length. An OHS Policy should be a statement of intent and commitment by management, to workplace health and safety. It is normally written in paragraph form, not numbered or bulleted lists. Students may create a “Company name” or “farm name” etc if needed. Assume that the enterprise has 20 full time employees.

Details: Materials are to be submitted in accordance with the provided writing guidelines, including the use of the template cover sheet. Technical requirements can be found in Chapter 5 of the Course Manual. This writing assignment will be worth 10% of the final mark for this course.