

DEPARTMENT of Business and Office Administration

COURSE OUTLINE – Fall 2024

HR3010 (A2): Health, Safety, and Wellness – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Mandy Ingraham **PHONE:** 780-539-2846
OFFICE: C416 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday and Wednesday 10:00am to 11:20am, or by appointment

INSTRUCTOR: Lorelle Warr **PHONE:** 780-539-2978
OFFICE: K219 **E-MAIL:** lwarr@nwpolytech.ca
OFFICE HOURS: By appointment

***All email correspondence must be sent from you NWP student email account and must be professionally formatted** (i.e. subject line filled in, proper greeting, spelling and grammar, etc.). Emails that do not follow the above requirements will not be responded to.

CALENDAR DESCRIPTION: Health, safety, and wellness is a dynamic ever-changing field in the workplace. This course will examine occupational health and safety programs in the workplace and an understanding of health and safety issues and applicable legislation. Topics include hazard awareness, psychosocial aspects, workplace violence and harassment, training, incident management, and workplace wellness.

COREQUISITE: Concurrently enrolled in BA2240

REQUIRED TEXT/RESOURCE MATERIALS: Kelloway, K., Francis, L. & Gatien, B. (2020). Management of occupational health and safety. (8th ed.).

Please note this is an E-Text. Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Their technical support team may require specific user information when troubleshooting issues.

DELIVERY MODE(S): HR3010 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations. There will be 1 site visit scheduled for 3 hours (see schedule below).

LEARNING OUTCOMES:

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

- Explain the different risks and hazards in the workplace and how it relates to employee productivity.
- Examine and evaluate the Occupational Health and Safety legislative framework.
- Adapt and analyze incident investigation and emergency planning management.
- Experience and examine worksites for health and safety programs and applications.
- Explain Worker's Compensation Board and its importance to an organization.
- Distinguish and differentiate harassment, violence, and psychosocial hazards in the organization.
- Examine and understand the costs associated with absenteeism, presentism, and costs of implementing safety programs.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Due dates and times are in MST.

Assignments	20%	
• Hazards Hunt		Oct 1 @ 11:59pm
• AHS Site Visit		Nov 6 @ end of class
• Lifemark Visit		Nov 22 @ end of class
Presentation	10%	Nov 29 & Dec 4 – schedule TBD
• NWP Analysis <i>Assigned chapters</i>		
Chapter Quizzes x3	15%	
Ch. 1-3		Sept 24 @ 11:59pm
Ch. 7-10		Oct 22 @ 11:59pm
Ch. 11-13		Nov 26 @ 11:59pm
Mid-Term	25%	Oct. 4
Final (2 hours)	30%	TBD – Exam Week

You are strongly encouraged to complete all assignments, quizzes, and exams. Students will receive a zero (0) for any missed exercises and exams. There are no rewrites, deadline extensions, bonus exercises, assignments, or projects available to improve your grade. Turnitin plagiarism-detecting software may be used in this course. Unexcused absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

Grades for this course will be assigned as a percentage.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The schedule may be adjusted if necessary.

Instructor	Mandy Ingraham	Lorelle Warr
	Wednesdays	Fridays
Sept 4 & 6	Course Introduction	Ch 1: Introduction
Sept 11 & 13	Ch 2: Legislative Framework (Government of Alberta)	Ch 3: Worker's Compensation
Sept 18 & 20	Ch 3: Worker's Compensation	Ch 4: Hazards, Risks, & Control
Sept 25 & 27	Ch 4: Hazards, Risks, & Control	Ch 5: Physical Agents
Oct 2 & 4	Ch: 6 Biological & Chemical Agents	Midterm
Oct 9 & 11	Ch: 7 Psychosocial Hazards (City Guest)	Ch 8: Workplace Violence...
Oct 16 & 18	Ch 9: Training	Ch 10: Motivation & Safety (IP Guest)
Oct 23 & 25	Ch 11: Emergency Planning	Ch 12: Incident Investigation Pt. 1
Oct 30 & Nov 1	Ch 12: Incident Investigation Pt. 2	NWP Policy Review
Nov 6 & 8	Site Visit – NWP-HEC (3 hours)	No Class
Nov 13 & 15	No Classes Fall Break	
Nov 20 & 22	Ch 13: Disability Mgmt. & RTW	Site Visit – Lifemark
Nov 27 & 29	Ch 14: Workplace Wellness	Portfolio Presentations
Dec 4 & 6	Portfolio Presentations	Review

*Guest speakers spread out within the topics

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.** For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Cell Phones: The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited.

Recording: Photographing and/or recording course content is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

Assignments, Quizzes, and Exams

- There will be 3 quizzes dispersed throughout the semester (see schedule for dates). The student will be allowed 1 attempt for each quiz. Quizzes will be completed in Top Hat.
- All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- Midterm and Final Exams will be in person and closed book.

Final Exam

- Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week.
- The final exam for HR3010 will be a 2-hour exam