

**DEPARTMENT of Business and Office Administration**

**COURSE OUTLINE – Fall 2023**

**HR3010 (A2): Health, Safety, and Wellness – 3 (3-0-0) UT 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](mailto:aingraham@nwpolytech.ca)  
**OFFICE HOURS:** Monday 1:00pm to 2:20pm, Wednesday 11:00-12:30pm or by appointment

**INSTRUCTOR:** Lorelle Warr **PHONE:** 780-539-2978  
**OFFICE:** K215 **E-MAIL:** [lwarr@nwpolytech.ca](mailto: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.

**PREREQUISITE or COREQUISITE:** 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](mailto: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.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.

Health & Safety Portfolio	25%	Sundays @ 11:59pm - See Assignment Details
Portfolio Presentation	10%	Dec 6 & 8 – schedule TBD
Assignments (Case Studies)	15%	Sundays @ 11:59pm
Participation	10%	On going
Mid-Term	20%	Oct. 6 – E306
Final	20%	TBD – Exam Week

### **Final Exam**

- **Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (December 14-21).**
- The final exam for HR3010 will be a 2-hour exam.

## 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 6 & 8	Course Introduction	Ch 1: Introduction
Sept 13 & 15	Ch 2: Legislative Framework	Ch 3: Worker's Compensation
Sept 20 & 22	Ch 3: Worker's Compensation	Ch 4: Hazards, Risks, & Control
Sept 27 & 29	Ch 4: Hazards, Risks, & Control	Ch 5: Physical Agents
Oct 4 & 6	Ch: 6 Biological & Chemical Agents	<b>Midterm – E306</b>
Oct 11 & 13	Ch: 7 Psychosocial Hazards	Ch 8: Workplace Violence...
Oct 18 & 20	Ch 9: Training	
Oct 25 & 27	Guest Presenters	Ch 12: Incident Investigation Pt. 1
Nov 1 & 3	Site Visit – Health Education Center	Site Visit – Health Education Center
Nov 8 & 10	Ch 12: Incident Investigation Pt. 2	Ch 10: Motivation & Safety
Nov 15 & 17	No Classes Fall Break	
Nov 22 & 24	Site Visit – <a href="#">Lifemark</a>	Ch 13: Disability Mgmt. & RTW
Nov 29 & Dec 1	Ch 14: Workplace Wellness	Ch 11: Emergency Planning
Dec 6 & 8	<b>Portfolio Presentations</b>	

## 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. Cell phones must be either turned off or set to silent mode and placed out of sight.

**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.