



# Soochow University

## ECON 3601 Occupational Health and Safety

### Course Outline

Fall, 2020

The course discusses the occupational health and safety in an organization. The role of OHS has been recognized as increasingly important in organizational performance due to the upward trend of injuries in workplace. In this course, students will study the essential issues related to occupational health and safety and analyze cases for practices.

### **Course Information**

Contact Hours: 75 hours

Credits: 3 credits

Instructor: TBA

### **Course Objectives**

Upon successfully completing the course, students will be able to:

1. understand the issues related to occupational health and safety in an organization
2. understand the health and safety responsibilities of employers, manager and employees
3. establish effective ways to ensure health and safety requirements in an

organization

### **Textbooks/Materials**

Health and Safety Guide for Human Resources Professionals by the Canadian Centre for Occupational Health and Safety (CCOHS).

Additional articles and resources will be provided on the course website.

### **Attendance Requirements and Academic Integrity**

Students are required to attend online or in-person classes on the scheduled time.

Missing classes without permission will lead to decrease in overall grade.

- Missing less than two classes: no penalty.
- Missing more than two classes: 7% will be taken off from the overall grade.

Exams must be taken on the scheduled day. There will be no makeup exam for summer sessions.

Soochow University values academic integrity, respect, fairness, honesty and responsibility. Students must be aware of and comply with Soochow University's Academic Integrity policies. Any cheating, falsification, plagiarism, impersonation or any attempting to commit the above will be reported to the university's administration office. Any academic dishonesty behaviors will be kept on record and students will be punished according to the rules.

### **Evaluation and Grading**

Online Forum Discussion	10%
2 Assignments	15% for each
Midterm Test	25%

Final Exam

35%

**Total:** 100%

Online forum discussion is required. Students are required to post at least one question and answer at least one question on the forum weekly.

Online tutorials are mandatory. Students will read and discuss academic articles provided and discuss the cases. Each Tutorial will be 1 hour.

All exams will be held online and the time of each exam will be limited to 2 hours.

Exams must also be taken at the scheduled time. There will be no make-up exams.

Soochow University's grading scale is shown as the following:

<b>Letter Grade</b>	<b>Score Grade</b>	<b>Grade Point Average</b>
A+	95-100	4.0
A	90-94	4.0
A-	85-89	3.7
B+	80-84	3.3
B	75-79	3.0
B-	72-74	2.7
C+	68-71	2.3
C	65-67	2.0
C-	60-64	1.7
D+	55-59	1.3
D	50-54	1.0
F	< 50	0.0

## Course Topics

Week	Lecture	Topics	Dues	%
1	1	Course Introduction and Overview Introduction to OHS		
	2	Role of Human Resources Personnel Responsibilities Under Health and Safety		
	3	Online Tutorial 1 via Zhumu		
2	4	Enforcement and Penalties for Non-compliance		
	5	Criminalization of Occupational Health and Safety Offences		
	6	Online Tutorial 2 via Zhumu		
3	7	Basic Steps in Risk Management		
	8	Recognition of Safety Hazards		
	9	Online Tutorial 3 via Zhumu		
4	10	Recognition of Health Hazards		
	11	Hazard Recognition and Control Methodologies		
	12	Online Tutorial 4 via Zhumu		
	13	<b>National Day Holiday, No Classes National Day Holiday, No Tutorials</b>		
5	16	Human Resources Policies		
	17	New Employee Orientation		
	18	Online Tutorial 5 via Zhumu	Assignment 1 due	
6	19	Transfers and Promotions On-the-Job Training		
	20	Professional Development Training Performance Appraisals		
	21	Online Tutorial 6 via Zhumu		
7	22	Employee Wellness Programs Workers' Compensation		
	23	Rewards and Recognition		

		Employee Health and Safety Records		
	24	Online Tutorial 7 via Zhumu		
8	25	Establishing Health and Safety Committees Criteria for Establishing Health and Safety Committees Guidelines for Forming a Health and Safety Committees		
	26	Health and Safety Policy and Program		
	27	Online Tutorial 8 via Zhumu		
9	28	Role of Human Resources Department	Midterm Test	25
	29	Health and Safety Policy		
	30	Online Tutorial 9 via Zhumu		
10	31	Health and Safety Program		
	32	Role of HR in Employee Training		
	33	Online Tutorial 10 via Zhumu		
11	34	Training for Senior Managers		
	35	Training for Human Resources Professionals		
	36	Online Tutorial 11 via Zhumu		
12	37	Training for Managers and Supervisors		
	38	Training for Health and Safety Committee Members		
	39	Online Tutorial 12 via Zhumu		
13	40	Training for Employees Training for Health and Safety Professionals		
	41	Completion of Injury Report Forms Return to Work Process		
	42	Online Tutorial 13 via Zhumu	Assignment 2 due	15
14	43	Program Evaluation and Audit		
	44	Canadian OH&S Legislation Workplace Hazardous Materials Information Systems (WHIMS)		
	45	Online Tutorial 14 via Zhumu		
15	46	US OH&S Legislation		

	47	Final Revision		
	48		Final Exam	35