

BES301-3
OHS Programs Development and Organization

1 Credits

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Created: 26/01/2004

Revised: 09/04/2018

Approval: 10/04/2018

Alternate Delivery: Yes

The Implementation Date for this Outline is 13/04/2018

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BES301-3 Version: 3



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Calendar Description

This module provides learners with a broad overview of current practices and terminology in Occupational Health & Safety, including factors that promote a safety culture, using driving forces as leverage to implement a better safety program, legislation regarding OH&S training, safety audits, and components of a Safety Management System.

Rationale

This is a required course for the Bachelor of Applied Business: Emergency Services program. Corporate culture guides how employees think, act, and feel. A safety culture cultivates employees' habitual safety behaviour in the workplace. Training is necessary to raise the employees' safety awareness and make them vigilant to the potential hazards in workplace. Training should be targeted at areas in the workplace that are prone to hazards. A training matrix provides safety workers with information as when and in what areas the safety training is to be conducted. Designing a new Safety Management System requires students to analyze the merits and weaknesses in the existing system and synthesize the information from all sources, including those with different viewpoints.

Prerequisites

None

Co-Requisites

None

Module Learning Outcomes

Upon successful completion of this course, students will be able to

1. identify areas of improvement in an organization's procedures for dealing with hazards.
2. develop a training matrix for recurrent training in their area of emergency services based on relevant legislation.
3. design an effective network for the organization's occupational health and safety program.

Resource Materials

Required e-text(s):

Please refer to the Resource section in the Module for a listing of the resource materials.

Conduct of Module

This module is approximately 15 hours in length. It is delivered on-line and may involve individual, pair, and group work. Students are required to submit assignments, take part in asynchronous discussions, and undertake exercises in the workplace that call for reflective thinking. Participation in this module is paced and mandatory, and students are expected to practice time management skills accordingly. It is critical that each student read the assigned material and keep up to date with all objective tasks and assignments.

Student counseling: Students who are experiencing difficulty with the module should immediately consult the instructor by email.

Module withdrawal: Students should familiarize themselves with the school's module withdrawal policy and procedures, which are explained in the student handbook/calendar.

Students should budget approximately one to two hours of time in preparation for each one hour of the estimated 15 hours of class time.

All goals and evaluations of student application and demonstration of their knowledge and skills are determined as per the Online Discussion Grading Rubric and the Paper Grading Rubric linked within the module.

Evaluation Procedures

This module uses a variety of assessment tools to evaluate student performance. The final grade is an aggregate of the following components:

Objective 1	30%
Objective 2	15%
Objective 3	<u>55%</u>
Total	100%

All marks are recorded as percentages and then converted to a final letter grade according to the criteria shown below.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Participation

Regular participation in threaded discussions is essential for success in the program. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor participation may result in the termination of a student from a course(s).

If you do not meet the established participation requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript. No credit is earned. Calculated as a failing grade in GPA.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Module Units/Topics

This module consists of three units:

1. Study of existing procedures for occupational health and safety
 - An analysis of the organization's existing procedures to deal with hazards
2. Developing a matrix for OH&S training
 - A discussion of an effective training matrix for recurrent training in emergency services.
3. Design a new Safety Management System
 - Design a new and improved Safety Management System based on the existing one and collective wisdom



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