



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.  
Please consult the web for updates that may occur during the year.

### Description: Management of Workplace Health and Safety

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	2001	86121	1, 2009	ONC	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB004
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	061301

### STAFFING

Examiner: Don Smith  
Moderator: Ian Eddington

### OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

### SYNOPSIS

This course is an important one for future or current managers as it introduces the concept of risk, and how this can be managed in an effective way in a workplace health and safety context. Managers are obliged by law to discharge their obligations to protect workers and this course provides some of the tools and the knowledge base on which to make informed decisions about health and safety. An understanding of risk management is therefore fundamental to achieving the objectives of this course. Other emphases include the legal obligations themselves and how and where these obligations are expressed, and what managers (and others) can do to prevent workplace mishaps. While preventative strategies are preferred, there is also a recognition that incidents will occur from time to time. The focus then changes to reactive managerial and legislative remedies. Contemporary issues feature in the latter part of the course.

### OBJECTIVES

On completion of this course students will be able to:

1. identify and explain the array of threats to workers' health and safety (Assignment 1, Assignment 2, Examination)
2. identify various models of accident causation and understand their contribution to the field of workplace health and safety (Assignment 1, Assignment 2, Examination)
3. demonstrate an understanding of the difficulties in the collection and interpretation of data on accidents and illnesses incurred at the workplace (Assignment 1, Assignment 2, Examination)

4. identify and discuss the linkages to other areas of human resource management (Assignment 1, Assignment 2, Examination)
5. demonstrate an understanding of legislation and policy dealing with workplace health and safety in Australia (Assignment 1, Assignment 2, Examination)
6. understand the rehabilitation management process and the various types of support available to victims of injury or illness at work (Assignment 1, Assignment 2, Examination)
7. identify and explain expert methods for preventing accidents and illnesses at work, notably risk management (Assignment 1, Assignment 2, Examination)
8. discuss the contribution that ergonomics makes to the creation and maintenance of a safe and healthy workplace (Assignment 1, Assignment 2, Examination)
9. analyse the issues surrounding worker involvement in workplace health and safety (Assignment 1, Assignment 2, Examination)
10. understand the managerial and other implications of workplace bullying (Assignment 1, Assignment 2, Examination)
11. discuss the issues implicit in the treatment and use of chemicals (Assignment 1, Assignment 2, Examination).

## TOPICS

Description	Weighting (%)
1. Introduction: the workplace health and safety problem	7.50
2. The Australian national strategy	7.50
3. Accident causation	7.50
4. Extent and cost of workplace injury/illness	7.50
5. Preventative workplace health and safety law	7.50
6. Risk management	17.50
7. An ergonomics perspective	7.50
8. Worker communication and involvement in workplace health and safety	7.50
9. Workers' compensation and rehabilitation	7.50
10. Workplace bullying	7.50
11. Treatment of chemicals	7.50
12. Workplace health and safety and human resource management	7.50

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

MGT2001 study package available from the USQ Bookshop.

CCH Australia 2002, *Australian master OHS and environment guide, 2003*, CCH Australia Ltd, Sydney, New South Wales.

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

1998, *Encyclopaedia of occupational health and safety*, 4th edn, International Labour Office, Geneva, Switzerland.

Journal of OHS Australia and New Zealand.

Bohle, P & Quinlan, M 2000, *Managing occupational health and safety: a multidisciplinary approach*, 2nd edn, MacMillan, South Yarra, Victoria.

Butrej, P & Douglas, G 1995, *Hazards at work: a guide to health and safety in Australian workplaces*, 2nd edn, Open Training and Education Network, Redfern, New South Wales.

Goetsch, D 2008, *Occupational safety and health for technologists, engineers and managers*, 6th edn, Pearson Prentice Hall, Upper Saddle River, New Jersey.

Hopkins, A 1995, *Making safety work: getting management commitment to occupational health and safety*, Allen & Unwin, St Leonards, New South Wales.

Mayhew, C & Peterson, C (eds) 1999, *Occupational health and safety in Australia: industry, public sector and small business*, Allen & Unwin, St Leonards, New South Wales.

Ridley, J & Channing, J (eds) 2008, *Safety at work*, 7th edn, Butterworth-Heinemann, Oxford, England.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	20.00
Lectures	30.00
Private Study	85.00
Tutorials	30.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ONLINE TEST 1	40.00	4.00	05 Apr 2009
ASSIGNMENT	35.00	35.00	10 May 2009
ONLINE TEST 2	30.00	3.00	17 May 2009
ONLINE TEST 3	30.00	3.00	07 Jun 2009
PART A OF 2-HOUR EXAMINATION	10.00	10.00	END S1 (see note 1)
PART B OF 2-HOUR EXAMINATION	45.00	45.00	END S1

### NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
This is a restricted examination. The only materials that candidates may use in this examination are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); English translation dictionaries (but not technical dictionaries).

- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must submit the assignment to the USQ. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) The examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The examiner will not accept submission of assignments by facsimile. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.
- 3 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The USQ library provides advice on how to format information sources using this system. Details can be found at [http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvard.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm) and [http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvardonline.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm).
- 4 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

## **OTHER REQUIREMENTS**

- 1 Computer, e-mail and Internet access: Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.
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