



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: Corporate Occupational Health and Safety

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	8015	86170	1, 2009	WEB	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	2
ASCED code:	061301

STAFFING

Examiner: Ian Eddington
Moderator: Don Smith

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>.

RATIONALE

Firms may increase their profitability by managing for and achieving health and productivity benefits inherent in the human and physical capital in their employ. This challenge requires a sophisticated response from management which, in the Robins era, must be ever vigilant and astute its legal obligations under the duty of care. In particular management must develop the skill to enshrine policy, strategy, and job practice know how into the every day habit of business of life. This subject aims to build management skills in occupational health and safety.

SYNOPSIS

This subject first provides an introduction to fundamental principles and maxims of method in occupational health and safety management. It then discusses the state of the art from local, national and international perspectives. Using this knowledge as a backdrop the subject goes on to investigate a number of topics: law and the legal environment; principles and practice of industrial relations; policy strategy and know how in managing occupational health and safety; accidents and accident investigation and reporting; health and safety promotion and in service training.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. understand the occupational health and safety environment in which firms must operate in the Robens' era (Assignment 1, Assignment 2, Assignment 3)
2. enhance their ability to apply management practices and principles to the resolution of occupational health and safety problems in the workplace (Assignment 1, Assignment 2, Assignment 3)
3. provide a cognitive basis from which to communicate in speech and writing with government scientists and administrators and private sector experts commissioned for problem solving (Assignment 1, Assignment 2, Assignment 3)
4. provide a cognitive basis from which to write informative reports and interpret journal articles and other quasi technical reports and literature (Assignment 1, Assignment 2, Assignment 3)
5. conduct accident investigations in a technically competent and professional manner (Assignment 1, Assignment 2, Assignment 3)
6. be competent in the theory and practice of risk management (Assignment 1, Assignment 2, Assignment 3)
7. obtain the skills and knowledge to develop promotion and training programmes in safe job practice, hazard management and health/promotion (Assignment 1, Assignment 2, Assignment 3)
8. develop an understanding of industrial relations processes and how these apply to occupational health and safety (Assignment 1, Assignment 2, Assignment 3).

TOPICS

	Description	Weighting (%)
1.	Introduction and overview of principles and practices	5.00
2.	The profession and state of the art, locally, nationally and internationally; introduction to risk management	5.00
3.	Occupational health and safety, the law, and the legal environment	20.00
4.	Principles and practice of industrial relations	10.00
5.	Policy, strategy and know-how in managing occupational health and safety; risk management revisited	25.00
6.	Accidents, accident investigation and reporting	20.00
7.	Health and safety promotion and in-service training	15.00

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).

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.

Bohle, P & Quinlan, M 2000, *Managing occupational health and safety in Australia*, 2nd edn, MacMillan, South Yarra, Victoria.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Private Study	85.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	15.00	15.00	03 Apr 2009
ASSIGNMENT 2	30.00	30.00	08 May 2009
ASSIGNMENT 3	55.00	55.00	12 Jun 2009

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
There are no attendance requirements for this course. However, it is the students' responsibility 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:
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:

Not applicable.

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 despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (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 not accept submission of assignments by facsimile. (v) 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 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 and http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm.
- 3 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. A temporary grade of IDM (Incomplete Deferred Make-up) may be awarded.
- 4 Make-up work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

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