The University of Southern Queensland

Course Specification

Description: Corporate Occupational Health and Safety

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tr>
<td>MGT</td>
<td>8015</td>
<td>20321</td>
<td>1, 2003</td>
<td>EXT</td>
<td>1.00</td>
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Academic Group: FOBUS
Academic Org: FOB002
HECS Band: 2
ASCED Code: 061301

STAFFING
Examiner: Ian Eddington
Moderator: John Searle

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 successful completion of this course will enable students to:

- understand the occupational health and safety environment in which firms must operate in the Robens' era;
- enhance their ability to apply management practices and principles to the resolution of occupational health and safety problems in the workplace;
• 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;
• provide a cognitive basis from which to write informative reports and interpret journal articles and other quasi technical reports and literature;
• conduct accident investigations in a technically competent and professional manner;
• be competent in the theory and practice of risk management;
• obtain the skills and knowledge to develop promotion and training programmes in safe job practice, hazard management and health/promotion;
• develop an understanding of industrial relations processes and how these apply to occupational health and safety.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction and overview of principles and practices</td>
<td>5.00</td>
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<tr>
<td>2. The profession and state of the art, locally, nationally and internationally; introduction to risk management</td>
<td>5.00</td>
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<tr>
<td>3. Occupational health and safety, the law, and the legal environment</td>
<td>20.00</td>
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<tr>
<td>4. Principles and practice of industrial relations</td>
<td>10.00</td>
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<tr>
<td>5. Policy, strategy and know-how in managing occupational health and safety; risk management revisited</td>
<td>25.00</td>
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<tr>
<td>6. Accidents, accident investigation and reporting</td>
<td>20.00</td>
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<tr>
<td>7. Health and safety promotion and in service training</td>
<td>15.00</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Workplace Health and Safety Act and Regulation for the State in which the student resides.

(revised edition)

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.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS
Directed Study 80
Private Study 85

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>15.00</td>
<td>15.00</td>
<td>Y</td>
<td>04 Apr 2003</td>
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<td>ASSIGNMENT 2</td>
<td>30.00</td>
<td>30.00</td>
<td>Y</td>
<td>09 May 2003</td>
</tr>
<tr>
<td>ASSIGNMENT 3</td>
<td>55.00</td>
<td>55.00</td>
<td>Y</td>
<td>13 Jun 2003</td>
</tr>
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IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, 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 complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. Penalties for late submission of required work:
   Students must attach an application for late submission to assignments sent to the university after the due date.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items.

5. Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) 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 Academic Misconduct for further information and to avoid actions which might
contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/business/polproc/index.htm or in the printed version of the current USQ Handbook.

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 five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or by including an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will not accept submission of assignments by facsimile. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (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 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.

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.