Description: Management of Workplace 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>
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<td>MGT</td>
<td>2001</td>
<td>30185</td>
<td>1, 2004</td>
<td>EXT</td>
<td>1.00</td>
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Academic group: FOBUS
Academic org: FOB003
Student contribution band: 2
ASCED code: 061301

STAFFING
Examiner: Don Smith
Moderator: Simon Fry

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. Much of the content of this course also has an application beyond the workplace. This course is concerned with the management of health and safety in the workplace. The course includes theoretical perspectives on occupational health and safety, the relevant legislation and management strategies and techniques for the attainment of health, safety and performance in the workplace.

OBJECTIVES
On successful completion of this course students should be able to:

- identify and explain the array of threats to workers' health and safety;
- analyse the contribution of the various fields which combine to define the area of occupational health and safety;
- demonstrate an understanding of the difficulties in interpretation of data on accidents and illnesses incurred at the workplace;
- identify various models of accident causation and understand their contribution to the field of workplace health and safety;
- demonstrate an understanding of legislation and policy dealing with workplace health and safety in Australia;
- understand the various types of support available to victims of injury or illness at work;
• identify and explain expert methods for preventing accidents and illnesses at work including risk management techniques and ergonomics;
• analyse the issues surrounding worker involvement in workplace health and safety;
• understand the managerial and other implications of workplace bullying; and
• understand and evaluate the adequacy of contemporary management and organisational approaches to workplace health and safety.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction: the workplace health and safety problem</td>
<td>8.50</td>
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<tr>
<td>2. Perspectives on occupational health and safety</td>
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<td>3. Extent and cost of workplace injury and illness</td>
<td>8.50</td>
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<td>4. Accident causation</td>
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<td>5. Preventative workplace health and safety law</td>
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<td>6. Worker communication and involvement in workplace health and safety</td>
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<td>7. Risk management</td>
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<td>8. An ergonomics perspective</td>
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<td>9. Workers' compensation and rehabilitation</td>
<td>8.50</td>
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<tr>
<td>10. Workplace bullying</td>
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<tr>
<td>11. Management approaches to workplace health and safety</td>
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**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).


(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.


, , *Journal of OHS Australia and New Zealand*,

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

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<th>Description</th>
<th>Marks out of</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>25.00</td>
<td>25.00</td>
<td>31 Mar 2004</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>35.00</td>
<td>35.00</td>
<td>19 May 2004</td>
</tr>
<tr>
<td>2 HOUR EXAMINATION</td>
<td>40.00</td>
<td>40.00</td>
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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:
If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa. 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 the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks gained by the student for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, achieve at least 50% in the examination, and at least 50% of the available weighted marks for the summative assessment 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:
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 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/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/2004/bus.html.
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. 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 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) 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. (vii) 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: Unless otherwise directed by the Examiner, all written and oral assignments submitted by students must conform to the guidelines laid out in the 'Communication skills handbook: How to succeed in written and oral communication'. Any work not prepared in accordance with these guidelines may be subject to penalty or requirement for resubmission.

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).