

HCS 3000 Workplace Safety

School Year - 2011-2012

Pre-requisites: none

Credits: 1

Hours: 25 (recommended)

Textbook/Resources

- No textbook required.

Instructor

All CBe-learn courses will have a news item on the course homepage that will include an introduction to the teacher. Some courses may have more than one instructor. We believe this team teaching approach is advantageous to students in terms of receiving timely feedback and completing course materials. Since CBe-learn teachers are not on-site at school five days a week, and they do not have local phone extensions, all of the communication will be online within D2L using private discussions. Other communication tools including Elluminate and/or email may also be used on occasion. Each of these tools are explored in the e-learn introductory to online learning course.

Course Overview

HCS 3000 Workplace Safety is a pre-requisite to Work Experience 15-25-35. Workplace health and safety knowledge and practices are essential components of the workplace.

Course Structure and Organization

There are 6 sections in this 1 credit course:

- Introduction
- Workplace Health & Safety - Management Systems
- Hazard Identification, Assessment & Control
- Workplace Health & Safety - Legislation
- Developing Your Portfolio
- Demonstrating Basic Workplace Competencies

Assessment/Evaluation

Assignments and Discussions:

- Course Predictions
- Elements of a Health & Safety Management System - Discussion
- Hazard Assessment & Control - Quiz
- Bloody Lucky - Assignment

- 10 Questions to Ask Your Employer - Discussion
- Workplace Health and Safety – Glossary - Assignment
- Developing a Portfolio: Personal Inventory - Discussion
- Writing Your Resume - Assignment
- Writing Your Cover Letter - Assignment
- Demonstrate Basic Workplace Competencies - Assignment
- Course Reflections

Accommodations

Since CBe-learn is an online school with a diverse population of students, it is not always evident which students need accommodations and/or for what course subject. We need you, the student, to bring your exam accommodation needs to our attention!

- Are you an ESL student?
- Did you arrive to Canada from another country?
- Do you have an IPP?
- Do you have a chronic medical condition(s) or learning disability?
- Do you have an acute medical condition or illness?

If you answered yes to any of the questions above, then you may qualify to receive accommodations. Please notify and explain to your teacher within the first week of accessing your online course that you may require accommodations. It is important that you start this dialogue with your teacher.

Roles and Responsibilities of Instructors and Students

Due to the specific nature of HCS 3000 course content, a high level of achievement (final grade) is expected. Student will complete all assignments in a timely manner. Instructor will coach students on assignment expectations and will mark assignments.

Learning Outcomes

- Knowledge and confidence in Workplace Health & Safety practices
- Understand the process involved with Hazard Identification, Assessment & Control
- Knowledge of Workplace Health & Safety Legislation
- Develop a Living Portfolio
- Demonstrate basic competencies in individual effort and interpersonal interaction during the learning process

Academic Honesty/Plagiarism Guidelines

Academic honesty is expected of all students. Work submitted for a grade that is not your own, is an act of academic dishonesty. Any materials taken from other sources must clearly be identified and properly referenced. Intentional deception, plagiarism, copying from another student, obtaining information about exams, and other violations of academic honesty are not acceptable.

Plagiarism is the most common violation. It is the practice of taking the writings or ideas of another person and presenting them as your own. Students should be aware of the forms that plagiarism can take. Any of the following, without reference or acknowledgement of the original source, can be considered as plagiarism:

- Direct duplication of another person's work, from a book, article, web site, another student's assignment etc.
- Paraphrasing of another person's work, making only minor changes to the wording but with the essential meaning, form or progression of ideas maintained
- Piecing together sections of another person's work into a new whole

The typical consequences for first time academic honesty offenders are:

- Contact with parent or guardian
- Contact with guidance counsellor and or/assistant principal if the student attends another CBe-learn high school
- Failure on the assignment, paper or exam (an academic dishonesty grade is assigned ("AD" with a zero percentage)

If a violation of academic honesty occurs a second time, the typical consequence is withdrawal from the course or a final grade of "AD", indicating the nature of the grade as academic dishonesty.

The circumstances and evidence in each case are reviewed by the instructor, student, parents and CBe-learn administrators. Consequences in each case are at the discretion of the school staff.

Inactive Student Guidelines

CBe-learn students must demonstrate an active commitment to their online courses, which involves regular communication with their online teachers, and successful completion of course assessment requirements within a reasonable time frame. If a student is unable to remain academically active in their online course during any 15 school day period, and fails to communicate with their teachers, then they risk losing access to their course. As a result, their user role in the associated course will be changed by their instructor from "Student - CBe-learn" to "Inactive - CBe-learn". Once a student has been designated as inactive, they are no longer eligible to continue in the course; however they are invited to re-register for the next term if they feel they can succeed at a later date. Transfers will not be considered.

The following criteria will be used to identify a student as being inactive within any 15 school day period:

- Has not logged in or accessed the content of the course beyond the introductory material.
- Has not submitted course work for assessments within a reasonable time frame.
- Has not responded to the teachers request for contact via email, private discussions and/or phone on at least 3 occasions.
- Has not participated in a mandatory introductory online or face-2-face session.

This criteria is applied at the discretion of the instructor and administrators at CBe-learn.