

HRMG 2805 – Workplace Health & Safety

Assignment #1

Many organizations have not invested the time or energy into creating and implementing an effective health and safety program. In fact, many of these organizations are operating in non-compliance with OHS law. Generally these organizations have relatively low risk operations, have never encountered a serious injury, and/or may not be aware of the applicable regulations. Assignment #1 asks you to use the information we have covered up until now get some practical experience rationalizing and marketing concepts of health and safety.

So that you are able to get the most out of this assignment I would like you to select an organization with which you are familiar, and for which you may be able to apply this learning opportunity to your current or future career. If you are currently employed it might be worth using your current employer, others may wish to choose a previous employer, or a potential employer.

SCENARIO

Your company's president has recently been at a conference where she heard a presentation on Due Diligence and was told that she, and all managers in the company, could be subject to criminal charges if a serious injury were to occur to any of the organization's workers. This has her concerned, despite the company not having any discernable serious hazards. You have been asked by the company president to present to the senior management group on the risks/liabilities due to health and safety issues and what should be done to mitigate these risks.

The company has no formal safety program. Training/orientation for new employees involves sitting down with Human Resources to get general information on employment at the company. Supervisors may or may not provide supplemental training and there are no organizational requirements for creating or maintaining any safety related documentation. There is not a Joint OHS Committee and there may or may not be First Aid at any given time as this duty is not planned nor scheduled.

Assignment #1 asks you to please complete the following:

1. INTRODUCE YOUR ORGANIZATION

Provide some of the background on the organization for which you are creating this plan. Discussion points include the size and physical layout (multiple sites vs. single site), the number workers, the number of departments, etc.

2. CREATE A PRESENTATION

Please create a presentation for the senior management of the organization. It is up to you how you would like to present the material. Ideas include handouts,

power point presentations, report, letter, etc. This report is aimed towards educating the group on OHS concepts: OHS program requirements, responsibilities, training requirements, first aid, inspections, OHS committees etc. Feel free to include templates or resources to promote your ideas and to 'sell' them to your employer.

Grading

This assignment is worth 15% of your grade for this course. Late assignments will not be graded.

Presentation (grammar, spelling, formatting, appearance)	20%
Selling Safety (making clear arguments and taking a common sense approach to applying the concepts)	40%
OHS Act and Regulation (using examples from applicable law to promote your arguments)	40%
Total	100%

Formatting

Please use your student number (A00#) and 'Assignment 1' in your assignment's file name.

Please choose the formatting to suit your presentation. If you choose a written format please do not exceed 5 pages, single space. I am not overly concerned with the size of margins or text but you are getting graded on presentation, so please ensure that your presentation is professional.

Please be concise. Quality of your arguments is far more important than quantity of work.