

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 100) Introduction to OHSE

### Course Description

This course deals with extending the responsibilities of safety program policy and administration in organizational cultures. In some jurisdictions, "joint safety committees" are a regulatory requirement, while in others, they are a vehicle to improve corporate culture and enhance mutual trust/respect across the hierarchy. Those in roles responsible for producing results for the safety program require a rich understanding of the human qualities of communication, trust, power-sharing, and engagement, regardless of whether an issue is compliance -or policy- related.

### Learning Objectives

Students who complete this course will learn:

- The scope and nature of occupational health and safety
- The definitions of important terminology used in health and safety
- The history of occupational health and safety
- The multi-disciplinary nature of occupational health and safety
- The benefits of occupational health and safety management systems
- The legal framework for the regulation of health and safety
- The role of national governments and international bodies in formulating a framework for the regulation of health and safety
- The responsibilities of workplace parties under their health and safety legislative jurisdiction
- How to determine and implement best practices
- How to identify limitations and constraints of implementing best practices
- An overview of the theories behind incident causation
- How these theories are used to predict and prevent incidents through safety management systems
- How to recognize ideas that form the causation beliefs of one's organization, colleagues, and themselves

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

- Discussion Postings
- Written/Research Assignments
- Quizzes
- Final Exams

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Grade	Grade Point Average (GPA)	Percentage
A+	4.3	90-100%
A	4.0	85-89%
A-	3.7	80-84%
B+	3.3	77-79%
B	3.0	73-76%
B-	2.7	70-72%
C+	2.3	65-69%
C	2.0	60-64%
C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 105) Organizational Development & Behaviour

### Course Description

This course introduces the basic concepts of management and organizational behaviour in the context of using those concepts for the strategic development of occupational health, safety, and environmental processes within an organization.

### Learning Objectives

Students who complete this course will learn:

- To identify how organizational behaviour relates to the concept of safety culture
- How to define management systems
- To identify international best practice standards for management systems
- To identify the differences between process and behaviour management
- To describe the fundamental elements of safety management systems
- To identify the design and function of different organizational types
- To identify the core elements of the management process
- To define the concept of strategy in a business context, focussing on strategic alignment
- To identify the role monitoring and measuring plays in strategic alignment as well as tactic implementation
- To describe the role that recognition and rewards play in performance and strategic alignment
- How the concepts of strategy, tactics, and metrics interact together, specifically how leading performance indicators apply to safety management
- To identify the concepts of leadership and followership and explore the leader-follower relationship
- To describe the basics of motivation, including needs theory and equity theory
- To identify the responsibilities organizations have to the outside world and how different organizations approach these responsibilities
- To identify how organizations can pragmatically gauge safety culture and enact positive change toward their safety

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

- Discussion Postings
- Written/Research Assignments
- Quizzes
- Final Exams

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C	2.0	60-64%
C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 110) Leadership & Communication

### Course Description

Learn the language of communication, the power of ethical messaging, and how thoughtful design is essential to leading in an OHS workplace. In this course, students will learn the elements of communication, the history of management models, leadership styles, and how strong business relationships are fundamental to an effective OHS agenda.

### Learning Objectives

Students who complete this course will learn:

- The concepts of leadership, communication, and ethics
- The importance of effective communication
- The foundations of safety communication
- The nature and purpose of communication
- The principles of effective communication
- The modes of communication
- To identify and address barriers of communication
- Methodical Messaging
- To develop a safety communications plan
- The difference between a safety leader and safety leadership
- Characteristics of safety leadership
- Principles of safety leadership
- Skills and competencies required for effective safety leadership
- Strategies to address common communication barriers
- Active listening skills
- The art of persuasion
- Important written communication considerations

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

- Discussion Postings
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D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 115) Incident Investigation & Response

### Course Description

This course introduces the basic concepts of incident causation and investigation with the intention of using those concepts for the strategic development of occupational health, safety and environmental processes within an organizational context. Students will learn how to apply the content to a wide variety of industrial and commercial settings, as well as many different types of organizations.

### Learning Objectives

Students who complete this course will learn:

- The intent, steps, values and benefits of an incident investigation
- To analyse the human, situational, and environmental factors contributing to incidents
- Different causation models and their importance
- How to identify the stakeholders in the investigation process
- How to examine various facets of planning and preparation, including written plans, emergency response planning, and emergency communication
- The impact of legal requirements on incident planning
- The steps of data collection, including research, investigation, interviews, and observation
- How to recognize bias and how to prevent it
- The basic principles of incident analysis to determine how to gather information to analyze the human, situational, and environmental factors contributing to incidents
- How classifications and models for incidents interrelate and how safety theories relate to safety practice, risk, and risk perception
- To evaluate systems-based and causal-based approaches to safety preventability theories
- How to initiate an investigation and safety program that incorporates organizational values
- Change management techniques that can be used before, during, and after an investigation
- How organizational values and ethics affect safety and safety programs within organizations

**Grade Scheme: Letter Grade**

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## Certificate in Occupational Health, Safety & Environmental Systems (OHS 120) Safety Training: An Introduction to the Fundamental Principles

### Course Description

People – sometimes referred to as human capital – are the most under-utilized resource in the developed world. People are our most valuable resource, yet we often do not do a good job of equipping them with the intellectual and practical skills they need to perform optimally. In this course, students learn effective workplace training tools - and the ability to implement intelligent training strategies - that are key for effective leadership.

### Learning Objectives

Students who complete this course will learn:

- The link between training and organizational effectiveness
- The importance of considering adult learning principles and assumptions when developing training interventions
- How to adapt training interventions to include considerations for individual learning styles
- How to implement a Training Needs Analysis (TNA) to determine the most appropriate training intervention for safety training requirements
- How to develop appropriate learning objectives for safety training interventions
- How to apply the collected data from a Training Needs Analysis (TNA) to recommend an appropriate training intervention

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

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## Certificate in Occupational Health, Safety & Environmental Systems (OHS 125) Safety Management Systems

### Course Description

A requirement of any management system is the ability to prevent losses to the organization's resources. In most jurisdictions, a primary focus of any safety program is compliance with regulatory standards. This is typically an ineffective approach to reducing workplace losses. The field of health and safety has matured and offers a variety of approaches to accomplish this prevention goal.

### Learning Objectives

Students who complete this course will learn:

- The purpose and importance of setting policy for safety and describe the key features and appropriate content
- The context of the organization and the scope of the health and safety management system
- The concept of management commitment and leadership with safety
- The roles and responsibilities and the concepts around accountability and authority
- How to utilize worker consultation and participation for the foundations of the system development and implementation process
- The supports and resources necessary for the establishment, implementation, maintenance and continual improvement of a health and safety management system
- The underlying components of operations: competency, awareness, communication, and documentation
- How to make an action plan (risk profile) based upon hazard identification, risk assessment, and control
- Procurement considerations that include equipment, installations, and materials
- How to apply the health and safety management system to contractors
- The principles, purpose, and role of performance monitoring with leading and lagging indicators and active and reactive monitoring
- The role of the management review and its influence on the health and safety management system
- The principles, purpose, and role of incident, nonconformity, and corrective and prevention actions

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

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C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 130) Hazard Identification, Risk Assessment & Controls

### Course Description

In this course, students learn several basic risk assessment tools and the skills necessary to mitigate risk proactively. Students will learn how to apply these tools by becoming familiar with the process, needed resources, and practical examples for various methods. The intended outcome for these tools and skills is to foster collaboration with stakeholders to identify and prioritize workplace risks.

### Learning Objectives

Students who complete this course will learn:

- How hazard identification, risk assessment, and controls fit within the planning section of the ISO 45001 standard and the benefit of their use
- The difference between hazards, risks, and controls, and the factors that influence each
- The components of a Hazard Identification, Risk Assessment, and Controls program
- How to develop and implement the components of a Hazard Identification, Risk Assessment, and Controls program
- How to apply the ISO 31000 Standard's processes involving the systematic application of program elements into the activities of communicating and consulting, establishing context, assessing, treating, monitoring, reviewing, recording, and reporting risk
- When hazard identification and risk assessments should occur
- The basis of the Prevention through Design (PtD) concept
- The details of different types of hazard identification, risk assessment, and control tools, and when to use them

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

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F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 135) Law & Ethics

### Course Description

Litigation for workplace losses can reach into the corporate boardroom, and cut deeply into the corporate treasury. This course offers the basic principles of applying due to diligence, as well as compliance with health, safety, and environmental standards.

### Learning Objectives

Students who complete this course will learn:

- The characteristics of common law and civil law systems
- Different sources of general and OHS law
- How legal systems apply to OHS activities
- Essential OHS legal concepts
- What ethics are and how they differ from laws
- The terms 'professional' and 'profession'
- How to distinguish between a code of conduct and a code of ethics
- How ethical thinking applies to the OHS profession
- The four common categories of ethical challenges faced by OHS professionals
- The steps in Treviño and Nelson's decision-making model
- How to test different options when making an ethical decision

Grade Scheme: Letter Grade

Minimum Pass: 60%

#### Deliverables:

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C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%



## Certificate in Occupational Health, Safety & Environmental Systems (OHS 140) Industrial / Occupational Hygiene

### Course Description

Workplaces typically represent many unseen but highly hazardous risks, including air quality, sound pressures, temperature extremes, workstation design, and more. Knowing basic identification and management principles to deal with these common workplace hazards will enable a more effective health, safety and environmental management program.

### Learning Objectives

Students who complete this course will learn:

- Key concepts within the discipline of occupational hygiene
- The occupational hygienist's role and why it is important
- The professional ethics of occupational hygiene
- The types of health effects caused by occupational hazards
- The functions of major body systems and how they could respond to hazards
- The principles of assessing hazards and risks and hazard control
- How to test different options when making an ethical decision
- The concepts of Occupational Exposure Limits and Threshold Limit Values
- Hazard communication requirements of the Workplace Hazardous Materials Information System (WHMIS) and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS)
- How to find information about chemicals through Safety Data Sheets (SDS)
- How to measure and evaluate, and control other categories of physical hazards in the workplace such as noise, radiation and vibration, and temperature extremes
- Musculoskeletal disorders (MSDs) and the ergonomic factors that contribute to them
- The basic methods of assessing ergonomic hazards and how to control them
- The causes and effects of workplace stress
- How organizational culture and health and safety culture influence workplace health

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

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- Final Exams

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B-	2.7	70-72%
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C	2.0	60-64%
C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 145) Fire Management

### Course Description

This course is meant to broaden one's knowledge and skills in fire safety. It will cover the standards and requirements for a Fire Prevention and Management Program and a range of fire prevention, protection and suppression systems.

### Learning Objectives

Students who complete this course will learn:

- The financial, moral, social, and legal consequences of poor fire safety management
- The role of national governments and international bodies in formulating a framework for the regulation of fire safety
- The main sources of external fire safety information and the principles of their application
- The requirements for recording and reporting fire-related incidents
- The principles of the combustion process in relation to fire safety
- The principles and conditions for the ignition of solids, liquids, and gasses
- The classification of fires and their characteristics
- Appropriate control measures to minimize fire risks and explosions
- The means of fire protection and prevention of fire and smoke spread within buildings in relation to building construction and design
- The methods and systems available to give early warnings in case of fire – for both life safety and property protection
- The selection procedures for basic fire extinguisher methods- for both life risk and process risk
- The steps to minimize the environmental impact of fire and fire-fighting operations
- The development and maintenance of a fire evacuation procedure
- The aims and objectives of fire safety and risk assessments
- The principles and practices of fire safety risk assessments including principles of prevention

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

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C+	2.3	65-69%
C	2.0	60-64%
C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 150) Environmental Management

### Course Description

One of the most important challenges facing this generation is learning the skills that enable appropriate stewardship of our environment. An effective health, safety and environmental management program integrates stewardship of people, property, environment and processes into one seamless entity.

### Learning Objectives

Students who complete this course will learn:

- Defining moments in the history of environmental management that have resulted in current issues
- The major environmental crises of our time
- Why the critical issues are important
- Key causes of environmental crises
- The role of environmental legislation in placing controls on activities that may impact the environment
- That legislation is variable across jurisdictions, but the aspects are similar
- How the principles for environmental management apply to decision-making
- The main types of environmental management tools employed to characterize, assess, and manage environmental impacts as well as aspects of projects and organizations
- Key pollution problems
- The development of pollution prevention technologies
- How political and societal concerns impact pollution and pollution prevention
- How to evaluate laws, standards, and best practices related to pollution prevention
- How various human populations are impacted by pollution
- The ecological impact of pollution
- The primary methods of pollution control

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

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- Final Exams

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C	2.0	60-64%
C-	1.7	55-59%
D	1.3	50-54%
F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 155) Fundamentals of Auditing

### Course Description

Upon successful completion of this course, students will have an in depth overview of the principles of auditing as well as an appreciation of audit instruments. The theory and practice of performing the essential steps of a health and safety audit will also be covered.

### Learning Objectives

Students who complete this course will learn:

- The history of auditing
- The main components of the ISO 19011:2018 Standard
- The needs and advantages of auditing
- How to reduce the limitations of auditing
- How to distinguish between different kinds of audits
- The seven principles of auditing
- Describe the key stages of management system audits
- The steps for evaluation of an auditor
- Why an audit should be planned
- What an audit plan is and what it entails
- What an audit program is and what it entails
- The activities required for undertaking an audit
- Different audit approaches
- Issues and advantages of using audit checklists
- How to create an audit checklist and the steps involved in conducting an audit
- How to choose an appropriate sampling method and appropriate information sources
- The function of closing meetings
- The components and structure of an audit report
- How to prepare audit findings and conclusions or an audit report

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

- Discussion Postings
- Written/Research Assignments
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- Final Exams

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F	0.0	0-49%

## Certificate in Occupational Health, Safety & Environmental Systems (OHS 1000) Guided Practicum

### Course Description

Upon completion of the courses (or equivalent), students will undertake a Guided Practicum. Here, students will choose from six options, including development of a comprehensive program in a particular context, a detailed program addressing a particular risk issue, development of a business case for their current OHS Program, either one of two Minerva Case studies to perform a detailed analysis, or creating a presentation or another similar option. The Practicum will be evaluated based on the application of context from the courses, additional research, and the utility of the project. Students will be coached through the entire process, starting with a review of a proposal, and feedback at key points through the project.

### Learning Objectives

Students who complete this course will learn:

- Review what they have learned throughout their courses to determine an area of OHSE that they would like to gain further knowledge about
- Prepare a proposal for their project
- Outline the topics that will be discussed and analyzed in the project
- Summarize the purpose of the project
- Defend their choice of topic and why it will contribute to the world of OHSE
- Define important terminology regarding their topic
- Assemble research surrounding their topic
- Examine the research to gain a deeper understanding of their topic
- Select important information to add to their discussion
- Extend the learning that they have accumulated throughout previous courses to add to the discussion
- Identify how the key elements of their project will affect the structure of the safety management system both structurally and culturally
- Compare and Contrast current practice and theory surrounding their topic
- Critically Analyze the research to help them devise and sustain recommendations about their topic
- Interpret the knowledge gained through research and prior learning to gain a deeper understanding of the topic
- Synthesize research and prior knowledge to apply OSHE theory and techniques in a practical setting
- Demonstrate an understanding of OHSE concepts and theory
- Develop a unique perspective on the topic based on research, prior learning, and personal experience surrounding the topic
- Prepare a product that combines research and prior learning to demonstrate a deeper understanding of the topic
- Revise their project based on feedback from an evaluator
- Rearrange information based on further research or feedback
- Relate how to apply theory and research in a practical OHSE setting
- Construct an argument regarding their topic
- Defend their position using research, prior learning, and personal experience
- Justify their argument using proper sourcing
- Evaluate current OHSE practice and make recommendations surrounding potential changes
- Generate a formal reference document using APA format

Grade Scheme: Letter Grade

Minimum Pass: 60%

**Deliverables:**

- **Written/Research Assignments**

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