

# Graduate School of Business

## RISK AND SAFETY MANAGEMENT 660

Unit Outline last updated 2 September 2008

<b>TRIMESTER 3 2008 FACE TO FACE</b>				
Unit Index No	308217			
Credits	25			
Pre-Requisites	None			
Unit Coordinator and Lecturer	Garry Claxton			
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Class dates and times	Mondays: 5:30pm – 8:30pm			
Location	GSB, 78 Murray Street Perth			
Room	212			
<b>IMPORTANT NOTICE</b>				
There is no prescribed textbook for this Unit. Students will be directed towards Readings throughout the Course.				
<b>METHOD OF ASSESSMENT</b>				
ASSESSMENT	OUTCOME ASSESSED	TYPE OF ASSESSMENT	MARKS	SUBMISSION DATES
<b>Assessment 1:</b> Development of a Memorandum to a General Manager regarding legislative safety requirements.	1, 2, 3	Written paper	20%	Week 5 29 Sep
<b>Assessment 2:</b> Multiple Choice Test 1 Multiple Choice Test 2	1, 2, 3	Multiple Choice Test	20% each test.	TBA
<b>Assessment 3:</b> Development of a Safety Management System.	1, 2, 4	Written paper	40%	Week 12 17 Nov

This unit outline is subject to change up until 10 days prior to the commencement of the course. Any changes made to the unit within that 10 day period and after the course commences will be communicated to you directly by your Unit Controller and/or Lecturer via OASIS. This unit outline should be read in conjunction with the GSB Student Guidebook available on the GSB website.

[gsb.curtin.edu.au](http://gsb.curtin.edu.au)

**Curtin**   
University of Technology

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## Introduction to the Unit

This unit introduces you to the concepts and processes associated with the management of organisational risk associated with occupational health and safety. The objective is to develop managers' understanding of the concepts of 'risk' and 'safety', and enhance their capacity to protect the organisation, its employees and external stakeholders against harm.

The unit considers the criteria for sound occupational health and safety policies and practice that encompasses legislative requirements, and extends to organisational best practice. The unit reviews the Occupational Health and Safety legislation, and considers how the application of the principles and spirit enshrined in that legislation can be managed, encouraged, and form part of a work culture that treats people safely and respectfully.

## Aims, Outcomes and Attributes

By the end of this unit students will be familiar the content of the Occupational Health and Safety legislation, from a manager's perspective. Students will also be introduced to the concepts and processes required for translating the legislation into practice within the business context. The unit provides a systemic approach to managing occupational health and safety, and covers the strategies needed to support systems for data and practice. Students will also be asked to consider the Workers' Compensation legislation, and understand the policies and practices needed when things 'go wrong', and the management of injury is required. For further details on the set of nine Graduate Attributes please refer to the GSB student guidebook available from [www.gsb.curtin.edu.au](http://www.gsb.curtin.edu.au). They are also listed in Appendix A of this document. This unit seeks to deliver on four of the nine key attributes:

Attributes	Learning Outcomes	Assessment
1	<ul style="list-style-type: none"> <li>Understand different strategies for implementing effective policies and practices relating to the management of occupational health and safety at work.</li> <li>Understand the impact of occupational health and safety strategies on individuals, groups and stakeholders both within and external to the organisation.</li> </ul>	Assessment 1 Assessment 2 Assessment 3
2	<ul style="list-style-type: none"> <li>Critically evaluate occupational health and safety-related legislation and strategies initiated from govt level.</li> <li>Consider and plan for required HR resources and skills in changing political and economic environments.</li> </ul>	Assessment 1 Assessment 2 Assessment 3
3	<ul style="list-style-type: none"> <li>Access, evaluate and synthesise diverse information for intelligent application of risk and safety management strategies in the workplace.</li> <li>Reflect upon the process of planning for occupational health and safety in the business context.</li> </ul>	Assessment 1 Assessment 2
4	<ul style="list-style-type: none"> <li>Effectively communicate in a manner appropriate to their audience and their desired outcomes.</li> <li>Understand the impact of communication and its content on stakeholders in relation to risk and safety management both within and external to the organisation.</li> </ul>	Assessment 3

## Text Books

There is no prescribed textbook for this Unit. Students will be directed towards Readings throughout the Course.

## Learning Methodology

Students' work and life experiences are rich sources of information and can be used to develop your understanding of risk and safety management, from the occupational health and safety perspective. To optimise the opportunities and discussions presented in this Unit, students will be encouraged to share their own experiences and contribute questions and responses in the Seminars.

## Blackboard Supplementation of this Unit

This unit is supplemented by Blackboard, a web based learning management system that is to be used in conjunction with the delivery of this unit. These materials will be covered in class so it is the student's responsibility to bring the results of these online assessments and learning activities to class.

If you are new to Blackboard, we encourage you to look at the CBS Online section of the website at <http://www.cbs.curtin.edu.au/business/current-students/unit-and-course-information/online-units-and-blackboard> . This website provides a good introduction to Blackboard. Should you require assistance of any kind, please make sure you direct your queries to the appropriate area in order to get the result you need quickly. For content-related issues, contact your e-Lecturer through Discussion Board facility. For technical issues, please fill in the online help form at [http://sams.cbs.curtin.edu.au/cbs/bb\\_studentaccess.php](http://sams.cbs.curtin.edu.au/cbs/bb_studentaccess.php)

The access to your online unit in Blackboard will become available on Tuesday, 26 August.

Direct link to Blackboard: <http://www.elearn.cbs.curtin.edu.au/>

Login to Blackboard is as follows:

Username: your Curtin student number

Password: your OASIS password

If you have not activated your OASIS logon, please go to <http://www.oasis.curtin.edu.au> and follow the prompts.

## GSB Professional Portfolio

From Trimester 2 2008, all newly commencing MLM and MBA students are required to log at least 40 hours of professional development activity in their Portfolio. Although there are plans to develop an online log of activity, currently the Portfolio is a physical document with space to record relevant activities and collate and store supporting documentation. All newly enrolled students will be sent a Professional Portfolio in the mail. If the 40-hour requirement is not met, it may delay your graduation.

The GSB Professional Portfolio is a tool for extending and developing professional development opportunities for GSB students. It is a practical way to build on skills learned through our coursework and also contributes to the GSB's strategy of encouraging life-long learning. More information about the Professional Portfolio can be found here:

<http://www.cbs.curtin.edu.au/business/teaching-areas/graduate-school-of-business/current-students/gsb-professional-portfolio>

An information session is also scheduled for GSB Orientation (see below).

## GSB Orientation

As part of the GSB's commitment to providing students with an optimal learning experience, we schedule an orientation program which typically takes place in the week prior to the official commencement of trimester. We recommend that all new students attend Orientation as information sessions on the following important topics are scheduled:

- Library Skills
- OASIS training
- Administrative processes
- GSB Professional Portfolio

Students will also have the chance to meet academic and professional staff as well as representatives from the GSB Alumni, GSB Toastmasters Club, CIPSA and the GSB Postgraduate Careers Development Program. An opportunity to network with fellow students is also an invaluable part of the evening. Details on registering for the event can be found on our website.

Hours accrued at Orientation may count toward your GSB Professional Portfolio tally.

## Assessment Overview

METHOD OF ASSESSMENT				
ASSESSMENT	OUTCOME ASSESSED	TYPE OF ASSESSMENT	MARKS	SUBMISSION DATES
<b>Assessment 1:</b> Development of a Memorandum to a General Manager regarding legislative safety requirements.	1, 2, 3	Written paper	20%	Week 5 29 Sep
<b>Assessment 2:</b> Multiple Choice Test 1 Multiple Choice Test 2	1, 2, 3	Multiple Choice Test	2 x 20%	TBA
<b>Assessment 3:</b> Development of a Safety Management System.	1, 2, 4	Written paper	40%	Week 12 17 Nov

## Assessment Details

### Assessment 1: Development of a memorandum to your General Manager [20%]

**Word Limit: 1,500 words** (assessments over or significantly under this limit will be penalised 10% of the total mark).

Assessment questions 1 and 3 to be proved in Week 1.

### Assessment 2: Two multiple choice tests (2 x 20%)

Test dates TBA.

### Assessment 3: Health and Safety Management System (40%)

**Word limit: 2500 words**

The media continue to be critical of the number of fatalities and serious injuries occurring on construction sites. This assessment requires you to consider a documented process for the prevention of workplace fatality and injury. Your ideas will be presented in the form of a Health and Safety Management System (SMS).

Your SMS needs to address the following:

- structure of the SMS;
- organisational philosophy, and goals in relation to safety;
- Strategies and processes for:
  - employee selection
  - induction and training
  - contractors and site visitors
  - consultation with stakeholders (unions, employees) and participation in decision-making;
  - accident reporting and investigation
  - grievance procedures
  - workers' compensation and injury management;
  - hazard management;
- Strategies for measurement, evaluation and review.
- More information will be provided in class.

**The items provided above are not in any particular order. It is appropriate for you to decide the most applicable order that fits with a 'SMS'.**

Assessment will be based on a evidence of your understanding what a health and safety management system 'looks like', together with an appreciation of the problems and solutions that might be encountered/required in the implementation of your systems approach.

## Submission Guidelines for Assignments

- Assignments are to be submitted in hard copy at the lecture **on the due date** (that is, on the relevant Monday). Please note: in the interest of equity for all students, assignments may be handed in earlier, but **not after the due date** (that is, after the class you normally attend - to do so will attract a penalty). If assignments are submitted before the due date, they must be date-stamped by a Student Services Officer in the Student Services Office. Therefore, assignments will need to be handed in during office hours. **Assignments collected after the due date, without a date-stamp, will be treated as late in submission and will attract a penalty.**
- Please retain a copy of every assignment submitted for marking for your own records. This copy will be required in the event of an assignment being misplaced or unaccounted for. The onus is on the student to make available another copy of the assignment for marking.
- Please use the following specifications for your assignment layout (unless otherwise specified):
  - Font: Times Roman 12 and double-spacing
  - Margins: at least 2.5 cm top/bottom/left/right
  - Please include a cover-sheet setting out:
    - your name
    - student number
    - unit title,
    - a word count, and
    - the title of the assignment.
- Papers will not be marked beyond the page limit/word count.
- For assignments that you would like returned, please include a self-addressed A4 envelope.
- Feedback sheets are provided and indicate the key areas that will be considered when marking your work. Please refer to the appropriate feedback sheet when planning and completing your assignment to ensure you have included all the necessary sections.
- Your assignment should be thoroughly checked for typing, spelling and grammatical errors. You may consider having a colleague proof read your assignment before you submit it.
- Make sure you acknowledge all sources used to write your assignment – eg. journals, books, articles etc...
- Provide a list of references at the end of your assignment in the Chicago Style.
- Use a range of scholarly material...eg. Peer-reviewed articles from the scholarly databases, textbooks and material from the Internet. Material from the Internet often, however, does not have the same peer review mechanisms in place so you must be wary what you use as literature to support your reviews.
- The paper should unfold systematically from an introduction, through the particular sections, to a conclusion containing a summary of the major findings. Headings and sub-headings should be used whenever appropriate and as the discussion demands.

### PLEASE NOTE:

In the preparation of individual written assignments students are encouraged to discuss and exchange information. However, the various papers will be treated as an individual exercise

and plagiarism is to be avoided. Where there is evidence of plagiarism the student will be awarded a fail grade for the unit.

Acknowledge not only direct quotes but also the source of ideas, examples and materials which are not a direct quote, but which have been paraphrased from another source. All tables and charts must be sourced. For the University's policy on plagiarism, please refer to the **Graduate School of Business Student Guidebook**. The GSB is committed to undertaking plagiarism audits on assessments submitted for its units.

## Chicago Author-Date Referencing Style

It is a requirement of the Curtin Graduate School of Business that all assignments submitted for assessment must be referenced using the Chicago Author-Date Referencing Style. Details of Chicago referencing style can be found online at

[http://library.curtin.edu.au/research\\_and\\_information\\_skills/referencing/index.html](http://library.curtin.edu.au/research_and_information_skills/referencing/index.html)

Assignments submitted without Chicago Referencing **will not be marked**. It is strongly suggested that students learn and use EndNote software to ensure compliance with the Chicago System. Copies of EndNote are free to all GSB students from here:

<http://startup.curtin.edu.au/software/endnote.cfm> and some Curtin EndNote style downloads and training are available here:

[http://library.curtin.edu.au/research\\_and\\_information\\_skills/endnote/index.html](http://library.curtin.edu.au/research_and_information_skills/endnote/index.html)

## Submission & Return of Assignments

Please ensure you use the unit outline specifics to check that you have addressed all of the criteria before handing in your assignment.

Students may expect the marks (and feedback, where appropriate by the end of fifteen (15) working days after submission (unless otherwise negotiated between the lecturer and students). **Assignments are not available** for collection from Administration staff.

For an explanation of your grade, please see **Appendix B: Grading System** which explains the marking system used at the GSB.

## Late Submission of Assignments

Assignments are expected to be submitted before or on due dates. Only in *critical* circumstances (acute sickness of self or close family – verified by medical certificate), may students negotiate for an extension of time. Please note that heavy employment-related workloads or deadlines will not warrant the granting of an extension. Only one extension will normally be given within this Unit. Reason/s for request for extension must be submitted in writing (postal or email) A MINIMUM OF FOUR (4) DAYS BEFORE THE DUE DATE OF THE ASSIGNMENT. Please note that an extension will not be given for reason of pressure of workload.

In the case of assignments being submitted after the due date, without permission for extension by the lecturer, the assignments will be graded:

- 20% lower if submitted 1 - 7 days late;
- 40% lower if submitted 8 - 14 days late;
- after 14 days, the assignment will **not** be accepted for marking.

## GSB Student Guidebook 2008

Please refer to this publication online for essential information regarding the following:

- GSB Graduate Attributes and Learning Outcomes
- Assessment and Results which includes information on the GSB Grading System, Assessment Guidelines and the Appeals Process.
- The Student Feedback system and Student Representatives (see below).
- Referencing and Malpractice
- Plagiarism
- Ethics
- Emergency Procedures.

Please make sure you obtain a copy of this publication which is found on the **GSB Student Guidebook** available from the **GSB homepage** under **Quick Links**.

## Student Representative

A student representative must be elected by the class by the end of the second week of the unit (or second day in the case of an intensive). The student representative is responsible for collecting feedback from the other students and forwarding this to the lecturer and/or unit controller. The student representative also represents the class at the Student - Staff Committee meetings. Once a student representative is elected, the name and contact details should be directed to the Student Academic Advisor. For full details on the student representative role refer to the **GSB Student Guidebook** available from the **GSB homepage** under **Quick Links**.

## Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation and policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University's Guiding Ethical Principles
- the University's policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University's policies on appropriate use of software and computer facilities

Information on all these things is available through the University's "Student Rights and Responsibilities" web page at: <http://students.curtin.edu.au/rights/>

## GSB Student Feedback via e-Valuate

Curtin University has introduced a confidential unit specific student feedback system called e-Valuate. This system provides the unit coordinator, lecturer and Head of School with important information about student's learning experiences and the achievement of learning outcomes during their enrolment in this unit. You are strongly encouraged to log onto e-Valuate at the end of this unit and provide your valuable feedback. Further information on how and when to do this will be posted during the trimester.

The Curtin Business School values student feedback as one of the many ways to continuously inform improvement to this unit. Recent improvements have included:

1. Restructure of assessment load.
2. Clarification of learning outcomes and graduate attributes

Recent student feedback on this Unit is available at

<https://evaluate.curtin.edu.au/login.cfm> Once you have logged in click the reports tab at the top and search for the unit summary report (USR) for your unit.

## Appendix A: Graduate Attributes

The GSB offers a range of Award Programs in which the students will:

1. Have a thorough foundation of contemporary business theories, concepts and principles and be able to apply these in a group or organisational environment.
2. Create and critically evaluate innovative ideas and strategies within ambiguous and uncertain business environments.
3. Access, evaluate and synthesis diverse information for intelligent business application.
4. Effectively communicate in a manner appropriate to their audience and their desired outcomes.
5. Select and use appropriate technologies and recognise their advantages and limitations.
6. Utilise life-long learning strategies.
7. Recognise and apply international perspectives within the business environment.
8. Appropriately manage and value diversity within a business setting.
9. Apply professional skills – team work, leadership and ethical behaviour.

## Appendix B: Grading System

The grading in this unit will be consistent with the grading scheme below.

<b>% Grade</b>	<b>Criteria</b>
<b>90+</b>	Shows a passion for the topic. Student has built on a solid base of deep knowledge and delivered original thought or provided original application of a presented model. Has displayed sound and defensible judgement.
<b>80-89</b>	Student has integrated/synthesised a complex body of knowledge. Is able to bring ideas together succinctly. Has displayed sound grounded opinion.
<b>75-79</b>	Critical evaluation or deeper understanding displayed identifies key issues on top of B below; adds value to data or basic research.
<b>70-74</b>	Intelligent organisation and expansion of concepts, ideas; illustrates through application; sought other reading if appropriate.
<b>65-69</b>	Covers key issues, on top of C below, in a superior way.
<b>60-64</b>	Descriptive, can summarise, organise ideas and present a basic conclusion, internally logical. Presents basic concepts can take a concept and break it into its parts. Provides a basic answer to the question.
<b>50-59</b>	Undertaken acceptable amount of work, sticks to the question but disjointed, ideas not linked or not well linked to the foundation of knowledge. Some errors, but not enough to flaw the answer/ argument.
<b>&lt;50</b>	Superficial work, insufficient research. Some limited research but has not pulled it together. Doesn't answer the question, errors which flaw the answer, argument; displays significant gaps in foundation knowledge.

Moderation is the process by which fair assessment is assured when there are: multiple markers; one marker assesses a large number of papers; the unit is taught at different campuses; or the assessment is largely subjective. Unit controllers are responsible for ensuring that comparability of assessment is achieved. For further information and/or explanation refer to the Teaching & Learning at Curtin 2008 teaching handbook, Section 5.4, page 41 (<http://lsn.curtin.edu.au/publications/tlbook08.pdf>)

## Unit Planner and Study Guide

<b>Week</b>	<b>Class Date</b>	<b>Module</b>	<b>Assessment Due Dates</b>
1	Wed 27 August	Orientation at the GSB from 4:00pm Recommended for new students <b>Read through Unit Outline</b>	See Unit Outline or GSB website for Orientation details
2	01 Sep	Introduction and overview: Occupational Health and Safety (OHS) legislative review	
3	08 Sep	OHS legislative review (continued)	
4	15 Sep	Application of the principles of OHS Risk Management	
5	22 Sep	Managing hazards in the work environment	
6	29 Sep	Participation in the investigation of OHS incidents	
7	06 Oct	Design and development of OHS participative arrangements	Assessment 1 due
8	13 Oct	A systematic approach to managing OHS	
9	20 Oct	OHS information and data systems	
10	27 Oct	Workers' Compensation legislative review	
11	03 Nov	Workers' Compensation legislative review (continued)	
12	10 Nov	Injury management principles and practices	
13	17 Nov	Injury management principles and practices (continued)	Assessment 3 due
14	24 Nov	Unit evaluation survey and review of unit	<b>e-Valuate opens on 24 Nov and closes on 7 Dec</b>