

Unit Outline

MN322

Unit Name	Workplace Wellbeing and Safety		
Unit weighting	Unit credit points: 3		
Pre-requisite or co-requisite	MN210 Managing Human Resources		
Delivery mode	Face to face on site	Full time or part time	
Location	<i>Sheridan</i> 18/7 Aberdeen St, Piccadilly Square West, Perth WA 6000		
Student Workload	<i>Timetabled: 36 hours (3 hours per week over 12 teaching weeks)</i> <i>Personal Study: 132 hours (9 hours per week over 12 teaching weeks + 12 hours per week over 2 non-teaching weeks)</i> <i>Total workload: 168 hours (12 hours per week over 14 weeks)</i> <i>Academic writing support available if needed</i>		
Prescribed Textbook(s)	Dunn, C., & Ercole, S. (2018). <i>Australian and New Zealand master work health and safety guide</i> . CCH.		
Other resource requirements	Access to the Learning Management System Canvas canvas.sheridan.edu.au		
Work-integrated learning activity	Not applicable		
Timetabled day and time	Tuesday, 1pm	Room	Room 5 (Ruby)
Unit Coordinator	AJ Murthy	Phone:	6222-4222
Email	amurthy@sheridan.edu.au		

Unit Description

The key purpose of this unit is to provide the student with a legal framework of wellbeing and safety in Australia. Derived from this framework and principles of wellbeing and safety, the student will be able to design a comprehensive safety system which can be applied practically to workplaces.

MN322 Learning Outcomes

Upon successful completion of this unit, you will be able to:

- A. Describe the principles of workplace wellbeing and safety systems.
- B. Critically review the legal framework for workplace wellbeing and safety in Western Australia and Australia.
- C. Apply relevant work, health, and safety legislation and relevant academic research to workplace scenarios.
- D. Design a comprehensive well-being and safety system for a workplace.

Sheridan Graduate Attributes

Sheridan graduates will be ...

1. Lovers of truth
2. Seekers of wisdom
3. Innovative thinkers
4. Effective communicators
5. Independent learners
6. Servant leaders

Assessment Schedule

Assessment Type	Value	Due Date	Learning Outcomes (LOs) Assessed	Graduate Attributes (GAs) Addressed
1. In class exercises	20%	Wks 1-6; 8-10 (Canvas) & Self-Assessment week 13	A, B, C, D	1,2,3,4,5,6
2. Report	40%	Week 10	A, B, C, D	1,2,3,4,5,6
3. Final examination	40%	Week 15	A, B, C	1,2,3,4,5

NB: You must submit all assessments to satisfy the unit requirements.

1. In class exercises

Format: Online written response plus verbal contribution in class discussion. Suggested Length: 1 – 2 paragraphs per question.

Each week there will be two elements:

Written is due = 11.55 p.m. the day before the relevant class (see unit schedule),

Verbal in class = as per unit schedule.

Discussion questions will be posted by the lecturer online (on Canvas). The purpose of these discussions is to generate thoughtful discussion of the reading material and assist each other in the learning process. Students are expected to submit their response in the relevant area on 'Canvas' (Sheridan's online learning tool) by midnight prior to each class (unless indicated otherwise).

In addition to posting quality responses online, the lecturer will be looking to see students take a leading role in discussions, based on their prepared responses when in class. Reflections and discussion responses will be a resource for this unit and beyond. Relevant examples from your workplace and insight from other sources enhance the discussion. Each student is expected to participate in every discussion topic for each session.

If a student is unable to make it to class for any reason, the student should still submit their responses by email as per the times due as indicated above. Part of your discussion will assist you with your report (Assessment Two).

Assessment Type	In Class Activities				
	High Distinction (80-100%)	Distinction (70-79%)	Credit (60-69%)	Pass (50-59%)	Fail (0-49%)
Identification of the Main Issues/Problems	Fully grasps all the key issues in this assignment	Exhibits a sound grasp of the issues in this assignment	Evidences a grasp of the issues in this assignment	Has begun to grasp the issues in this assignment	Has not grasped the issues in this assignment
Analysis of the Issues	Demonstrates a pronounced ability to analyse the issues in this assignment	Demonstrates a pronounced ability to engage with the issues in this assignment	Demonstrates ability to engage with the issues in this assignment	Demonstrates engagement with the issues in this assignment	No engagement of or analysis of the issues
Engagement with Contemporary Scholarship	Demonstrates pronounced ability to critically evaluate and empathetically assess a range of scholarly viewpoints	Evidences ability to critically evaluate a range of scholarly viewpoints	Exhibits engagement with a range of scholarly viewpoints	Evidences engagement with a range of scholarly viewpoints	Limited to no evidence of engagement with scholarly viewpoints

Quality of written responses	All written responses of an extremely high standard	Mostly very high-quality written responses	Quality written responses	Written responses mostly adequate	Written responses mostly of an inferior quality
Responses uploaded / submitted on time to Canvas	No late submissions	N/A	N/A	One late submission	Two or more late submissions
In Class Contributions and leadership	Exceptional participation and leadership in class discussions	High quality participation and leadership in class discussions	Very Good participation and leadership in class discussions	Good participation and leadership in class discussions	Poor participation and leadership in class discussions

2. Report - Design a comprehensive well-being and safety system for a workplace

Format: Report (with Recommendations)

Length:2500 words (plus appendices)

Weighting:40%

Individually, or in small groups of up to four people, students are to assume the role of Human Resource Manager.

Students are to prepare a well researched 2500-word report to the CEO recommending clearly justified best practice Wellbeing and Safety systems and practice for the organization that they have chosen.

At a minimum, the report must clearly address the following areas.

- Consideration of the legislation
- Mental wellbeing
- Hazard identification and elimination / mitigation and reporting
- Accident / Incident reporting
- Wellness and Safety issues
- Strategies and recommendations

Include an appendix (not included in the word limit) with examples of documentation to support your recommendations (Policies, procedures, forms etc.).

Assessment Type	Wellbeing Report				
	High Distinction (80-100%)	Distinction (70-79%)	Credit (60-69%)	Pass (50-59%)	Fail (0-49%)
Identification of the Main Issues/Problems	Fully grasps all the main issues in this assignment	Exhibits a sound grasp of the issues in this assignment	Evidences a grasp of the issues in this assignment	Has begun to grasp the issues in this assignment	Has not grasped the issues in this assignment
Analysis of the Issues	Demonstrates a pronounced ability to analyse the issues in this assignment	Demonstrates a pronounced ability to engage with the issues in this assignment	Demonstrates ability to engage with the issues in this assignment	Demonstrates engagement with the issues in this assignment	No engagement of or analysis of the issues
Engagement with Contemporary Scholarship	Demonstrates pronounced ability to critically evaluate and empathetically assess a range of scholarly viewpoints	Evidence ability to critically evaluate a range of scholarly viewpoints	Exhibits engagement with a range of scholarly viewpoints	Evidence engagement with a range of scholarly viewpoints	Limited to no evidence of engagement with scholarly viewpoints

Recommendations	Demonstrates pronounced ability to propose quality recommendations and supported by well researched justifications in this assignment	Demonstrates pronounced ability to propose appropriate recommendations with very good justifications in this assignment	Demonstrates ability to propose appropriate and justified recommendations in this assignment	Proposes appropriate recommendations in this assignment with some justification	Demonstrates limited to no ability to propose appropriate and well justified recommendations in this assignment
Documentation Examples	Provided numerous high-quality examples of best practice documentation	Provided high quality examples of best practice documentation	Provided quality examples of best practice documentation	Provided examples of best practice documentation or documentation that required some enhancement	Few examples of best practice documentation
Language & Report Writing Conventions	Excellent report structure / Consistently uses correct grammar with no misspellings	Very good report structure / rare grammatical or spelling errors are noted in paper	Good report structure / few grammatical or spelling errors evidenced in the paper	Report structure used / Some errors in spelling and grammar evidenced in paper	Incorrect report writing format and / or Poor spelling and grammar characterize the work

3. Final examination

The final examination for this unit will take place in Week 15.

Learning Resources

Prescribed Textbook(s)

Dunn, C., & Ercole, S. (2018). *Australian and New Zealand master work health and safety guide*. CCH.

Recommended Supplementary Reading

Dunn, C. (2011). *Planning work, health, and safety: An introduction to best practice*. CCH.

McCulloch, J., & Tweedale, G. (2008). *Defending the indefensible: The global asbestos industry and its fight for survival*. Oxford University Press.

Quinlan, M., Bohle, P., & Lamm, F. (2010). *Managing occupational health and safety: A multidisciplinary approach (3rd ed.)*. Macmillan.

Walters, D., Johnstone, R., Frick, K., Quinlan, M., Gringras, G., & Thebaud-Mony, A. (2011). *Regulating work risks: A comparative study of inspection regimes in times of change*. Edward Elgar Cheltenham.

Workers' Compensation and Injury Management Act 1981.

Work, Health, and Safety Act 2020.

Academic Journals

You may find relevant articles in the following journals:

American Industrial Hygiene Association Journal

American Journal of Industrial Medicine

American Journal of Public Health

Applied Ergonomics Journal

Australian Journal of Labour Law

Australian Journal of Public Health Ergonomics

International Archives of Occupational and Environmental Health

International Journal of Health Services

International Journal of Industrial Ergonomics

International Journal of Occupational and Environmental Health

International Review of Industrial and Organizational Psychology

Journal of Occupational and Environmental Medicine

Journal of Occupational Health Psychology

Occupational Medicine Journal

Policy and Practice in Health and Safety Journal

Safety Science Journal

Scandinavian Journal of Work, Environment and Health Journal

Weekly Schedule of Topics

MN322 Workplace Wellbeing and Safety

Prescribed text(s):

Dunn, C., & Ercole, S. (2018). *Australian and New Zealand master work health and safety guide*. CCH.

WEEK	TOPICS	PRESCRIBED READINGS	ASSESSMENTS
1	Introduction to workplace safety	Part 1- Chapter 1 & 2 (In Class)	In class exercises
2	Legal considerations	Part 2- Chapter 3 & 4	In class exercises
3	Work, health, and safety act 2020	Chapter 5, 6, 7 & 8	In class exercises
4	Workers' compensation and injury management act 1981	Chapter 5, 6, 7 & 8	In class exercises
5	Workers' compensations and injury management	As above and Workers' compensation and injury management act 1981- Chapter 9 & 10	In class exercises
6	Governance, culture, consultation, industry organisations, risk management, training	Chapter 9 - 14	In class exercises
7	In-semester Study Week		
8	Purchasing, contractors, documentation, and evaluation	Chapter 15, 16, 17 & 18	In class exercises
9	Emergencies, plant, & chemicals	Parts 4 – Chapter 19-22	In class exercises
10	Security, bullying and violence,	Part 5- Chapter 23-30	In class exercises Report due Week 10
11	Manual tasks & property	Part 5- Chapter 31-32	In class exercises
12	High Risk industries, mining, & oil and gas	Part 5- Chapter 33-35	In class exercises
13	Unit review		Self-Assessment due Week 13
14	Pre-exam Study Week		
15	Exam week		Exam