

ER

BEHRING

ADM 6520

La **santé** et la **sécurité** du travail
face à la **diversification** des réalités organisationnelles

PROTOTYPE

OHS–ADM 6520 Case Analysis Simulator

ADM6520: ADM6520 - Organization, Health and Safety (OHS) Issues
in Current Organizational Diversified Realities

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The ADM 6520 OHS Case Analysis Simulator is a data collection tool that enables you to act as an occupational health and safety consultant. The Simulator consists of four sections: Macro, Meso, Micro and Effects. These sections correspond to the dimensions of the ADM 6520 OHS Operational Analysis Framework.

You will find two types of questions in the Simulator. Some will be completed based on an interview with a worker you have chosen to study. You will respond to the others by searching the literature available in the course or that you have identified yourself. You will recognize the type of questions from the following icons:



Questions to be asked of the individual worker



Questions you should answer, as consultant, based on your documentary research

You should record data in the Simulator as you collect it. You can return as often as you like to expand on your answers; however, only the most recent version of your answers will be saved.

These data will be useful for writing your hand-in assignment.

STARTING POINT

Fill in the fields concerning the case you wish to study.

- a) Name (fictitious) of worker: _____
- b) Gender (how the person self-identifies): _____
- c) Title of position held: _____
- d) Name (fictitious) of the organization or employer: _____
- e) Place where the worker performs his/her duties: _____
- f) Economic sector: _____

Macro dimension – context

1. Context



How would you describe the employability situation in your sector of work? In the current economic context, is your sector experiencing a labour shortage or a high unemployment rate? Briefly explain, and name the sources of your information.

2. Context



According to your documentary research, what is the employability situation in the sector specific to the case studied: labour shortage, high unemployment rate? Briefly explain, and identify your sources. You may add any other information that comes to mind.

3. Context



Is the economic sector in which you work declining or expanding? Explain the basis for your answer.

4. Context



According to your research, is the economic sector of this case declining or expanding? According to whom? Provide source(s) for this information.

Macro dimension – policies

5. Policies

List all the information relevant to your operational analysis on the following topics:



a. Social policies (health, work/family balance, etc.). Name these policies.

...



b. Minimum labour standards. Name these standards.

...



c. Labour relations regime (Acts governing unionized work). Name these Acts.

...



d. Occupational health and safety regime (Acts specifically regulating prevention and compensation, harassment). Name these Acts.

...



e. Labour market policies (to promote employability for the case being studied). Name these policies.

...

6. Policies



How do the policies, Acts and standards you have identified affect the sector of activity of this case? Briefly explain.

7. Policies



Are these policies, Acts and minimum standards respected in the sector of activity of this case? Explain briefly.

8. Policies



Are there any standards or norms guiding OHS in this economic sector? Name them.

9. Policies



Do you know which Acts and standards govern your work activity? Explain them briefly.

10. Policies



In your opinion, does your employer comply with the Acts and standards governing your work activity? Explain briefly.

11. Policies



Based on your research and the data you collected, are the Acts and standards being respected in the area of activity of this case?

12. Policies



Are you a unionized employee? If so, please provide the name of your union and any sources of information regarding your collective agreement. If you are a non-unionized worker, indicate any documented contractual agreements.

13. Policies



Based on the information obtained from the previous question, briefly explain the legal context of the employment contract.

Meso dimension – workplace

14. Workplace – conditions of performance



Do you work in the production of goods or provision of services? Briefly explain what type of goods you produce or services you provide.

15. Workplace – conditions of performance



What is the management philosophy for the production or services in your position (lean manufacturing, just-in-time, total quality, etc.)? Describe briefly.

16. Workplace – conditions of performance



Explore the occupational health and safety realities surrounding this type of production or service philosophy. Explain what you have found in the literature, and identify your sources.

17. Workplace – conditions of performance



Does your organization offer training related to your position? Elaborate and briefly explain the training options.

18. Workplace – tasks and requirements



Briefly describe the tasks specified in the job description provided by your organization.

19. Workplace – tasks and requirements



What is the specified work schedule for your position (day, evening, night, degree of flexibility for start/finish times, shifts, etc.)?

20. Workplace – management practices



In your opinion, is the work organized in such a way as to protect your health and safety at work (sufficient time to perform tasks, clear instructions)? Comment briefly based on known or observed information.

21. Workplace – management practices



Based on your observations as a consultant, do you believe the work is organized in such a way as to protect the health and safety of this worker (sufficient time to perform tasks, clear instructions)? Comment briefly based on known or observed information.

22. Workplace – management practices

Is there a system, or are there arrangements or policies in place for replacing absent workers? Explain briefly.

23. Workplace – OHS culture

Is there an individual or committee within the organization with responsibility for health and safety? Comment briefly.

24. Workplace – OHS culture

How would you characterize the OHS culture in your organization? Are there any OHS policies or measures in place? Explain briefly.

25. Workplace – OHS culture

Determine whether the management of the work being studied is typical of **management focused on day-to-day activities, reactive management or proactive/preventive management**. Document some observations that allow you to associate the situation with one of these types of management. Refer to the definitions provided in the CNESST's *Cadre de référence, conditions gagnantes pour la prise en charge de la SST dans les établissements d'enseignement* (Quebec commission on workplace standards, equity, health and safety: reference framework on winning conditions for managing OHS in educational institutions).

26. Workplace – OHS culture

What employment **protection measures** exist in your work? Describe some of these measures (e.g., layoff or termination, seniority rule, parental or other type of leave).

27. Workplace – OHS culture

What **protective measures** exist in terms of occupational health and safety? Describe some of these measures (rules in the collective agreement, temporary assignment, preventive leave, compensation, etc.).

28. Workplace – structural characteristics

How are you paid? Describe the remuneration methods (hourly wage, contract, bonus, piecework, etc.).

29. Workplace – structural characteristics

Is there a specific qualification level required to apply for or keep your job? Is it governed by the organization or by a professional order? Explain briefly.

30. Workplace – structural characteristics

Describe the distribution of the workforce for your position in the organization:

- Gender: predominantly male, predominantly female, mixed
- Age group: 20–30 years, 30–50 years, 50 years and over
- Status in general: full-time, part-time, regular, permanent, contract.

Explain and indicate whether this employment status is typical for the organization.

31. Workplace – social environment

What is your hierarchical position in the organization? Briefly explain.

32. Workplace – social environment

Does your work activity require job rotations within the organization? Briefly explain

33. Workplace – social environment

Does your work activity require maintaining relationships with clients, users, etc.? Briefly explain.

34. Workplace – social environment

Does your work activity involve task interdependencies, collaboration, etc.? Briefly explain.

35. Workplace – social environment

Are there mechanisms to facilitate worker participation in the decision making regarding work organization (presence of a health and safety committee or other)? Explain briefly.

36. Workplace – status of labour collectives

Based on your response regarding the relationships required for your work (interdependence in tasks, collaboration, etc.), how do those relationships help you in performing your tasks? Do they enable you to protect your health and safety?

Micro dimension – worker

37. Worker



Do you belong to a group that is covered by job access or retention policies?

Briefly explain.

38. Worker



Please indicate the level of education required for your position (e.g., high school, vocational, college or technical training, university).

39. Worker



Do the hiring criteria for your position include a number of years of experience?

Explain briefly.

40. Worker



Do you have opportunities to access other jobs within the organization? Are you looking for another job?

41. Worker



Have you ever suffered an on-the job injury or occupational disease? If so, please explain what happened. Are you entitled to compensation during periods of rehabilitation or leave?

42. Worker



Is there a bias related to gender or ethnicity in your position, or a bias with regard to your profession? Explain.

43. Worker



Are you entitled to accommodations that promote work/life balance? Are you currently benefiting from any? Explain briefly.

44. Worker



Do you experience any constraints associated with coordinating your professional life and your personal or family life? Does this affect your health? Explain briefly.

45. Worker



Can you think of any solutions for improving the balance between your professional life and your personal or family life? Explain briefly.

Micro dimension – real work activity

46. Real work activity



Do your daily tasks differ from the tasks specified by your employer? If so, what are the differences?

47. Real work activity



Has your work changed since you began this job? If so, what are the differences? Do they affect your health and safety?

48. Real work activity



What risks are associated with your work?

49. Real work activity



List three work situations involving health and safety risks that you have observed in your daily work life.

Effects dimension

50. On the individual



What positive effects does your work have on your physical and mental health?

51. On the individual



What negative effects does your work have on your physical and mental health?

52. On the individual



What strategies have you developed to protect your physical and mental health?

53. On the individual



Are there any factors that limit your ability to protect your health and safety at work, or even to perform your work?

54. On the organization

In your opinion, are there any aspects of the work that should be reviewed in order to improve production or services?

55. On the organization

Are there many accidents or occupational diseases in the industry in which you work? Describe the type of accidents or occupational diseases most frequently encountered.

56. On the organization

Are there any measures to reduce accidents or occupational diseases in your workplace? Are you seeing positive results? Explain briefly.

57. On the organization

Would you like to suggest some changes for your workplace? If so, what are they, and why?