

Design Document

<i>Business Purpose</i>	<p>Company X has an across the board need to educate all employees because the number of accidents and unsafe practices that continue to occur has increased by 20%. Many employees have stated that they do not remember ever taking the training that all new hires are required to take.</p> <ul style="list-style-type: none"> • Therefore, the goal is to retrain all employees who are unaware of what to do when they encounter any chemicals or dangerous situations. This will include providing awareness of the hazards that may be encountered anywhere on the job. By training the learner how to protect themselves from injury and who to go to if they are unsure of what to do. This will in turn lower accidents and unsafe practices by at least 20%.
<i>Target Audience</i>	All employees at Company X
<i>Training Time</i>	30 Minutes
<i>Training Recommendation</i>	A self-paced, interactive e-Learning course including a scenario. This will target the objectives, giving all employees the ability to work on this course throughout multiple time zones across the US as well as the flexibility to do it on their own schedule.
<i>Deliverables</i>	<ul style="list-style-type: none"> • Storyboard with Script • 1 e-Learning Course <ul style="list-style-type: none"> ○ Developed in Articulate Storyline ○ Includes voice-over narration ○ Includes 1 job-site mini scenario (2 slides) ○ Knowledge Checks ○ Summary ○ Final Evaluation
<i>Learning Objectives</i>	<ul style="list-style-type: none"> • Demonstrate the purpose of OSHA (Occupational Safety and Health Act) • Identify how to report accidents or near misses • Select Secondary Containers • Distinguish various Hazard Communication
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none"> ○ Welcome ○ Navigation ○ Objectives <p>Topic: OSHA</p> <ul style="list-style-type: none"> ○ What is OSHA ○ Purpose of OSHA ○ Right to Know Law

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Workplace Safety and Emergency Preparedness – Design Document

Angela Messer

Topic: Safety Data Sheets

- Information about where to find SDS's (Safety Data Sheets)
- Safety Data Sheet Sections
 - Identification
 - Hazard(s) Identification
 - Composition of Ingredients
 - First Aid Measures
 - Fire-Fighting Measures
 - Accident Release Measures
 - Handling and Storage
 - Exposure Controls
- Safety Data Sheet Sections
 - Physical and Chemical Properties
 - Stability and Reactivity
 - Toxicological Information
 - Disposal Considerations
 - Transport Information
 - Regulatory Information
 - Other Information

Workplace Scenario – Employee spilled chemical now has headache

Topic: Secondary Containers

- Secondary Container Labels
 - Components of Secondary Container
 - Product identifier
 - Chemical hazards
 - Pictograms

Knowledge Check - Workplace Scenario

Topic: Hazard Communication

- Hazard Communication
 - Hazard Communication Standard
 - Need and a Right to know

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	<ul style="list-style-type: none">• Hazard Communication<ul style="list-style-type: none">○ Hazard pictograms○ Descriptions of pictograms <p>Knowledge Check</p> <ul style="list-style-type: none">• Emergency Operations Plan<ul style="list-style-type: none">○ Where found○ Safety is priority <p>Review</p> <p>Quiz</p> <p>Congratulations</p>
<i>Assessment Plan</i>	<ul style="list-style-type: none">• 2 Knowledge Checks• 5 Multiple Choice, Multiple Response Questions• Learner must score 80% to continue• Unlimited attempts