

Voiceover Script Template

---

Order Submitted by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Voice Talent Selected \_\_\_\_\_

Narration Word Count 1878 \_\_\_\_\_

Desired Due Date: \_\_\_\_\_

Minutes (divide total words by 150) 12.52 \_\_\_\_\_

File Name	Narration	Special Notes
	<p><b>1.1 Welcome</b></p> <p>[Narrator]</p> <p>Welcome to the Workplace Safety and Emergency Preparedness course. In this course you will learn about OSHA – The Occupational Safety and Health Act, how to prevent and report accidents and Hazard Communication. If you are familiar with the course navigation player, click the start button to begin. If you would like some guidance with navigating the course, click the navigation button. When you are ready, let’s get started.</p>	<p>Instructions/Reminders:</p> <ul style="list-style-type: none"> <li>Do not read any words that are in a color.</li> </ul>
	<p><b>1.2 Navigation</b></p> <p>[Narrator]</p> <p>Please take some time to review the course player. If you are already comfortable navigating through the course, you may continue to the next slide. If you want to move forward or backward in the course, you may click the next or previous buttons. You can find accessibility options here. Click on the speaker icon to adjust the volume. To see the entire slide again or review a portion of the slide, click the replay button or adjust the seek bar at any time. You may pause the slide at any time by clicking the play pause button. The player will resume by clicking that same button again. You can return to a slide by using the menu on the left. You are now ready to navigate the course. Click the next button to begin.</p>	
	<p><b>1.3 Objectives</b></p> <p>[Narrator]</p> <p>In this course you will learn about OSHA – the Occupational Safety and Health Act, how to prevent and report accidents, Secondary Containers, and the various aspects of Hazard communication and its importance. Now that you’ve heard the learning objectives, click next to continue on.</p>	<p>OSHA is pronounced oh-shuh</p>
	<p><b>1.4a OSHA</b></p> <p>[Narrator]</p> <p>Select a tab to learn more about OSHA</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	Click next to continue when you are finished.	
	<p>1.4b</p> <p>[Narrator]</p> <p>The purpose of the Occupational Safety and Health Act is to make sure team members have a safe working environment. Our company is regulated by OSHA, the main federal agency charged with the enforcement of safety and health legislation.</p>	
	<p>1.4c</p> <p>[Narrator]</p> <p>One of the requirements of OSHA is the Right to Know Law. This law provides all employees access to information about any chemicals or hazardous materials they may be exposed to and the proper precautions to follow when working around each material.</p>	
	<p>1.5</p> <p>[Narrator]</p> <p>Safety data sheets are available for every chemical and hazardous material in your work area. Safety Data sheets, also called SDS's contain important health and safety information for hazardous materials and chemicals that are maintained in this workplace. Every department will have a list available of the hazardous materials that are used in that department. The information about each chemical is found on the SDS. If there is an emergency, you can access any SDS by calling 1-800-555-1212. This number is posted in every department. After you call, that SDS will be faxed to you within minutes. You may also access SDS's on the intranet site under Tools and Resources then click on Global Safety Data. Every SDS will have the information organized the same no matter who manufactures the product.</p>	Say the numbers as a phone number

Voiceover Script Template

File Name	Narration	Special Notes
	<p><b>1.6 Safety Data Sheet Sections</b></p> <p>[Narrator]</p> <p>Every SDS communicates the dangers of hazardous chemical products. Each SDS is required to be written in a uniform format, which includes section numbers, headings, and associated information under the headings. Click each heading to learn more.</p>	
	<p><b>1.6a</b></p> <p>[Narrator]</p> <p>Section 1, Identification. This includes the product identifier, manufacturer information, and how the product should be used.</p>	
	<p><b>1.6b</b></p> <p>[Narrator]</p> <p>Section 2 Hazard Identification – This includes all hazards regarding the chemical as well as required label elements.</p>	
	<p><b>1.6c</b></p> <p>[Narrator]</p> <p>Section 3 Composition of Ingredients – This includes information on chemical ingredients. If the product claims to have trade secrets, that will be stated here.</p>	
	<p><b>1.6d</b></p> <p>[Narrator]</p> <p>Section 4 First Aid Measures – This includes important symptoms and effects, whether it is acute at onset or delayed. It will also state what treatment is required, if treatment is necessary.</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>1.6e</p> <p>[Narrator]</p> <p>Section 5 Fire-Fighting Measures – This lists suitable extinguishing techniques as well as the appropriate equipment to use. This section will also advise on the chemical hazards present from the fire.</p>	
	<p>1.6f</p> <p>[Narrator]</p> <p>Section 6 Accidental Release Measures – This lists emergency procedures, what personal protective equipment is appropriate, as well as proper methods to contain the chemical and clean it up.</p>	
	<p>1.6g</p> <p>[Narrator]</p> <p>Section 7 Handling and Storage – This lists precautions for safe handling and storage including what may be incompatible with the chemical.</p>	
	<p>1.6h</p> <p>[Narrator]</p> <p>Section 8 Exposure – This lists OSHA’s permissible exposure limits and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer that prepared the SDS. It also gives the appropriate personal protective equipment.</p>	<p>Say the letters S, D, S</p>
	<p>1.7</p> <p>No Narration on this layer</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>1.7a</p> <p>[Narrator]</p> <p>Section 9 Physical and Chemical Properties – This lists the characteristics of the chemicals such as appearance and behavior.</p>	
	<p>1.7b</p> <p>[Narrator]</p> <p>Section 10 Stability and Reactivity – This lists the stability of the chemical and the possibility of hazardous reactions.</p>	
	<p>1.7c</p> <p>[Narrator]</p> <p>Section 11 Toxicological Information – This lists any route of exposure, any related symptoms, acute and chronic effects, and numerical measure of toxicity.</p>	
	<p>1.7d</p> <p>[Narrator]</p> <p>Section 12 Ecological Information – This section is nonmandatory. If it is listed, it provides information to evaluate the impact the chemicals would have on the environment if it were released.</p>	
	<p>1.7e</p> <p>[Narrator]</p> <p>Section 13 Disposal Considerations – This section is nonmandatory. If it is listed it provides guidance on the proper disposal practices, recycling or reclamation of the chemical and safe handling practices</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>1.7f</p> <p>[Narrator]</p> <p>Section 14 Transport Information – This section is nonmandatory. If it is listed it provides guidance on classification information for shipping and transporting hazardous chemicals by road, air, rail, or sea.</p>	
	<p>1.7g</p> <p>[Narrator]</p> <p>Section 15 Regulatory Information – This section is nonmandatory. If it is listed it identifies the safety, health, and environmental regulations specific for that product that is not indicated anywhere else on the SDS.</p>	Say the letters S, D, S
	<p>1.7h</p> <p>[Narrator]</p> <p>Section 16 Other Information – This lists when the SDS was prepared or when the last known revisions were made. Other useful information may also be included in this section.</p>	Say the letters S, D, S
	<p>1.8 Workplace Scenario</p> <p>[Terri]</p> <p>Edwin, you will not believe how my morning is going!</p> <p>[Edwin]</p> <p>What happened, Terri?</p> <p>[Terri]</p> <p>I spilled a whole bottle of some chemical in the supply closet.</p>	This slide requires 2 characters, Terri (female) and Edwin (male).

Voiceover Script Template

File Name	Narration	Special Notes
	<p>[Edwin] Oh no, how did you handle that?</p> <p>[Terri] I just wiped it up with paper towels and threw in the trash can. Now I have a horrible headache. I just don't know what to do.</p> <p>[Edwin] Uh oh, Terri. That's not good. You need to go see a doctor and get checked out.</p>	
	<p><b>1.9 Workplace Scenario 2</b></p> <p>[Edwin] Terri! I'm so glad to see you are back! You really scared me when you fell over, and I had to call the ambulance.</p> <p>[Terri] I bet so, Edwin. I am so sorry that happened. Thank you for taking such great care of me until the ambulance arrived!</p> <p>[Edwin] You're welcome, Terri. Now that you're back and feeling better, we need to review some of our workplace safety policies, so that doesn't happen to you or anyone else again.</p> <p>[Terri] I agree! What should I have done differently?</p>	<p>This slide requires 2 characters, Terri (female) and Edwin (male) as well as the Narrator.</p>



Voiceover Script Template

File Name	Narration	Special Notes
	<p>[Edwin]</p> <p>Well for starters, all chemicals should be either in their original container with the label showing hazard communications, or if the chemical has been moved to a different container, a secondary container, it must include the product identifier and other information about the chemical hazards. If you are ever unsure of what to do, contact your supervisor immediately!</p> <p>[Terri]</p> <p>Oh, I vaguely remember learning that during my orientation.</p> <p>[Narrator]</p> <p>Click next to continue on and learn more about secondary containers.</p>	
	<p><b>1.10 Hazard Communication</b></p> <p>[Narrator]</p> <p>Hazard Communication is essential to a safe working environment. Knowing what to do in any situation is key.</p> <p>Click on each button to learn more.</p>	
	<p><b>1.10a</b></p> <p>[Narrator]</p> <p>Every employee has a right to know how to safely use the chemicals that are on their job sites.</p>	
	<p><b>1.10b</b></p> <p>[Narrator]</p> <p>OSHA's Hazard Communication Standards is based on a simple concept.</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>Workers have a need and a right to know the dangers and names of the chemicals they are using.</p>	
	<p>1.10c [Narrator] All workers should know how to stay safe using any chemicals they come in contact with.</p>	
	<p>1.11 Secondary Container Labels [Narrator] If a chemical is moved from the original container, it came in, to a different container to be used, that new container is now called a secondary container. Click the check box to learn more about Secondary Containers.</p>	
	<p>1.11a [Narrator] Secondary containers must always show what the product is. It also needs a combination of words, pictures, and symbols to provide the user information about the hazards of that chemical product. Let's check what you've learned so far. Click next to proceed to the next slide and complete the knowledge check.</p>	
	<p>1.12 Workplace Scenario Knowledge Check [Narrator] Thinking back to the scenario with Edwin and Terri, what should Terri have done differently when she spilled the unmarked bottle of chemicals? Select the answer that you think is best.</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>1.12a</p> <p>[Narrator]</p> <p>Yes! Terri did not know what chemical was in that bottle. She should have called her supervisor immediately to get further instructions on how to safely proceed.</p>	
	<p>1.12b</p> <p>[Narrator]</p> <p>Close. That would make sense, but the custodial team may not know what that chemical was either.</p>	
	<p>1.12c</p> <p>[Narrator]</p> <p>Not quite. Terri got a bad headache from breathing in those fumes from the chemical. Not knowing what that chemical even was is very dangerous to Terri's health. She doesn't know the short- or long-term effects.</p>	
	<p>1.13 Hazard Communication</p> <p>[Narrator]</p> <p>Hazard communication includes pictures and pictograms to show dangers visually in case an employee cannot read. Each pictogram shows a different way a chemical can be dangerous. Some chemicals may have more than one pictogram if it's dangerous in multiple ways.</p> <p>Click the continue button to experience more about Hazard Communication.</p>	
	<p>1.13a</p> <p>[Narrator]</p> <p>This is an actual example of what hazard communication may look like. Click on each number to learn more.</p>	

Voiceover Script Template

File Name	Narration	Special Notes
	<p>When you are finished, click the continue button to check for understanding in a knowledge check.</p>	
	<p><b>1.14</b>  <b>[Narrator]</b></p> <p>You have now learned a lot about Hazard Communication. Drag each example of Hazard Communication to the category it belongs to. Click submit when you are finished.</p>	
	<p><b>1.14a</b>  <b>[Narrator]</b></p> <p>It looks like you could use a little more practice. The correct answers are shown here.</p> <p>Click the review button to see more examples of Hazard Communication.</p>	
	<p><b>1.14b</b>  <b>[Narrator]</b></p> <p>Great job! Click on the continue button to learn about our Emergency Operations Plan</p>	
	<p><b>1.14c</b>  <b>[Narrator]</b></p> <p>Try Again – You’re starting to get it. Click the try again button to see if you can sort the Hazard Communication information correctly.</p>	
	<p><b>1.15 Emergency Operations Plan</b>  <b>[Narrator]</b></p> <p>The Emergency Operations Plan contains procedures that should be followed for each emergency alert. This plan is managed by the Health</p>	<p>For the last sentence say Safety is number 1.</p>

Voiceover Script Template

File Name	Narration	Special Notes
	<p>Emergency Management Team (HEMT) and can be found on the intranet site. If you are ever in doubt of what to do in any situation, ask your supervisor. Safety is #1!</p>	
	<p><b>1.16 Review</b></p> <p><b>[Narrator]</b></p> <p>Let's take another look at examples of Hazard Communication.</p> <p>Pictograms show different ways a chemical can be dangerous through a graphic representation. A lot of times they are triangular.</p> <p>Secondary Containers contain chemicals that have been removed from their original container. They must be labeled with words, pictures, and symbols to identify the chemical.</p> <p>Hazard statements are statements describing how a chemical is dangerous to the work.</p> <p>Click next when you are ready to try the knowledge check again.</p>	
	<p><b>1.17 Summary</b></p> <p><b>[Edwin]</b></p> <p>Let's review before we take the final assessment.</p> <p><b>[Narrator]</b></p> <p>Click on each box to reveal more information.</p> <p>After you have visited each button click the take the quiz button to advance to the quiz.</p>	<p>This slide requires the voice of Edwin and the Narrator.</p>

Voiceover Script Template

File Name	Narration	Special Notes
	<p>1.17a</p> <p>[Edwin]</p> <p>The Occupational Safety and Health Act ensures that all team members have a safe place to work.</p>	<p>This slide requires the voice of Edwin.</p>
	<p>1.17b</p> <p>[Edwin]</p> <p>Hazard Communication is a need and a right of all workers to stay safe in the workplace.</p>	<p>This slide requires the voice of Edwin.</p>
	<p>1.17c</p> <p>[Edwin]</p> <p>If you are ever unsure of what to do in any safety situation, consult your supervisor!</p>	<p>This slide requires the voice of Edwin.</p>
	<p>1.17c</p> <p>[Narrator]</p> <p>It's time for your quiz. You'll answer 5 multiple choice or response questions. There is no time limit. You must earn 80% to pass.</p> <p>Click next to begin the quiz.</p>	