| **Subject** | **Topics to Include** |
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| *Business Purpose* | * Provide awareness of the key construction areas and hazards that may be encountered on a job site
* Train the learner how to protect themselves from injury and properly report any hazards they see
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| *Target Audience* | * All XX delivery drivers and employees required to visit a construction job site
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| *Training Time* | 20 minutes |
| *Training Recommendation* | * 1 e-Learning course
* Course would have a storyline: A “day in the life” - Delivery driver (1st person) is delivering paint on a route that includes 5 stops at different construction sites
* After initial setup, five construction site scenarios with multiple hazards/non-hazards identified with markers that the learner will click on to real information about that hazard from a virtual avatar who would serve as a “guide”; A non-graded question would then appear asking the learner how they would handle the hazard/situation
* Before arriving at each site, the learner would have to identify the correct PPE to use for that site
* The avatar would also provide tips and assistance throughout
* Final evaluation
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| *Deliverables* | * 1 e-Learning course
	+ Developed in Articulate Storyline
	+ Includes voice-over narration
	+ Includes five construction job site mini scenarios
	+ Includes a virtual human avatar, mature in age
	+ Final evaluation
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| *Learning Objectives* | * Recognize your role in keeping yourself and others safe and how it relates to S-W’s safety mission
* Identify four types of construction hazards and safely avoid them
* Articulate the importance of wearing personal protective equipment (PPE)
* Explain how to report a concern
* Be aware of your right to work safe and S-W’s non-retaliation policy
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| *Training Outline* | * Introduction
	+ Message from Jay Davisson highlighting the importance of being safe
	+ Right to work safe
	+ S-W’s non-retaliation policy
* Initial “day in the life” scenario setup
	+ Explanation of how scenario will work provided by avatar – average work day, 5 delivery stops
	+ Image inside of home with all PPE items (hard hat, safety vest, gloves, hearing protection, safety glasses, steel toed boots, work shirt, work pants or overalls)
	+ Learner is asked to choose what he or she would wear to every delivery location - (work shirt, pants or overalls, steel toed boots, safety vest, gloves are correct answers)
	+ If correct items aren’t chosen, avatar guides learner to the right answer
	+ Then scenario is further set up and avatar explains that there will be 5 stops and each one is a construction site
	+ Learner is instructed that they should wear whatever PPE is on the stated on the sign at the entrance (and a picture will display of the sign), but if there isn’t a sign, they are asked which additional items they would wear (learner would pick from hard hat, safety glasses, hearing protection) – (hard hat, safety glasses are correct answers)
	+ Avatar would comment that hearing protection is only needed if entering an area that has the hearing protection sign or if standing next to a noisy piece of machinery for more than 5 minutes
* Five job site scenarios (NOTE: The hazards and non-hazards identified below are suggestions and may change, based on images available during development)
	+ All scenarios will have the following format
		- Show scene involving as many of the following hazards as possible, with a marker for each
		- Cut back to scene with hazards
			* Learner will click on each marker and a box would pop up with an explanation of that hazard/non-hazard from the “guide” (avatar)
			* Learner will be asked a question about how to handle the hazard (if the marker was for a hazard) and given tips
			* Marker would change color to show it has been selected and the process would repeat for the next marker
		- When all markers are selected, the learner would then continue to the next scenario
	+ **Stop 1 – Residential – outside of a house**
		- Scene will show:
			* Rocks and uneven dirt in the yard
			* Boards and debris in the yard
			* Scaffolding on the front of the house
		- Delivery truck scene with PPE:
			* Learner chooses which PPE would be needed for this job (hard hat, safety vest)
	+ **Stop 2 – Commercial property – outside**
		- Scene will show:
			* Dump truck in the path leading up to the house in mid dump (dumping dirt into a pile)
			* Debris all around the outside of the house
			* Open trench
			* A construction worker is standing next to the dump truck directing him on his cell phone with headphones in his ears
		- Delivery truck scene with PPE:
			* Learner chooses which PPE would be needed for this job (hard hat, safety vest, hearing protection)
	+ **Stop 3 – Commercial property - inside**
		- Scene will show:
			* Stairs with no guardrail
			* Unstable stack of tiles or flooring materials in the middle of the floor
			* Uncovered floor holes
		- Delivery truck scene with PPE:
			* Learner chooses which PPE would be needed for this job (hard hat, safety vest)
	+ **Stop 4 – Residential – inside of a house**
		- Scene will show:
			* Ungrounded power tool being used by someone who is welding
			* Projectile debris from the tool flying around
			* Cords from the tool running across the middle of the floor
			* Puddle of water on the floor near the plugged-in item
		- Delivery truck scene with PPE:
			* Learner chooses which PPE would be needed for this job (hard hat, safety glasses)
	+ **Stop 5 – Another commercial property - inside**
		- Scene will show:
			* Exposed wiring on the wall or frayed/duct taped wiring
			* Open, unguarded window
			* Person standing (what appears to be) 6 feet away from unguarded window
			* Neatly stacked materials (could be flooring or something) against the wall
		- Delivery truck scene with PPE:
			* Learner chooses which PPE would be needed for this job (hard hat, safety vest, safety vest)
		- learner would then continue to the next scenario
* Click interaction – hazards that have not been addressed (Avatar talks through them)
	+ Scaffolding
	+ Wet or slippery surfaces
	+ Floor covers
	+ Moving vehicles or equipment near fixed objects
	+ Any others that were not addressed previously
* Avatar explains how to report concerns
* Summary
* Final Evaluation
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| *Implementation Strategy (include physical distribution of materials)* | * Course will be delivered via Oracle LMS and via the in-store POS
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| *Evaluation Plan* | * 4 assessment questions per hazard type (16 questions total) developed by XXX for question bank
* 4 questions will be presented at random from question bank
* Learner must score 100% to continue
* Questions will be created during alpha programming (after the storyboard / script have been fully approved)
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| *Due Date* | * Course scheduled for delivery the week of XX/XX/2017
* *See project plan for details*
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