| **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 | |
| *Target Audience* | * All XX delivery drivers and employees required to visit a construction job site | |
| *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 | |
| *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 | |
| *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 | |
| *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 | |
| *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) | |
| *Due Date* | * Course scheduled for delivery the week of XX/XX/2017 * *See project plan for details* | |