**Construction Safety – Storyboard (Draft 1) for Review**

Notes for Reviewers:

* Please focus on the **accuracy** and **completeness** of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
* Questions for reviewers are indicated with green highlighting. All questions will need to be resolved before programming can begin.
* Remember, the text in the left column will be narrated audio.
  + There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
  + Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
  + Capitalization is not important in the left column, but is very important in the next column, “Visual/Display.”
* Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

| **Sc. #** | **Audio / Voiceover** | **Visual / Display** | **Interaction** | **Notes** |
| --- | --- | --- | --- | --- |
| 0 | Welcome to the S-W Construction Site Safety | Splash Page  Animated name and company logo |  |  |
| 1 | Course Introduction Welcome to the S-W Construction Site Safety course.  Upon completion of this course, you will:   * Recognize your role in keeping yourself and others safe and how it relates to S-W’s safety mission * Identify types of construction hazards and how to safely avoid them * Articulate the importance of wearing personal protective equipment (PPE) * Identify the correct PPE to wear in each situation you encounter   If you need to exit before you complete this course, you'll be able to resume right where you left off when you return.  It should take you about 30 minutes to go straight through the course. | **Graphic**:  Image of a S-W store on the back.  **On-screen text** (timed with audio):   * Recognize your role in keeping yourself and others safe and how it relates to S-W’s safety mission * Identify types of construction hazards and how to safely avoid them * Articulate the importance of wearing personal protective equipment (PPE) * Identify the correct PPE to wear in each situation you encounter |  |  |
| 2 | Message from XX At S-W, we all care about your safety because our employees are our greatest asset.  Click the play button to listen to a message from Jay Davisson, President and General Manager of The Americas Group. | **Video**:  Video from the company’s president from source PPT.  When clicked, the video enlarges to full course size.  **On-screen text** (timed with audio):  Click the play button to listen to a message from Jay Davisson, President and General Manager of The Americas Group. |  |  |
| 3 | Meet Bill Meet Bill. Bill is a S-W delivery driver and he will ride with you today as you deliver paint safely and efficiently to a few different construction sites as part of your delivery route.  The goal is to make sure you and Bill get all of the paint delivered and return home safely! | **Graphic**:  Show avatar.  **On-screen text**:  Bill is a S-W delivery driver and he will ride with you today as you deliver paint safely and efficiently to a few different construction sites as part of your delivery route.  The goal is to make sure you and Bill get all of the paint delivered and return home safely! |  |  |
| 4 | Getting Ready to Go Avatar:  Hi! I'm Bill Smith, delivery driver for S-W. I am going to accompany you today as you complete your deliveries.  First, we have to get ready. Let’s talk about PPE, or Personal Protective Equipment. There’s a set of PPE you should wear to every delivery location, regardless of where it is.  Can you help me choose the PPE you will need?  Click all the equipment that applies. Then, click Submit to check your answer. | **Graphic:**  The avatar is looking at a closet where the following clothes are hanging:   * Hard hat * **Safety vest** * **Gloves** * Hearing protection * Safety glasses * **Steel toed boots** * **Work shirt** * **Work pants or overalls**   **On-screen text:**  Can you help me choose the PPE you will need to get ready to go?  Click all the equipment that applies. Then, click **Submit** to check your answer. | Learner must select the equipment in bold (correct answers).  **Positive Feedback**:  That’s right! Safety vest, gloves, steel toed boots, work shirt and pants are essential in every situation.  **Negative Feedback**:  That is incorrect. Try again! |  |
| 5 | A Day in the Life Bill:  These are the 5 construction sites we will deliver paint to today. I will join you on your route and help you make decisions to make sure we both arrive home safe today.  Click on the map to get started. | **Graphics**:  Bill will be holding a map, or a checklist with addresses.  The map will have the image of a road with 5 markers highlighted.  **On-screen text**:  Click on the map to get started. |  |  |
| 6 | Safety Signs Bill:  You may expect hazards to be identified by signs and security measures, however, I know that risks may vary depending on the nature of the project, the stage of construction and even the weather conditions. It's not that easy!  Sometimes, the necessary PPE to enter a site is described in a sign at the entrance, like this one, however, that is not always the case.  If there is no sign at the entrance, what PPE should I wear? | **Graphics:**  Bill standing at the entrance of a construction site, a sign with PPE indicated appears and then disappears in sync with Voice Over.  **On-screen text**:  Sometimes, the necessary PPE to enter a site is described in a sign at the entrance, however, that is not always the case.  If there is no sign at the entrance, what PPE should I wear?   * **Hard hat** * **Safety glasses** * Hearing protection | Learner must select the equipment in bold (correct answers).  **Positive Feedback**:  Correct! 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.  **Negative Feedback**:  I think you are missing something. Try again! |  |
| 7 | On the Road Bill:  We are ready to go! Do you have your PPE with you?  Click the first stop in our route for the day. | **Graphics**:  The map will display full screen with Bill on the side with the PPE ready to go.  Learners should click a marker on the map. The first marker will be enabled; the rest will be disabled.  **On-screen text**:  Click the first stop in our route for the day to make your first delivery. |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8 | Stop 1 – Identifying the Hazards Bill:  Here we are, our first delivery of the day. Can you spot any hazards?  Click all the objects you consider a safety hazard. Once you spot all the hazards, we can go in!   |  |  | | --- | --- | | **Clickable hazards/non-hazards** | **Bill’s question –Voice over required** | | Rocks and uneven dirt | Yes! This is a hazard. Rocks and uneven dirt can cause slips, trips or even falls.  What should you do now?  Click one of the following options to decide how to handle these risky objects.   1. Go back to the truck and leave the site immediately. 2. **Plan your path in, on and off the site. Make sure you conduct a visual hazard assessment, starting with the floor and moving your eyes up to the roof.**   *Correct Feedback*:  That’s right! Always know where you are going before you start moving through a construction site. | | Boards and Debris | Yes! That’s a hazard. However, I discovered a shortcut that can lead me to the client without stepping on debris. What should you do?  Click one of the following options to decide how to handle this situation.   1. **Never go into a restricted area or take a “shortcut” through a non-approved area of a construction site.** 2. Take the shortcut, what are you waiting for?   *Correct Feedback*:  Correct! Do not run unnecessary risks. | | Scaffold | Good Job! The scaffold is a hazard.  The Foreman asked you to climb it and deliver the paint in the top floor. What should you do?  Click one of the following options to decide how to handle this situation.   1. **Tell the customer that you are not trained to work on scaffolding. Discuss a safer delivery location with your customer. If you can’t come up with a safe alternative, excuse yourself and call your manager or store manager that the delivery is coming from.** 2. Just do it! The Foreman is always right.   *Correct Feedback:*  Never go on or under a ladder or scaffolding while delivering products. | | **Graphics**:  Construction site - Residential – outside of a house  The following items are clickable with a visited state:   * Rocks and uneven dirt * Boards and Debris * Scaffold   **On-screen text**:  Click all the objects you consider a safety hazard. Once you spot all the hazards, we can go in!  *\*Text for questions shown to the left also appears on-screen when the hazard is clicked\** | Markers change color to show they have been visited and the process would repeat for the next marker.  When a hazard/non-hazard is clicked, a pop-up displays onscreen with Bill explaining the risk and asking a question, if applicable.  Learners can move on to the next stop when they have visited all hazards and answered all questions correctly. | It may be tough to find or create images with all of these hazards in one, so feel free to move hazards around. For example of you find or can create an image with 2 hazards from Stop #1 and 2 from Stop #2, that’s fine. |
| 9 | Stop 2 – Identifying the Hazards Bill:  This is our second delivery stop of the day.  Click all the objects you consider to be a safety hazard.   |  |  | | --- | --- | | **Clickable hazards/non-hazards** | **Bill’s question –Voice over required** | | Dump truck in the path leading up to the house (with the dump part half way up dumping dirt into a pile and a driver in the truck so it looks like it’s moving) | Yes! This is a hazard. There is a driver in the dump truck so it may possibly be moving soon…  What should you do now?  Click one of the following options to decide how to handle this risk.   1. Keep going, the truck driver is a professional and will stop when he sees you. 2. **Keep yourself visible and when in doubt, let the equipment have the right of way.**   *Correct Feedback*:  That’s right! Look and listen for vehicles – this means cars, equipment, anything mechanical that’s moving around. Don’t assume that the driver of equipment can see you. | | Open trench that has a plank that spans the trench | Right! The trench itself is a potential trapped/caught in hazard . It looks like it was dug for utilities and it’s about 6 feet deep. If the trench were to collapse, then a person could be trapped/caught in the trench. The Foreman has asked you to deliver 10 gallons (2 – 5 gallon pails) to the building that is only accessible via that plank.  What should you do now?  Click one of the following options to decide how to handle this risk.   1. Do what the foreman has asked you to do. 2. **Avoid using the plank to cross the trench. Discuss the potential trapped/caught in hazard with the foreman and find a safe alternative delivery locations.**   *Correct feedback:*  There is absolutely no reason that you should ever be inside a trench of any kind while delivering paint for S-W– or within six feet of the opening of any trench. | | A construction worker is standing next to the dump truck directing him on his cell phone with headphones in his ears | Exactly! This worker is at risk. But why?  Click one of the following options to decide why the worker is at risk.   1. **You should never wear headphones or use a cell phone where vehicles are moving around you.** 2. He probably is on a break, but did not inform the rest of the team.   *Correct feedback:*  It is important that you use all your senses to be safe – sight and sound are the two most important. | | A clear, safe path to the side of the house leading up to it | This is what you want to look for on every construction site. Find the clearest path to avoid risk of injury. | | **Graphics**:  Construction site - Commercial Property – outside  The following items are clickable with a visited state:   * Dump truck in the path leading up to the house (dumping dirt into a pile) * Open trench * A construction worker is standing next to the dump truck directing him on his cell phone with headphones in his ears * Clear, safe path to get inside   **On-screen text**:  Click all the objects you consider risky.  *\*Text for questions shown to the left also appears on-screen when the hazard is clicked\** | Markers change color to show they have been visited and the process would repeat for the next marker.  When a hazard/non-hazard is clicked, a pop-up displays onscreen with Bill explaining the risk and asking a question, if applicable.  Learners can move on to the next stop when they have visited all hazards and answered all questions correctly. |  |

s