

Design Document for Waves Salon

<i>Business Purpose</i>	Waves Salon has multiple locations in the Central Valley. They are a full-service salon with heavy clientele traffic. They employ salon managers, workers and have independent contractors renting space in their salon facilities, as well. With a moderate turnover rate, it is crucial to train all workers and independent contractors to recognize and address salon safety issues in order to promote a seamless experience for clients as well as employees and independent contractors. This training will provide ways to mitigate safety risks in the salon. Salon owners, Brittney and Giana want to increase safety protocols and practices so that 100% of all employees, managers and independent contractors are trained in how to adhere to the safety protocols in this training.
<i>Target Audience</i>	Waves Salon managers, employees and independent contractors renting space at Waves Salon. It will be required for all current employees. New hires will be required to complete the training within a month of their hire date.
<i>Training Time</i>	20 – 25 minute eLearning course
<i>Training Recommendation</i>	This eLearning course is designed for Waves Salon managers, employees and independent contractors. Employees and independent contractors should receive eLearning training due to conflicting scheduled meeting times involving various locations. This eLearning will allow tracking of compliance so there is proof that 100% of staff have been trained. This will be helpful when the salon is audited or inspected by regulatory agencies or for insurance purposes.
<i>Deliverables</i>	1 Storyboard script outlining the Salon Safety for Waves Salon course. 1 eLearning module developed in Storyline with voice over narration.
<i>Learning Objectives</i>	By the end of this course the learner will: <ul style="list-style-type: none">● Identify the risks of hazardous conditions in a salon.● Recognize ways to minimize the risks of accidents in a salon.● Give examples of safety practices in a salon.● Identify common ergonomic risk factors in a salon setting.
<i>Training Outline</i>	Introduction: <ul style="list-style-type: none">○ Welcome○ Navigation○ Learning Objectives○ Identify the risks of hazardous conditions in a salon.○ Recognize ways to minimize the risks of accidents in a salon.○ Give examples of safety practices in a salon.○ Identify common ergonomic risk factors in a salon setting. Topic: Slips, Trips and Falls <ul style="list-style-type: none">○ Spills○ How to address spills and leaks

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	<ul style="list-style-type: none">○ Trips <p>Topic: Slips, Trips and Falls (cont.)</p> <ul style="list-style-type: none">○ Preventing Tripping Hazards○ Slips○ Preventing Trips○ Workplace Safety○ A Safe and Tidy Workspace <p>Topic: Sharp Objects</p> <ul style="list-style-type: none">○ Storage and handling○ Ensure sterilization of implements and tools○ Protective measures around sharp objects/tools○ Regular inspections of implements and tools <p>Knowledge Check</p> <p>Topic: Electrical Hazards</p> <ul style="list-style-type: none">○ Inspection of electric tools○ Overloading circuit precaution○ Use of GFCI's○ Report malfunctions <p>Topic: Chemical Exposure</p> <ul style="list-style-type: none">○ Minimize risk of chemical exposure○ Storage of chemicals <p>Knowledge Check</p> <p>Topic: Workspace Safety</p> <ul style="list-style-type: none">○ Clear signs○ Emergency exits○ Clear Walkways○ Incident Reporting <p>Topic: Ergonomics</p> <ul style="list-style-type: none">○ Video clips to explain ergonomic practices○ Equipment choices and strategies to alleviate fatigue <p>Final Quiz</p>
Assessment Plan	<p>5 graded questions 80% to pass (4 out of 5) Pass / Incomplete (unlimited attempts) Most questions will be multiple choice or true/false</p> <ul style="list-style-type: none">● LO 1: Question 1● LO 2: Question 2 and 3● LO 3: Question 5● LO 4: Question 4