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| *Business Purpose* | To decrease the number of workplace incidents and injuries and increase employees’ knowledge about the plan of action in case of emergency. | |
| *Target Audience* | New hires and those new to positions that involve chemical hazards in the work environment. | |
| *Training Time* | Approximately 25-minutes | |
| *Training Recommendation* | 1 eLearning course  On the first day of work, employees should complete the course as an introduction to the potential chemical hazards present onsite. Creating an eLearning course about the safety risks when using chemicals will facilitate a base knowledge in learners that is consistent regardless of when employees are hired. It would be more cumbersome to repeat an in person course each time a new employee is hired. Additionally, the subject matter can be applied regardless of the specific job that an employee is assigned to so a diverse group of learners companywide may be trained at once.  Upon completion of the course, employees should be provided with applicable safety data sheets based on their assigned job location and directed to any additional tools and resources.  Company X may want to consider evaluating the number of workplace incidents on a quarterly basis to evaluate the training method. | |
| *Deliverables* | 1 Storyboard  1 eLearning course developed in Articulate Storyline   * Narration included and content related flashcards * 1 knowledge check * Assessment | |
| *Learning Objectives* | By the end of the training, the learners will be able to…   * Identify federal authority for safety related compliance and where to find safety resources onsite * List potential chemical hazards found in the workplace and their qualities * List the steps in the Emergency Management Plan * Explain procedures for maintaining safe work environments | |
| *Training Outline* | **Introduction**   * Welcome- Welcome to the Chemical Safety in the Workplace course. * Navigation- Follow the arrows to learn more about how to navigate the course. * Learning Objectives- see above * Why Safety Matters   + Introduction to safety data sheets as resource for information   + SDS located onsite bulletin boards and online   + OSHA- Right to Know Law * Hazard Communication Standard   + How it is defined/ importance   + Three step approach- evaluate, prepare label, train employees. * Knowledge Check: **True or False**: SDS are posted on departmental bulletin boards and online at Company X’s website.   + Two attempts * Pictogram flashcards of chemical hazards   + One side pictogram, flip side quality(ies) * How to create secondary labels for transfer of chemicals from original container   + Include specific language, i.e. “warning” for less harmful or “danger” for more harmful substances * Emergency Operation Plan   + Intro to purpose of the plan and where to find it   + Four phases of the plan: prepare, respond, mitigate, recovery * Summary | |
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| *Assessment Plan* | * Quiz includes 5 questions of varying types: matching, multiple choice, true or false * Unlimited attempts to pass * Passing score 80% | |