Job Site Safety – Spotting Hazards Before They Happen Design Document

Business Purpose	This microlearning course is designed to reduce workplace incidents by helping employees recognize, report, and resolve common jobsite hazards before they lead to injuries. By improving hazard awareness and reinforcing the See It. Say It. Solve It. method, the organization can minimize downtime, avoid costly incidents, and cultivate a proactive safety culture.
Target Audience	This course is designed for: • Construction workers • Field technicians • Maintenance teams • New hires on job sites • Any employee working in environments with physical and/or environmental hazards
Training Time	Approximate seat time: 10 minutes
Training Recommendation	This course should be completed during onboarding for all field-based employees and repeated annually as part of ongoing safety certification requirements. It can also be used as refresher training following safety stand-downs or incident reviews.
Deliverables	1. 1 storyboard outlining the course, with script 2. 1 e-learning course developed in Adobe Captivate (includes voiceover narration, background images and videos) 3. 18 slide course including introduction, content lessons including voiceovers, videos, images and interactive knowledge checks 4. Multimedia assets: voiceovers, videos, and images
Learning Objectives	After completing this course, learners will be able to: • Identify common job site hazards • Recognize unsafe conditions and behaviors on job sites • Apply the "See it. Solve it. Say it." Method • Demonstrate situational awareness • Commit to maintaining proactive safety mindset

Training Outline	**Slide 1: Job Site Safety – Spotting Hazards Before They Happen**
	
	Purpose: Introduce the course topic and set the tone for the training.
	
	    a. Course title
	    b. Background Image
	    c. Welcome voiceover
	
	Slide 2: Course Overview
	
	Purpose: Provide a clear understanding of what the course will cover and why it matters.
	Content Includes:
	
	    a. Overview of course purpose video including voiceover
	
	Slide 3: Learning Objectives
	
	Purpose: Outline the specific skills and knowledge learners will gain.
	Content Includes:
	
	    a. List the learning objectives of the course listed above
	
	Slide 4: Common Job Site Hazards
	
	Purpose: Introduce the types of hazards workers are most likely to encounter.
	Content Includes:
	
	    a. Slips, trips, and falls
	    b. Electrical hazards
	    c. Equipment/struck-by hazards
	    d. Environmental hazards
	    e. Material handling hazards
	
	Slide 5-10: Common Job Site Hazards Knowledge Check
	
	Purpose: To gauge comprehension of the 5 common hazards on a job site
	Content Includes:
	
	    a. Knowledge check title page with voiceover instructions

b. 5 knowledge check question covering falls, electrocution, struck-by, caught-in/between, and environmental – 1 question per slide
   - 2 multiple choice
   - 2 true/false
   - 1 select all that apply

Slide 11: Preventing Hazards Before They Happen

Purpose: Provide actionable strategies and best practices to avoid or reduce risks.
Content Includes:

a. Prevention tips for each hazard
b. Brief examples with visuals

Slide 12: "See it, Say it, Solve it"

Purpose: Reinforce proactive hazard identification and reporting through a practical, real-world model.
Content Includes:

a. Video explanation of the "See it, Say it, Solve it" method steps with voiceover

Slide 13-16: Course Knowledge Check

Purpose: Assess understanding of hazard recognition and prevention.
Content Includes:

a. Knowledge check title page with voiceover instructions
b. 3 multiple choice questions assessing the learners knowledge of the course overall

Slide 17: Course Conclusion

Purpose: Summarize key takeaways and reinforce real-world application.
Content:
- Quick wrap-up
- "You're now able to…" objective recap

Slide 18: Course Conclusion

Purpose: Recognize learner achievement and encourage application of safety practices.

	Content: • Completion message • Encouragement to stay aware and speak up
Assessment Plan	• No graded questions • 2 knowledge checks (8 questions total) throughout course