

EME 6208 Interactive Media

Instructor: Dr. James Hatten

Fall 2019

M8 Branched Training Assignment – Annette Robinson

View the Articulate 360 Storyline training at <https://360.articulate.com/review/content/e8569af7-80e9-418a-bee5-edb9d6032684/review>

Training/Instruction Purpose

A lighthearted training forming an adjunct part of a larger Office Health and Safety training module. This training reminds employees (especially administrative professionals) of some health and safety hazards in an office environment and provides them with an opportunity to consider “What would YOU do?” when presented with a situation involving an office hazard.

Target Audience

Administrative professionals in an office environment.

Description of the Working Environment

Lighthearted training within a business workplace environment, to be provided by HR and/or trainers as part of an Office Health and Safety training module with on-demand online intranet access for employees.

Learning Objectives

On completion of this training module, you will be able to:

1. List some key office safety hazards that pose threats for accident, injury or illness.
2. Discuss a specific injury hazard scenario.
3. Give serious consideration to how you would act when faced with safety issues involving other employees.

Description of the Module

A branched training module created using Articulate Storyline 360.

Interactions include animations, audio, and a quiz.

Slides providing:

1. A review of some key office safety hazards that pose threats for accident, injury or illness.
2. An office-based scenario calling for decisions on potential safety issues involving other employees.
3. A quiz
 - a. What are some workplace health and safety hazards?
 - b. What are some of the conditions that can cause risk of fire?
 - c. Which of these are potential trip hazards?
 - d. What should you do if you become aware of a potential hazard in your workplace?
 - e. Who should you notify of a potential workplace hazard?

- f. How long should you wait before informing the appropriate person of a potential workplace hazard?

[Storyboard Mockup](#)

See next page.

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STORYBOARD Health and Safety – Dealing with a potential safety issue in the office

