

Design Document

<i>Business Purpose</i>	<ul style="list-style-type: none">● Reduce the number of emergency situations at Utterly Good Farms by 15% in the next quarter by providing new hires with proper safety awareness related to major hazards associated with an AD facility● Outline basic practices that will help maintain a safe and successful working environment while operating the anaerobic digester
<i>Target Audience</i>	Newly hired operators of the anaerobic digester at Utterly Good Farms
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	<p>1 interactive e-Learning course (Articulate Storyline)</p> <ul style="list-style-type: none">● Course will include a variety of opportunities for learner engagement and scaffolded interactivity● Training is available to employees 24/7● Knowledge Check (1)● Graded assessment (5 questions)
<i>Deliverables</i>	<p>1 interactive eLearning course developed using Articulate Storyline 360</p> <ul style="list-style-type: none">● Voice-over narration● Informal knowledge-check● Graded assessment <p>Storyboard</p>
<i>Learning Objectives</i>	<p>Once learners have completed the training, they will be able to:</p> <ul style="list-style-type: none">● Identify three safety hazards that can arise during the anaerobic digestive process● Recognize the two most common hazards associated with biogas● List the minimal requirements for personal protective equipment (PPE) needed to operate the digester safely● Break down the Emergency Action Plan (EAP) process taken for all emergencies at the facility
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none">● Optional navigation tutorial● Outline of learning objectives● Overview of course purpose <p>Topic: Safety Hazards</p> <ul style="list-style-type: none">● General Safety<ul style="list-style-type: none">○ Drowning○ Falling○ Burns

Design Document

- Confined Space Entry
 - Inspect atmosphere prior to entry
 - Safety equipment “buddy system”
- Biogas Hazards
 - The two most common hazards
 - Asphyxiation
 - Fire/Explosion

Knowledge Check

- 1 question
- Multiple Choice
- Two attempts given

Topic: Precautions

- Manufacturer Warnings
- Safety Walkthroughs
- On-Site / Local Supplies
- Protective Equipment

Topic: Personal Protective Equipment (PPE)

- Hearing Protection
- Safety Glasses
- Gloves
- Self-Contained Breathing Apparatus (SCBA)

Topic: Emergency Action Plan (EAP)

- Three step process:
 - Step 1: Assess
 - Step 2: Correct
 - Step 3: Contact

Topic: Emergency Contacts

- Who to reach during an emergency at the facility
 - Emergency and non-emergency responders
 - Electric and gas utilities
 - Contractors
 - State health and safety officials
 - Farm or AD owner
 - AD operators

Design Document

<i>Assessment Plan</i>	<p>Graded Assessment</p> <ul style="list-style-type: none">• Assessment introduction• 5 questions reviewing sections of the course• Questions will include:<ul style="list-style-type: none">○ Multiple Response○ Sequence Drop-down• Learner must earn 80% to pass• Unlimited attempts given <p>Summary</p> <ul style="list-style-type: none">• Review of learning objectives <p>Complete</p> <ul style="list-style-type: none">• Congratulate learner and exit course <p>1 ungraded Knowledge Check question</p> <ul style="list-style-type: none">• 1 question• Multiple Choice• Two attempts given <p>1 graded final assessment</p> <ul style="list-style-type: none">• 5 questions• Questions will include: Multiple Response and Sequence Drop-down• Learner must earn 80% to pass• Unlimited attempts given
------------------------	--