

Design Document

Training Title: Responding with Confidence: Workplace safety and emergency response

Business Goal and Problem	Lumetix Labs seeks to strengthen its safety culture by ensuring all new employees receive consistent emergency preparedness training during onboarding. Internal audits have shown that new hires often lack knowledge about OSHA, its requirements, and are unsure how to respond to fires, spills, medical incidents, or severe weather. This training will provide foundational safety skills, enabling employees to act confidently in emergencies and ensuring compliance with regulatory standards.
Target Audience	The target audience for this training consists of new laboratory and office employees at Lumetix Labs, who range in age from 25 to 55 and bring scientific, technical, or administrative experience. While lab staff are well-versed in biosafety protocols, they are less familiar with building-wide emergencies such as fire evacuations or severe weather sheltering. Office staff, on the other hand, understand basic evacuation steps but lack experience with laboratory-specific hazards like spills or biohazards. This onboarding training will provide all employees with foundational emergency preparedness skills, ensuring they can respond consistently and confidently across different workplace situations.
Learning Objectives	<p>Terminal LOs:</p> <ol style="list-style-type: none">1. Explain OSHA's role in ensuring workplace safety.2. Respond appropriately to common workplace hazards. <p>Enabling LOs:</p> <ul style="list-style-type: none">• Identify OSHA's purpose and mission.• Describe who OSHA protects and who is not covered.• Identify the six types of workplace hazards recognized by OSHA.• Respond appropriately to common workplace hazards• Locate and identify Personal Protective Equipment (PPE).• Demonstrate how to respond to minor and major medical emergencies.• Distinguish between incidental and emergency chemical spills and describe the correct response.• Follow correct procedures during fire alarms, including evacuation steps• Follow appropriate shelter or evacuation procedures during severe weather events.• Report incidents and hazards to supervisors or safety officers as required.
Training Recommendation	<p>Delivery Method:</p> <ul style="list-style-type: none">• Fully online, self-paced course built in Articulate Rise.

	<ul style="list-style-type: none"> Designed to be mobile-responsive and accessible across devices. <p>Approach:</p> <ul style="list-style-type: none"> Interactive learning elements including scenarios, sorting, and matching activities. Step-by-step demonstrations of correct emergency responses (medical, fire, chemical, weather). Use of visuals such as OSHA hazard pictograms, PPE icons, and evacuation maps. Integrated knowledge checks to reinforce learning. Final quiz featuring realistic, scenario-based questions aligned to OSHA requirements.
Training Time	15-20 min
Deliverables	<ul style="list-style-type: none"> Rise course package Emergency Response Checklist
Training Outline	<ol style="list-style-type: none"> Introduction & Objectives <ul style="list-style-type: none"> Importance of safety at Lumetix Labs What is OSHA? <ul style="list-style-type: none"> OSHA's purpose and mission What OSHA protects <ul style="list-style-type: none"> Covered vs not covered Why its important to you Recognizing Workplace Hazards <ul style="list-style-type: none"> Six types <ul style="list-style-type: none"> Biological Chemical Physical Ergonomic Safety Organizational Responding to Hazards <ul style="list-style-type: none"> Personal Protective Equipment (PPE) <ul style="list-style-type: none"> Types of PPE When to use PPE Where to find PPE at Lumetix Labs Medical Emergencies <ul style="list-style-type: none"> Steps

- Check the scene for safety
 - Assess victims and call 911
 - Use PPE
 - Use first Aid
 - Report all incidents
 - What emergencies require emergency personnel (call 911)
 - Chemical
 - GHS hazard pictograms
 - Safety Data Sheets (SDS)
 - Respond to spills
 - Spill kit vs evacuation
 - Identify minor vs major spills
 - Fire
 - Detection system at Lumetix Labs
 - Evacuation plan
 - Fire extinguisher procedures
 - Severe Weather
 - Tornado, hurican, winterstorm, flooding responses
 - Evacuation vs shelter-in-place
5. Summary
- OSHA's role
 - How to respond to hazards"
6. Assessment

Assessment Plan

Level 2 Assessment:

Knowledge Checks (Ungraded; embedded):

- Multiple-choice scenario-based questions, the best answer on who OSHA protects
- Scenario: Identify the type of hazard
- Sort how to respond to medical emergencies: First Aid vs Call 911
- Match the severe weather response
- Sort the jobs covered or not covered by OSHA
- Scenario: how to respond to a hazard

Final Quiz (Graded)

- 5 Scenario-based questions tied directly to terminal LOs
- Each question presents a realistic customer service situation
- Format: multiple-choice with realistic distractors

- Passing Score: 80%
- Attempts: Unlimited until passed

Level 3 Assessment:

Three months post-training, supervisors and safety officers will review employee performance during drills, inspections, or real incidents to assess:

- Consistent use of PPE when responding to hazards.
- Correct response to minor medical incidents.
- Appropriate decision-making for chemical spills.
- Proper evacuation and shelter behavior during fire and severe weather drills.

Metrics include:

- Drill response times
- Spill-incident reporting compliance rates.
- Supervisor observation of correct PPE usage.
- Safety audit scores for employee preparedness.