

Design Document

<p><b>Business Purpose</b></p>	<p>With more than 415,000 units under management, Smith Real Estate Partners is by far the largest property management company in the United States. Each of the properties has an Apartment Manager. It is the Apartment Manager’s responsibility to ensure that employees of the apartment complexes understand their responsibilities for safety. Recently, the Smith Real Estate Partners Company has received below passing ratings in the areas of the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard. The goal would be for all apartment complexes to receive at least a 70% passing score on all inspections pertaining to the areas of the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard.</p>
<p><b>Target Audience</b></p>	<p>The primary target audience are all apartment managers in the Smith Real Estate Partners property management company. Additionally, employees that work and are responsible for the areas of the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard are also part of the target audience as they are an important part of ensuring that the company receives at least a 70% passing score on all inspections pertaining to the areas of the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard.</p>
<p><b>Training Time</b></p>	<p>40–45-minute eLearning training                  The training will take this long to complete because the participants will be interacting with the presentation and answering multiple choice questions pertaining to the learning objectives of the training.</p>
<p><b>Training Recommendation</b></p>	<p>The Smith Real Estate Partners apartment managers should receive an e-learning training in the Blackboard Training Website. Apartment managers should also have access to a reference tool in the form of a PDF checklist and slides with OSHA Safety Procedures regarding the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard. Explainer videos will be available in Blackboard Training Website providing information on how to complete OSHA paperwork (i.e., Safety Data Sheets, correctly marking chemical storage in original and non-original containers) and other forms pertaining to the Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard.</p>
<p><b>Deliverables</b></p>	<ul style="list-style-type: none"> <li>● 1 storyboard outlining the Smith Real Estate Partners Apartment Manager Risk Management Training</li> </ul>

	<ul style="list-style-type: none"> <li>● 1 eLearning module, developed in Articulate Storyline with voiceover narration. The training will involve scaffolded interactivity with knowledge checks and a video tutorial series. scaffolded interactivity with knowledge checks, video tutorial series</li> <li>● This would be the best mode of training because the company has many available laptops and desktops on the properties that employees could use to take this training. Many of our employees do not have mobile phones that have access to the internet.</li> <li>● Hazard Communication Standard, Bloodborne Pathogens Standard, and Personal Protective Equipment (PPE) Standard Job Aid</li> <li>● 3 application screencast videos, developed in Camtasia (no narration): <ul style="list-style-type: none"> <li>○ Hazard Communication</li> <li>○ Bloodborne Pathogens</li> <li>○ Personal Protective Equipment</li> </ul> </li> </ul>
<b>Learning Objectives</b>	<p>By the end of the training learners will be able to...</p> <ul style="list-style-type: none"> <li>● Describe safe working conditions.</li> <li>● Give examples of Personal Protective Equipment (PPE).</li> <li>● Identify the hazardous communication standard required by OSHA.</li> <li>● Explain to staff best safety practices to prevent accidents.</li> </ul>
<b>Training Outline</b>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>● Welcome</li> <li>● Navigation</li> <li>● Objectives</li> <li>● Apartment Manager Duties</li> <li>● Knowledge Check: Apartment Manager Duties</li> </ul> <p><b>Topic: Hazard Communication-Hazard Communication Standard (HCS)</b></p> <ul style="list-style-type: none"> <li>● HCS is intended to educate employees about: <ul style="list-style-type: none"> <li>○ Hazardous chemicals</li> <li>○ How to use them properly</li> <li>○ Avoiding accidents or injuries</li> <li>○ Hazardous chemical labels</li> <li>○ Safety Data Sheets (SDS)</li> <li>○ Written hazard communication plan and training programs</li> </ul> </li> <li>● Safety Data Sheets (SDS)-Employer Responsibilities</li> <li>● The SDS document describes the health and physical hazards associated with a particular chemical.</li> </ul>

- It is the employer's responsibility to ensure that employees:
  - have an SDS for each hazardous chemical: liquids and gasses.
  - are trained regarding SDS.
  - provide an SDS that is written in English and readily accessible to staff.
- Chemical Storage
  - Original Containers
    - with original containers, make SDS available to employees that note the potential health or physical hazards. Ensure hazard warning labels are not defaced or removed.
  - Non-original Containers
    - With non-original containers, labels are recommended, but not required if using contents immediately. Labels are required if: a container will not be emptied by end of shift and more than one person will use them.

**Topic: Bloodborne Pathogens**

- Bloodborne Pathogen Standard
  - You should:
    - Communicate bloodborne hazards to employees.
    - Train employees and document training.
    - Investigate all exposure accidents.
    - Get written opinions from caregivers who evaluated employees who have been exposed.
    - Offer employees the HVC Vaccine.
    - Establish a written control plan.
- Bloodborne Pathogens Exposure
  - You must survey exposures. The most common activities that cause exposure are:
    - Providing first aid
    - Post incident cleanup
    - Cleaning drains
    - Unstopping toilets
    - Disposing of used syringes.
  - You must investigate exposure incidents. These include:
    - Piercing injury
    - Cuts or punctures
    - Transfer of blood or bodily fluid to open sores.

	<p><b>Topic 3: Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>● Personal Protective Equipment (PPE Standard) <ul style="list-style-type: none"> <li>○ The PPE Standard addresses: <ul style="list-style-type: none"> <li>▪ Assessing and documenting hazards in the workplace</li> <li>▪ PPE Selection</li> <li>▪ Training for PPE</li> <li>▪ Evaluating the program</li> </ul> </li> <li>○ A written program is not required, but written assessment and documentation of exposures is required</li> </ul> </li> <li>● Personal Protective Equipment (PPE) <ul style="list-style-type: none"> <li>○ OSHA requires the use of Personal Protective Equipment (PPE) to reduce exposure to hazards in the workplace.</li> <li>○ PPE includes: <ul style="list-style-type: none"> <li>▪ Goggles and Safety Glasses</li> <li>▪ Gloves and Foot Protection</li> <li>▪ Hearing Protection</li> <li>▪ Respirators and Dust Masks</li> <li>▪ Personal Fall Protection</li> <li>▪ Aprons</li> <li>▪ Hard Hats and Face Shields</li> </ul> </li> <li>○ Hazardous Chemical Pictograms <ul style="list-style-type: none"> <li>▪ Dangers and characteristics of chemicals are identified by pictograms.</li> <li>▪ New pictograms were introduced in 2013 and are standard as of June 1, 2015.</li> <li>▪ You must ensure that your staff knows the new pictograms.</li> </ul> </li> </ul> </li> </ul> <p><b>Assessment</b></p>
<b>Assessment Plan</b>	80% passing on e-learning module assessment of PPE, Bloodborne Pathogens, and Hazard Communication via 5 multiple-choice questions.
<b>Evaluation of Success</b>	<ul style="list-style-type: none"> <li>● Pre-/post-training surveys of apartment managers rating their abilities and confidence with eLearning module.</li> <li>● Passing Scores on OSHA evaluations</li> <li>● The amount of time the apartment managers spending completing SDS sheets and completing staff training compared to before training.</li> </ul>