Welcome!

Introduction to CDC Workplace Safety

Occupational Health and Safety Office (OHSO)

Quality and Compliance Branch (QCB)

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Welcome!

Please submit your legal first and last name (ex: Jane Smith)

Name

Please enter your CDC UserID, if known.

CDC userID

Submit

CDC — CENTERS FOR DISEASE CONTROL AND PREVENTION

Programming/Interactions

First layer then after the learn hits "submit button", the next layer will show with learner's name

Reviewer Comments

Per Project Champion, add note to enter name used for NEO paperwork/real name/full name/first and last name. And add CDC UserID, if known. (KB 22FEB2023)

Audio:

Feedback:

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Objectives	The purpose of this training is to help CDC's workplace culture of safety flourish. By the end of this training, ***name***, you'll be able to:

CDC Safety Administration
- Recognize events in history that led to the creation of the Occupational Safety and Health Act of 1970.
- Identify employer and worker responsibilities to ensure a safe work environment.

Introduction to Workplace Safety
- Identify workplace hazards in a CDC or CDC-leased facility.
- Recognize home office safety hazards.
- Identify key considerations for safety hazard mitigation.

CDC Safety Reporting
- Identify CDC resources to assist with health and safety concerns.
- Recall the procedures for reporting hazardous conditions.

Programming/Interactions
- Back and Next buttons

Reviewer Comments

Audio: N/A

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Why a Culture of Safety?

name, why do you think reviewing workplace safety is important?

Enter response here

Reviewer Comments

Lind,

Audio: N/A

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Programming/Interactions

Video starts playing automatically

Add sign entryway or show a short clip of Gibson walking in

Gibson and Taylor meet and walk out to car to chat history

Reviewer Comments

Audio:
Gibson: Hello there! I'm Gibson, a CDC supervisor. You must be Taylor, the new employee I'm meeting with to discuss safety and why it is important.
Taylor: Hi, Gibson. Nice to meet you. I imagine safety is important to prevent work injuries.
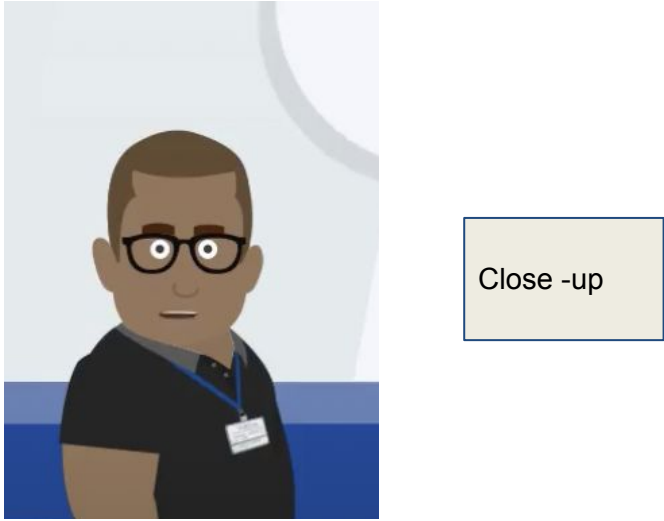Gibson: That is definitely part of it. There are a variety of reasons we focus on safety. Let's take a trip back in time to see some of the working conditions that were hazardous with employees being put in danger prior to the creation of Occupational Safety and Health Administration (OSHA).

Feedback:
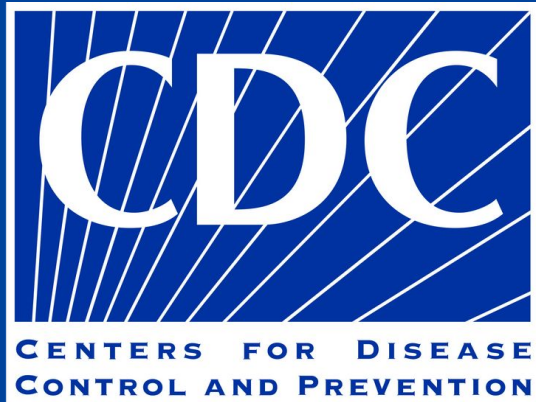
Module 1

Safety Prior to OSHA

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Close -up

Close up to G , he says…

Reviewer Comments

Gibson:

Prior to the 70s, health and safety measures were developed and regulated by individual companies. Every company that cared to, developed and enforced its own safety standards. But even then, safety was not people-based or behavior-based. Companies concentrated on engineering, plant protection, security, fire prevention, and first aid.

Lesson Title:		Slide ID:		Programming/Interactions
Visual:				G looks at T and says.. At the end , he points at the first tv
				Reviewer Comments

Gibson: While the major workplace safety events that led to the development of more regulations are often tragic, they each helped influence and drive change in worker safety. The following are three incidents that helped shape workplace safety and led to the eventual creation of OSHA.
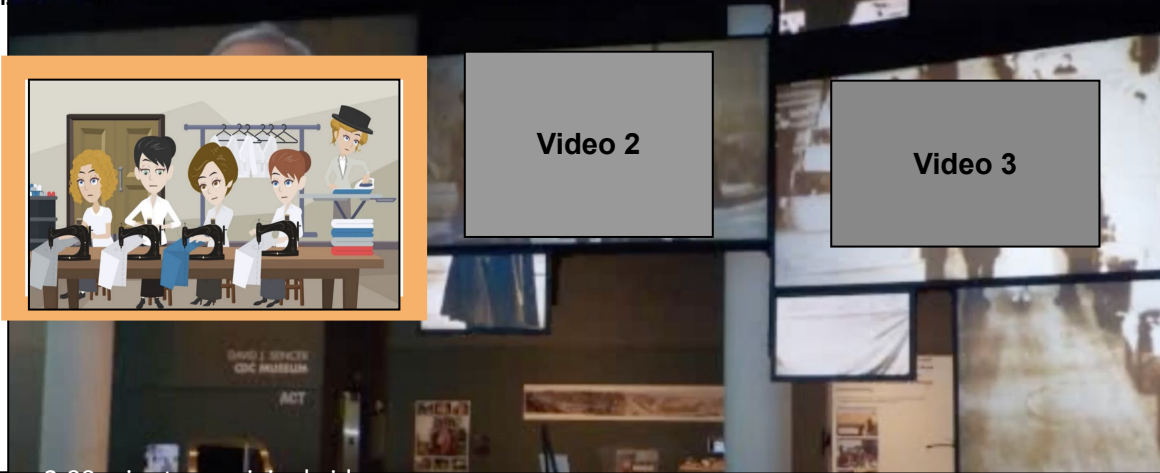
Click on each one to learn more.

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Background music

Close up to the three videos- video 1 highlighted.

Reviewer Comments

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Reviewer Comments

The Triangle Shirtwaist Company occupied the top three floors of a Manhattan business building called the Asch Building. The Company, employing more than 500 employees, people were densely packed in the factory, sitting shoulder to shoulder while mass producing women's

blouses, called Shirtwaists.

On Saturday, March 25, 1911, ~~at the end of a long workweek~~, the employees were preparing to go home when they noticed a fire started in a bin of cotton scraps. A manager tried to use a hose to put out the fire, but he found that the nozzle was rusted shut and the hose itself was rotted away. The factory floor did not have a sprinkler system, so the fire spread quickly, causing fear and panic amongst the workers.

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Firefighting technology had not kept up with the increase in the numbers of skyscrapers being built.

Reviewer Comments

To try to exit the building, workers ran to the single fire escape, but it wasn't big enough and collapsed under the weight. Other workers tried the elevators. Of the four elevators, only one was working and it only held 12 people at a time. It managed to make 4 rescue trips before it broke down. The remaining workers tried to take the stairs, but the doors opened inward and were kept locked during their shifts, preventing escape.
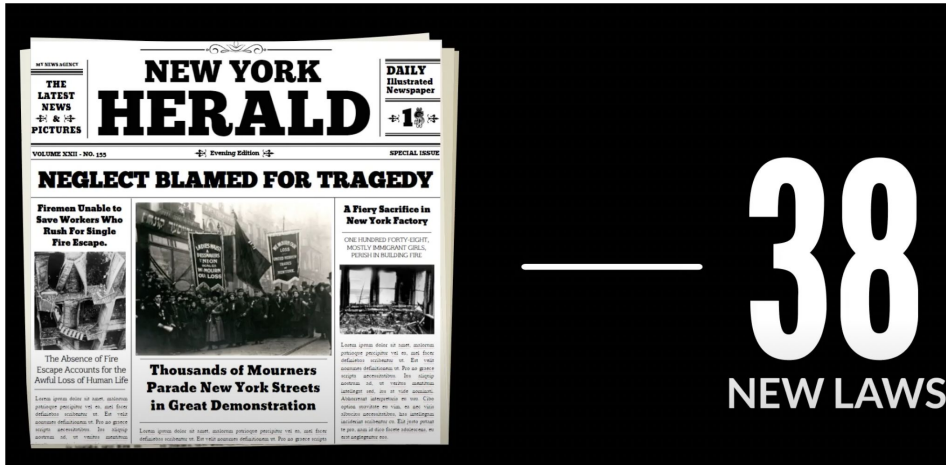
When the fire department showed up, fire hoses and ladders were only able to reach the 7th floor – one floor short of the fire. it became apparent that firefighting technology had not yet caught up with the increase of tall buildings and skyscrapers.

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Reviewer Comments

It took only 18 minutes for the Triangle Shirtwaist Company factory to burn, resulting in the loss of **146 workers**. The fire was a tragedy that transformed America - it helped to galvanize the U.S. labor movement and prompted many improvements in fire safety across the country.

New York City and State officials created commissions to investigate factory conditions and public safety. As a result, thirty-eight new laws were enacted and included changes such as the Sullivan-Hoey Fire Prevention Law which required sprinkler systems to be installed in all factories. It served as a model for state and national workplace safety codes - and another step toward the future of workplace safety.
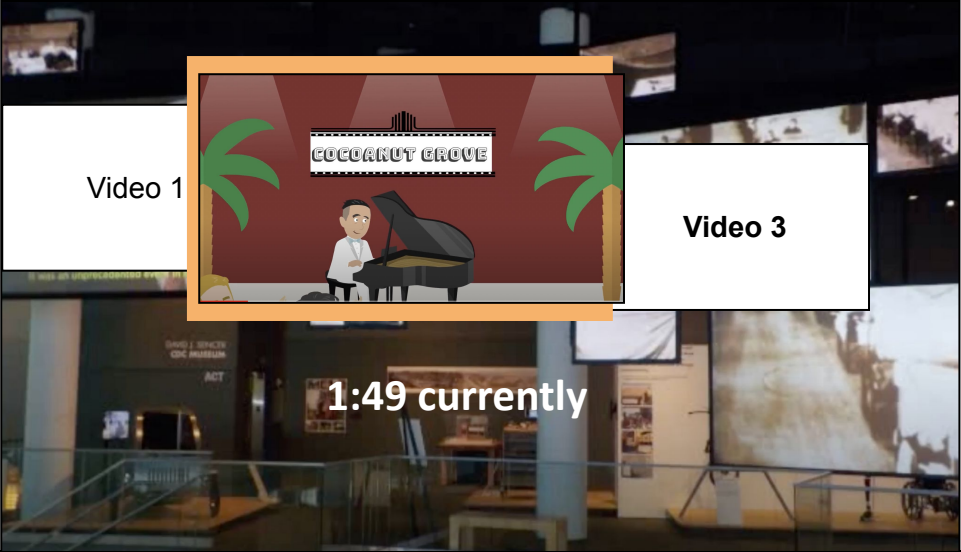
Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Video 1

COCOANUT GROVE

Video 3

1:49 curren

T is watching the video.

Reviewer Comments

maybe background music-

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

1:49 currently

Reviewer Comments

For nearly a decade following the end of Prohibition, the Cocoanut Grove nightclub, was one of the most popular social scenes in Boston's Bay Village. ~~The nightclub was a swank, tropical themed nightclub, popular with movie stars, socialites, and soldiers alike.~~ But despite their A-list clientele, the Cocoanut Club still faced the problem of customers leaving without paying. To prevent customers from fleeing before settling their bill, the owner ~~Barnet "Barney" Welansky,~~ ordered emergency exits to be chained, and in some cases, sealed shut with brick walls.

Lesson Title:	Slide ID:	Programming/Interactions
Visual:		

Reviewer Comments

Originally: This tactic proved effective for many years. That is, until November 28, 1942. It was the Saturday after Thanksgiving and the night of the highly anticipated football game between rivals Boston College and Holy Cross. On this night, it was estimated that more than 1,000 weekend revelers, wartime servicemen and their sweethearts, football fans, and others were packed into the main dining room and cocktail lounges at the Cocoanut Grove, a space rated for a maximum of 460 people. At about 10:15 pm in the dimly lit Melody Lounge, patrons were thoroughly enjoying the performance of Goody Goodelle when they noticed the palm fronds on an artificial palm tree had caught fire. Despite waiters' efforts to douse the fire with water, it spread along the fronds of the palm tree.

Proposal: **This tactic proved effective for many years. That is, until November 28, 1942. It was a busy night. the club was working overcapacity as it had approximately 1,000 people in a space rated for a maximum of 460. When they noticed the palm fronds on an artificial palm tree had caught fire. Despite waiters' efforts to douse the fire with water, it spread along the fronds of the palm tree**

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Reviewer Comments

Within eight minutes the fire, fueled by highly flammable wall decorations and fabric, had engulfed the entire club. Quickly spreading upstairs into the street-level foyer and and into main dining room where unsuspecting patrons were drinking and dancing the night away.

Hundreds of people tried to exit through the main entrance, a revolving door. But the panic-stricken crowd jammed the door until it broke.
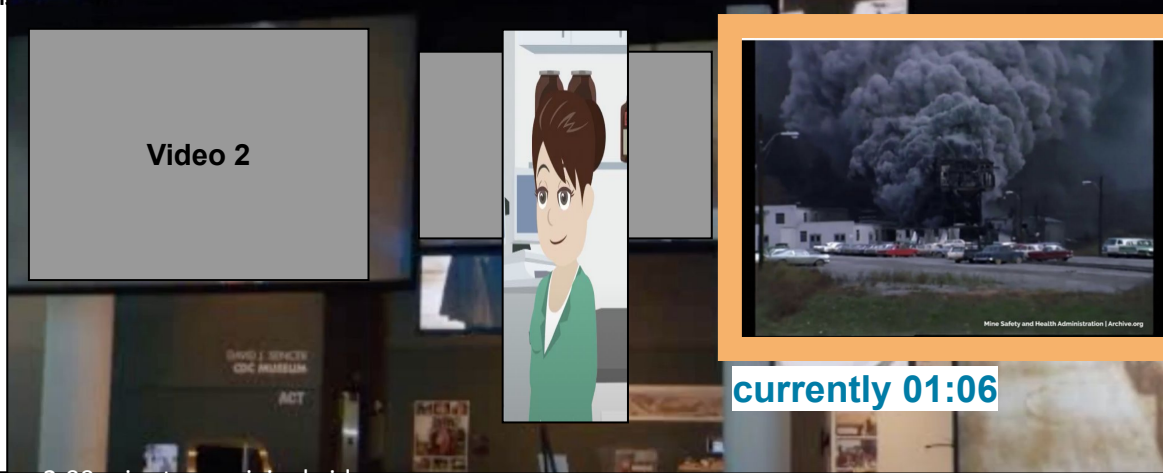
That night, 492 people died. Today, the Cocoanut Grove fire remains, by far, the deadliest disaster of its kind in history. It has been

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Video 2

currently 01:06

T is watching the video. Back to the museum- the video 3 is highlighted.
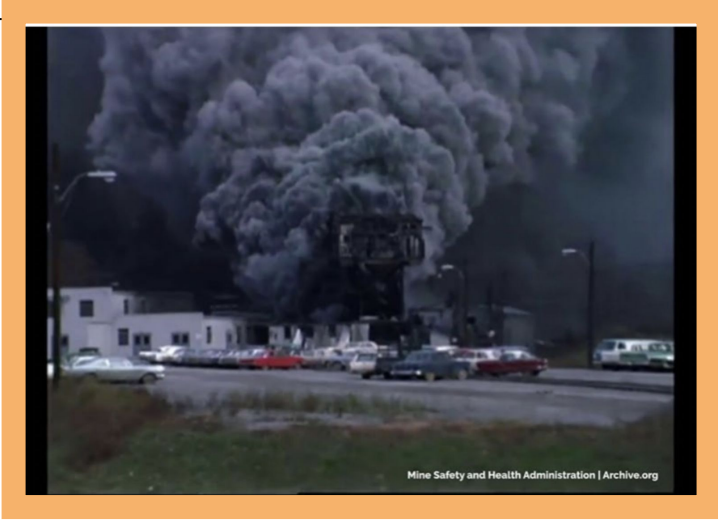
Reviewer Comments

transition- maybe background music-

Draft - video - Coal mine

Lesson Title:	Slide ID:	Programming/Interactions
Visual:		Draft - **video - Coal mine**

Mine Safety and Health Administration | Archive.org

Reviewer Comments

On November 20, 1968, in the early morning hours, a series of explosions ripped through the Consolidation Coal Company's No. 9 mine, in Farmington West Virginia. Miners living in the area heard the noise. Knowing what it meant, they headed to the mine, where they discovered a rapidly spreading fire and plumes of smoke filling the sky.

There were 99 miners in the mine when the explosion occurred. Over the course of the next few hours, 21 miners were able to escape the mine, but 78 were still trapped.

There were attempts to rescue the 78 trapped miners who were still inside, but the efforts were hindered by explosions and fires. Ten days later, on November 30th, all efforts were stopped, and the Number 9 mine was sealed.

Mine operations had a long and notorious history for lax standards and breakneck production over safety, but the Farmington disaster was a catalyst for the passage of major changes in U.S. mining safety law and one of the major drivers for a push to have federal safety standards.

Lesson Title:		Slide ID:		Programming/Interactions

Reviewer Comments

Taylor: This is devastating! I can't imagine what these people and their families had to go through.
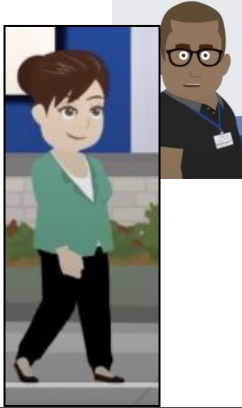
Feedback:

Lesson Title:		Slide ID:	Programming/Interactions
Visual: Video 4 the creation of: ⊙OSHA®			<mark>T & G continue walking towards- finally stop in front of video 4</mark> The video will be highlighted -
			Reviewer Comments
			We can rescue some images from the [original video](#)

G: Yes. That mine disaster became a driving force that led to significant changes in worker safety regulations.
However, after this incident there were many attempts to bring safety to a national level but it wasn't until December 29th , 1970, when the the Occupational Safety and Health Act was signed by president Nixon.
Please, click to see the details

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Add in directions: click here to see Nixon's OSH Act speech

Reviewer Comments

We can rescue some images from the [original video](#)

Video 4 starts with the Nixon's speech- if you find it, please link it here.

Feedback:

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

42 sec- we could potentially keep this video - it is short and concise - voice needs to change. Ask Vicki if the goal of OSHA still the same - if not we could update this info to the current vision of OSHA

0:00 / 0:42

[Draft - **video -**](#)

Reviewer Comments

The Occupational Safety and Health Act was distinguished by its emphasis on the prevention of—rather than compensation for—industrial accidents and illnesses.

Among the key provisions of the act were the development of mandatory safety and health standards, the enforcement of these standards, and standardized record-keeping and reporting procedures for businesses.

In addition to the creation of the Occupational Safety and Health Administration in April of 1971, there were more opportunities to educate employers about compliance and enforcement of regulations. The Act gave workers important rights to participate in activities to ensure their protection from job hazards and required employers to provide safe workplaces, free of harm.

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Characters walking towards another location

Reviewer Comments

G: As you can see, history teaches us that safety culture is crucial to worker safety; it can save lives, prevent minor and severe injuries, and even improve your quality of life. The regulations in place have valid reasons behind them. Thus, we all must take part and own our responsibilities.

Maybe we can reword to give a hint into the content in the rest of the course? I think we should have something about safety culture being essential in a workplace because it helps create a safe and secure environment for employees, that it encourages employees to be proactive (hazard identification) and how it's important for employees to take responsibility for their own safety as well as the safety of their colleagues

Following OSHA regulations, the CDC is responsible for providing a safe and healthy workplace. We provide proper and comprehensive information, train you, provide protective equipment where needed, and assist you.

T: I understand. How can I be a part of this process?

Lesson Title:		Slide ID:		Programming/Interactions
Visual:				Characters walking towards another location

Reviewer Comments

G: As you can see, history teaches us that safety culture is crucial to worker safety and to make that a reality, both the CDC and the employ has a responsibility to safety at the workplace and at home.

T: I understand. How can I be a part of this process?

G: Together we create and sustain a culture of safety. **Let's look at it in more detail…**

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

CDC's responsibilities

Safety programs:

- Hazard Communication(HazCom)
- Hearing Protection
- Respiratory Protection Program
- Ergonomics Program
- Personal Protective Equipment(PPE) evaluation
- Hazard Reporting Program

Employee's responsibilities

Consult with your supervisor:

-Who is the safety officer at my site?
-Which safety programs apply to you?

Reviewer Comments

Audiol:

The CDC has many safety programs. Some are federally required, and others are CDC-specific.

Here are a few of our safety programs:

Hazard Communication(HazCom)
Hearing Protection
Respiratory Protection Program
Ergonomics Program
Personal Protective Equipment(PPE) evaluation
hazard Reporting Program

In the meantime, you are responsible for consulting with your supervisor to identify the safety officer at your site.

Work with your supervisor to identify which safety programs may apply to you.

Lesson Title:

Employee's responsibility

Programming/Interactions

Visual:

CDC's responsibilities

-Providing safety training

-Provide a non-punitive and confidential system for reporting unsafe practices.

-Complying with the OSH Act regulations

-Comply with all applicable health and safety related policies, guidances, standards and regulations.

- Report all near misses, incidents , including illnesses injuries to your supervisor.

- Report unsafe conditions or general safety concerns through the Safety Help Desk.
- Use Personal Protective Equipment(PPE) appropriately
- Completing training

Reviewer Comments

Audiol:

The CDC is also responsible for :

-Providing safety training

-Provide a non-punitive and confidential system for reporting unsafe practices.

-Complying with the OSH Act regulations

-Comply with all applicable health and safety related policies, guidances, standards and regulations.

- Report all near misses, incidents , including illnesses injuries to your supervisor.

- Report unsafe conditions or general safety concerns through the Safety Help Desk.
- Use Personal Protective Equipment(PPE) appropriately
- Completing training as identified by your supervisor.

Lesson Title:		Slide ID:		Programming/Interactions
Visual:				Characters arrive to the location where the learner starts the second module
				Reviewer Comments

G: Whether you work from home or on-site, we urge you to give this training your full attention. Next, we will go through hazards and how to identify them.

T: I am ready. Let's continue.

Module 2

Introduction to Workplace Safety

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Safety Hazards in the Workplace

Identifying and reporting hazards in the workplace is one of the most powerful ways to improve workplace safety. Many workplace injuries and incidents are a result of unidentified hazards or a lack of action on controlling the risk associated with a specific hazard.

In this section, we'll look at common safety hazards and how they may vary in different work areas around the CDC.

Reviewer Comments

Maybe combine with next slide like have the video as part of this slide?

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions
Visual:			Users play the video as an introduction to workplace safety.
			Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

General Workplace Safety

Overview

Hazards are not only specific to your job function, they can occur anywhere at work. Common activities that are easily overlooked for health and safety risks can present great dangers.

Safety and Security Communication

Safety and security communication is an important element in preventing work-related injuries and illnesses.

CDC uses signs as communication tools to alert you of potential hazards and provide essential information to prevent injuries and illnesses.

CDC follows OSHA's recommendation to use color coding for signage. You should know the meaning of the colors and follow the instructions.

RED
DANGER

FLUORESCENT OR RED ORANGE
BIOLOGICAL HAZARDS

ORANGE
WARNING

YELLOW
CAUTION

GREEN
SAFETY INSTRUCTIONS

Programming/Interactions

I think we could layer this slide so that users can click on the colors to see an example. I'll post the examples on the next slide.

Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Color Code - Red
RED identifies dangers. For example, stop signs or danger signs. Red also identifies the location of fire protection equipment.

Color Code - Fluorescent (Red) Orange
FLUORESCENT ORANGE OR RED ORANGE identifies biological hazards.

Color Code - Orange
ORANGE identifies warning signs.

Color Code - Yellow
YELLOW identifies caution or is used to mark specific physical hazards.

Color Code - Green
GREEN identifies safety instructions or the location of safety equipment.

Programming/Interactions

Knowledge check with matching

Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Common Workplace Hazards

PHYSICAL

ERGONOMIC

CHEMICAL

BIOLOGICAL

ENVIRONMENTAL

ORGANIZATIONAL

Did you know that workers in all industries are exposed to one or more workplace hazards every day?

Workplace hazards are costly, but if the right precautions are taken, they can be prevented. Identification of common workplace hazards is the first step to prevention.

There are many different types of hazards, depending upon the nature of work activities and type of industry, but hazards generally fall into six broad groups.

Click on each hazard type to learn more.

Programming/Interactions

I think this could be layers in Articulate where you click on the type of hazard and then examples pop up.

Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Programming/Interactions

Here we could transition to the knowledge check and then video with Gibson and Taylor identifying workplace hazards.

Reviewer Comments

What if we had a knowledge check before with the scene of the video and they had to try to identify the hazards before the video plays?
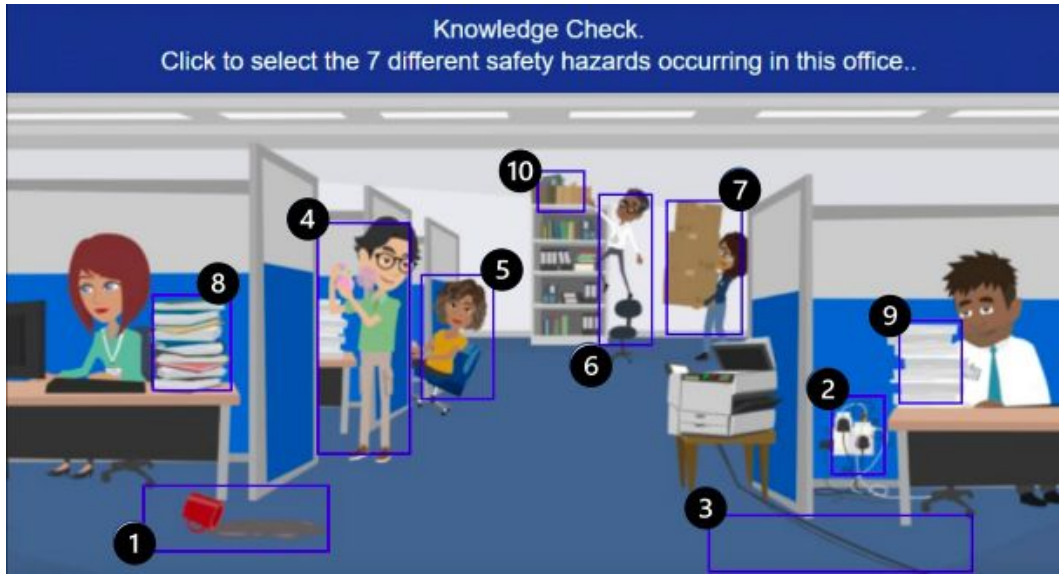
Audio:

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Knowledge Check.
Click to select the 7 different safety hazards occurring in this office..

Learners have a scene from the video and must select all the workplace hazards before the video plays.
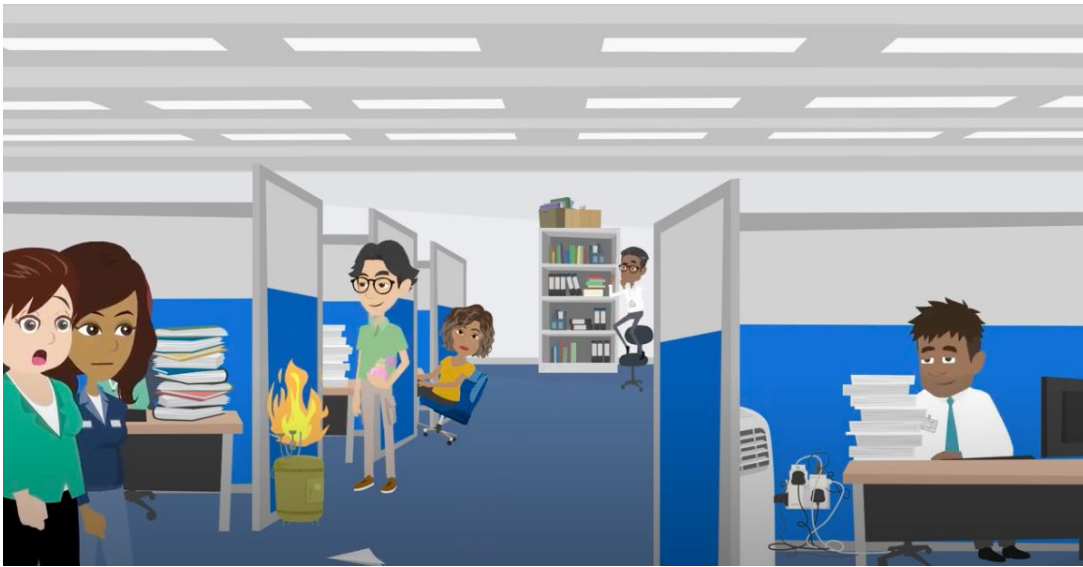
Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Programming/Interactions

Video of workplace hazards
*will remove burn barrel

Reviewer Comments

Tie this into Home Office Safety of safety response tools?

Audio: End the video with something like, "Wow, now that I'm aware of all these hazards, I wonder what potential hazards exist in my home office."
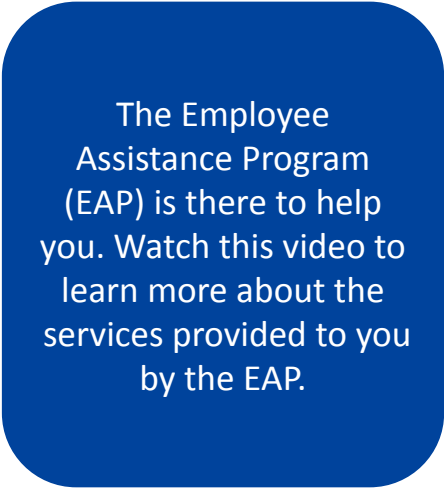
Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Home Office Workplace Safety

Slips, Trips, and Falls

Slip, Trip, or Fall hazard prevention when working from home:

Use handrails when climbing or going downstairs.

- Keep walkways clear of clutter.

- Make sure you have adequate lighting, so that surroundings are more visible.

- Avoid walking while talking on the phone or while otherwise distracted.

- Wear appropriate footwear, including anti-slip socks if needed at home.

- Watch out for tripping hazards like loose rugs, cables, or power cords.

- Clean spills immediately, including any spills, water, or mud that may have been tracked in.

Be aware of things that may cause a slip, trip, or a fall.

Programming/Interactions

Maybe have a cascading list of dos and don'ts for home office

Reviewer Comments

Create slide about home office safety

Audio:
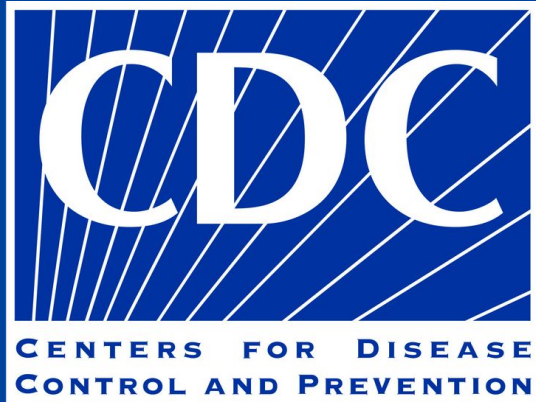
Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Home Office Workplace Safety

Electrical Hazards

Electrical Hazard prevention when working from home:

Be aware of electrical hazards.

- Use extension cords for a temporary period–not permanently. Examples of temporary occasions include remodeling, maintenance, or repair, and for decorative purposes during holidays or special events.

- Unplug electrical cords by grasping and gently pulling on the plug head, rather than the cord.

- Don't pull an electrical cord to move a device, fasten electrical cords with staples, or use equipment with frayed, pinched, twisted, or damaged wiring and electrical cords.

- Don't plug or unplug electrical equipment when your hands are wet.

- Don't plug multiple surge protectors, extension cords, and power strips into each other. This is dangerous because an excessive amount of power is being drawn from one outlet and could start a fire.

This could be a layer on the home office safety page.

Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Home Office Workplace Safety

Ergonomics

When working from a home office, sitting at a desk with a computer all day can take a toll on the body, and may lead to injuries of the back, hands, and wrists. Proper *home office ergonomics* include correct chair height, effective equipment placement and good desk posture. These adjustments can help you be more comfortable while working.

Prevent strain and pain with an ergonomically designed workspace.

Follow some of these tips to avoid common ergonomic injuries, such as carpal tunnel syndrome, tendinitis, and lower back injuries.

- Monitor—Place slightly above eye level and keep arm's length away.
- Arms—Keep close to body, with elbows by your side.
- Wrists—Minimal bend at wrist, and keep straight by hovering over the keyboard.
- Keyboard and Mouse—Use external keyboard and mouse if possible.
- Chair—Use chair with back support and a slight recline.
- Knees—Keep at 90 degrees with feet placed flat on floor.
- Work surface—Use hard surface like table or desk.

Programming/Interactions

Another layer on the home office safety page

Reviewer Comments

Audio:

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Home Office Workplace Safety

Safety Concerns and Training
When working from a home office, you should report any *work-related injury or illness* to your supervisor, **CDC Form 0.304**, or through **myCority,** if available to you.

You should also maintain all required **safety training,** including this mandatory course, that applies to your home-based office or travel-related work.

CDC's **Safety Help Desk** is available to all employees and non-employees for reporting unsafe conditions or requesting assistance with safety training.

Report unsafe workplace conditions and safety concerns.

Stay in the know by taking workplace safety trainings.

Reviewer Comments

Audio: "Remember that even in your home office, you should report any work-related injuries or illnesses."

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Placeholder: There will be some text here with a summary and directions about workplace violence.

Reviewer Comments

What about a visual showing the different types of workplace violence?

Audio:

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

The Employee Assistance Program (EAP) is there to help you. Watch this video to learn more about the services provided to you by the EAP.

Employee Assistance Program (EAP)

Audio: "Let's talk about what we can do to help you, our employees in the case of an injury or illness."

Feedback:

Module 3

Incident Reporting

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Overview of Incident Reporting

- OSHA requirement for employers to provide a safe working environment
- Workplace is to be free of known health and safety hazards
  - Employers can empower their workers to report and respond
    - Report incidents immediately
    - Initiate response for resolution and investigation

Lesson objectives:
- Identify the incident levels of the Safety Triangle
- Differentiate between Safety Help Desk and myCority for reporting of incidents
- Identify the appropriate method to use for reporting incidents
- Demonstrate the process of completing an incident report using the Safety Help Desk
- Demonstrate the process of completing an incident report myCority

Reviewer Comments

Make this convo between Gibson and Taylor

Audio:

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Work-related injuries can result in:

Emergency Assistance

Missed Work

Restricted Work

00:08 | 00:08

Programming/Interactions

Transition from workplace hazards/hazard identification.

Reviewer Comments

Audio:

Feedback:

Lesson Title: Hazard Recognition Recap and Intro to Reporting	**Slide ID:**	**Programming/Interactions**
Visual:		Review importance of reporting
		Reviewer Comments

Audio:

Feedback:

Lesson Title: Incident Classification - Intro to Safety Triangle	Slide ID:	Programming/Interactions

Visual:

Safety Triangle

At-risk behaviors occur on the job all the time. Usually, these behaviors are benign, cause no issues, and as a result continue unchanged. However, unchanged behaviors can result in a more serious incident, injury, or even fatality.

To quantify the relationship between these low-level behaviors and more serious incidents, the CDC turns to the Safety Triangle.

Programming/Interactions
- Safety model used by CDC IHSB
- Most safety incidents are caused by unsafe acts
- The same behaviors that lead to near-misses, could also lead to more serious incidents and injuries
- Reduce the rate of higher-prevalence incidents to reduce the rate of more severe injuries

Reviewer Comments

Audio: The Safety Triangle operates under the assumption that most safety incidents are caused by unsafe acts and that the same behaviors that lead to near-misses, could also lead to more serious incidents and injuries.

Feedback:

Lesson Title: Incident Classification - Intro to Safety Triangle	Slide ID:	Programming/Interactions

Visual:

Safety Triangle

The Safety Triangle breaks down safety events into four categories:

Injury

Incident

Near Miss

Unsafe Condition

Programming/Interactions

Four categories are clickable.

Reviewer Comments

Audio: The Safety Triangle breaks safety incidents into four categories: Unsafe Conditions, Near Miss, Incidents, and Injury. Select a Safety Triangle category to learn more.

Feedback:

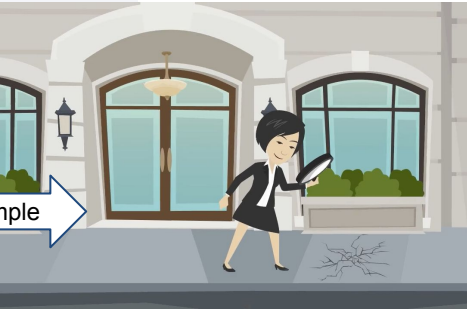| Lesson Title: Incident Classification - Intro to Safety Triangle	Slide ID:	Programming/Interactions

Visual:

Unsafe Conditions

- Unsafe conditions are hazards that have *the potential to cause an incident or injury*.

- Identify Unsafe Conditions [...] prevent more serious accid[...] the future.

Play for example

Sample of one of the four categories. Show a video example with/after the explanation.

Reviewer Comments

Audio: The Safety Triangle operates under the assumption that most safety incidents are caused by unsafe acts and that the same behaviors that lead to near-misses, could also lead to more serious incidents and injuries.

Transition: Workplace safety is a priority at the CDC. Just as employees should be able to quickly and correctly identify safety hazards and incident types, you should also know when and how to reporting an incident.

Feedback:

Lesson Title: Incident Reporting	Slide ID:	Programming/Interactions

Visual:

Purpose of Hazard Reporting

- Workplace safety is a priority at the CDC

- Everyone's safety depends on our shared responsibility to report hazards, incidents, and near misses.

- CDC employees must know how to:

  - Identify and report incidents

  - ███████████████████████

- CDC's commitment to making safety and safety reporting a part of our culture can help make us all safer.

Reviewer Comments

Audio: Incident Reporting is a way for the Centers for Disease Control and Prevention to document injuries and accidents, near misses, property and equipment damage, and health and safety issues at the CDC.

CDC employees can report workplace safety hazards using myCority or send safety-related concerns to the Safety Help Desk. These comprehensive tools streamline information and allow for a fuller picture of health and safety at the CDC.

Feedback:

Lesson Title:	Slide ID:	Programming/Interactions

Visual:

Incident Reports

- An incident report is a **formal recording of the facts related to a workplace accident, injury, or near miss**.

- Uncovers the circumstances and conditions that led to the event

- Assists in the prevention of future incidents

Reviewer Comments

Audio: What is an incident report? An incident report is…

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

Programming/Interactions

*Do's and Don'ts of reporting Job aid?

Reviewer Comments

Audio:

Feedback:

Lesson Title: Reporting	Slide ID:	Programming/Interactions

Visual:

myCority	Safety Help Desk
• Report incidents and near misses	• Report safety training issues
• Request an ergonomic assessment	• Access the Chemical Hazard and Tracking System (CHaTS)
• Track immunization records	• Request risk assessments
• Receive lab results	• Submit contractor health and safety plans
• Get reminders for upcoming appointments at the CDC Occupational Health Clinic	• General safety-related questions or concerns
• Complete medical questionnaires	
• View your SEG record	
• Anonymously report unsafe work conditions	
• Dashboard analytics for supervisors (lab only)	
• View previously submitted records (lab only)	

Knowledge Check ? ?

Report Safety Training Issues	Request Ergonomic Assessment
Request Risk Assessment	Receive Lab Results
Submit General Safety Question or Concern	Anonymously Report Unsafe Work Conditions
Report Near Miss	Access CHaTs
Track Immunization Records	Submit Contract Health and Safety Plans

Review myCority vs Safety Help Desk (Comparison/graph)

- Add engagement feature through the use of a KC.

Reviewer Comments

Audio: CDC staff should continue to use the Safety Help Desk to submit general safety-related concerns or questions. Use myCority to report incidents and near misses. Here is a more inclusive of list of what system to use based on report or incident type.

KC Instructions: Write "MC" next to incidents or information that is submitted using myCority. Write "SHD" next to incidents or information that is submitted using myCority.
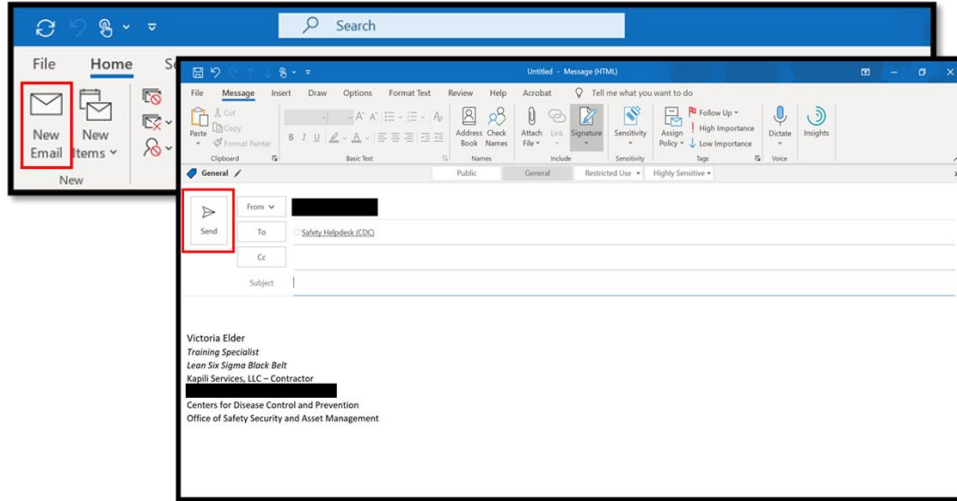
Feedback:

Lesson Title: SHD	Slide ID:	Programming/Interactions

Visual:

Safety Help Desk

Reviewer Comments

Audio:
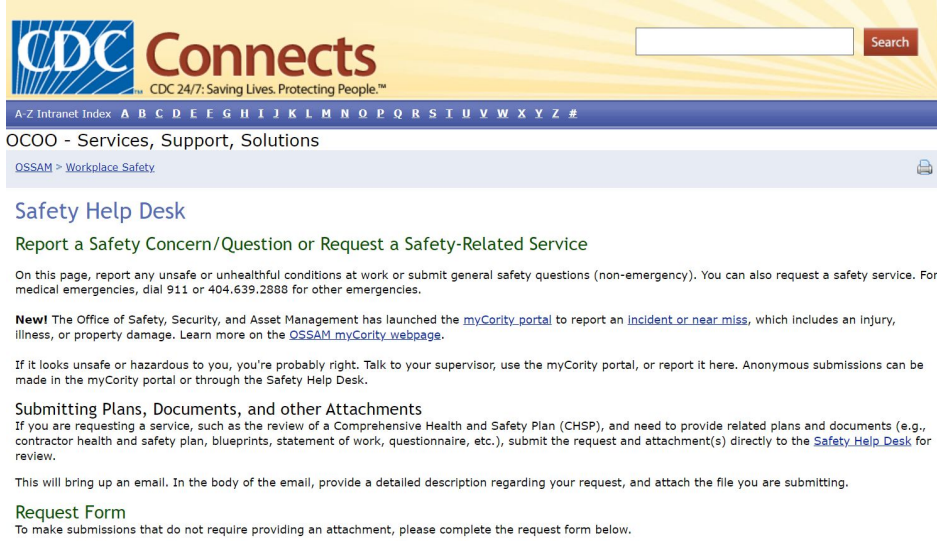
Feedback:

Lesson Title: Submit an Anonymous Safety Help Desk Ticket	Slide ID:	Programming/Interactions
Visual:		Using the scenario provided, the learner will complete the process of creating and submitting a Safety Help Desk Ticket.
		Reviewer Comments

Audio: Jeff is new to the work area but not new to working in the laboratories. On his way to a meeting today, Jeff dropped his pencil near the eye wash station. As he was picking it up, he happened to notice the inspection tag. According to the tag, the eye wash station was last inspected over a year ago. Jeff knows that the CDSO is best suited to help him submit a Safety Help Desk Ticket, so he has come to you for help.

As a reminder, the Safety Help Desk is used to submit general safety-related concerns or questions; if you are approached about an unsafe condition or a safety incident, please ensure you complete and submit a report through myCority.
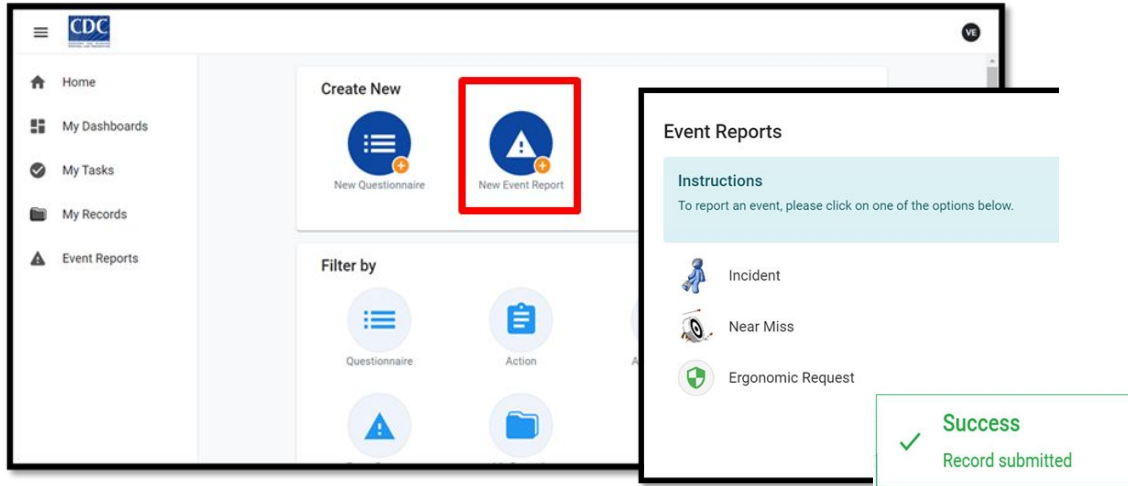
Feedback:

Lesson Title: myCority	Slide ID:	Programming/Interactions

Visual:

Job aid/online walkthrough

Reviewer Comments

Audio: myCority is a new, one-stop-shop health and safety tool that allows CDC staff to report an incident or near miss, with the option to report anonymously. All safety-related incidents and near misses are now being reported through myCority, launched through the Office of Safety, Security, and Asset Management (OSSAM).
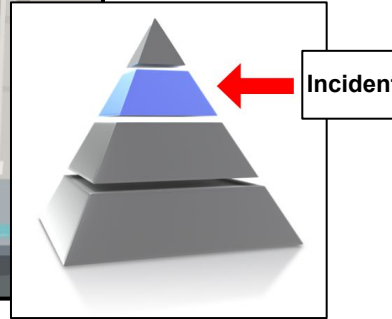
Feedback:

Lesson Title: myCority	Slide ID:	Programming/Interactions

Visual:

KC - Using the scenario provided, the learner will identify the correct steps for completing a report in myCority.

Reviewer Comments

Audio: Lettie is pushing her cart of cleaning supplies, some containing hazardous materials, to the next building. Lettie notices that the sidewalk is broken and parts of the cement are missing so she tries to maneuver the cart around the broken area. Despite her best efforts, the wheel of the cart catches on a piece of the broken sidewalk. One of the bottles of cleaning supplies topples over and falls off the cart. The force of the fall causes the lid to pop off and cleaning solution leaks out onto the ground. Lettie knows this as a safety hazard and that she will need to submit a report. *What level of the Safety Triangle will this hazard fall under? What information should Cynthia include in her myCority report?*

Feedback:

Lesson Title:		Slide ID:	Programming/Interactions

Visual:

Programming/Interactions

*Wrap-up video; keep Gibson's attire consistent

*screens will be safety info in background

- Back and next buttons appear when video completes
- Next takes them to conclusion slide

Reviewer Comments

Add overview of key points
Walking back into the lobby.

Audio:
Gibson: Well there you have it Taylor. All the tools you need to create and maintain a safety culture wherever you work and why it matters..
Taylor: Thank you for walking me through this. I can see how important a safety culture is. I'll be on the lookout for hazards and report them.

Feedback:

Lesson Title:		Slide ID:		Programming/Interactions

Visual:

On behalf of Occupational Health and Safety Office (OHSO) and Quality and Compliance Branch (QCB), congratulations to on completing the

Name

on completing the

Introduction to CDC Workplace Safety

Print

Reviewer Comments

Audio:
Please print and save a copy as a pdf for your records.

Feedback: