



# o5 Introduction to Health and Safety

Storyboard Revision History

Date	Task	Ву	Version
03/04/2019	HVP-05Intro to Health and Safety_SB_v1.o.docx		1.00





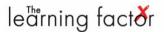
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### **Global Notes for Development Team**

- References will be made, especially on the visuals and presentation strategies, to the earlier course on Risk Management.
- Add HVP logo on helmets in images, where the helmet's front view is visible.



Note to HVP:

Is it fine to add the above logo?

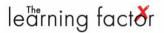




# Introduction

Page Titl	Introduction to Health and Safety	Type Text and Static Image / Graphic	Number 1
		Screen Layout	
Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	Select your role to view the content applicable to you.	HVP Active Learning Online (HALO)	The will be two entry points to the module  - Employee and Contractor/Visitor.
		Introduction to Health & Safety	
		General Awareness Course on Our Commitment to Health and Safety	Design needs to be similar to Risk Management Module (refer to the opening page of that module).
		<b>Select</b> your role to view the content applicable to you.	Also refer to email guidance on changes to the player/GUI.

Page Tit	e Introduction	Type Text and Static Image / G	Graphic Number 2
		Screen Layout	
Event	Audio	On-Screen Text (OST)	Internal Development Notes
2.	Welcome to the Introduction to Health and Safety e- learning course. This course is designed to provide an overview of the health and safety requirements of both	Welcome to the Introduction to Health and Salearning course.	fety e-  Design needs to be similar to Risk  Management Module (refer to slide 2 of that module)
	HVP and its employees. It will take approximately 15 minutes to complete.	Overview of the health and safety requirement	Build a simple animation with full screen
	At Hancock Victorian Plantations (or HVP), we are	Estimated course duration: 15 minutes	images and onscreen text in sync with the audio.
	committed to the health and safety of our employees, contractors, visitors and the public as we carry out our business activities.	Challenge points to assist in reinforcing the lea	Note to HVP:
	business activities.	Course certificate at the end of the course	Is a certificate planned for this course?
	During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning. The challenge points come in a variety of question types. If you do not answer a question correctly,	Select the highlighted arrow to continue.	

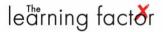




you will have to attempt the question again. If you answer incorrectly again, you will be presented with the correct answer.

At the end of the course, you will be presented with a course certificate. (TBC)

Page Title	e Learning Objectives	Туре	Text and Static Image / Graphic	Number	3
	1.		uggested images  3.		
Event 3.	<ul> <li>Audio</li> <li>By the end of this course, you will be able to:         <ul> <li>Identify HVP's commitment to safety</li> </ul> </li> <li>Describe your role in maintaining safe work environments</li> <li>Explain the importance of the Life Protecting Rules and the consequences for not abiding by them</li> <li>Describe the legislative requirements regarding health and safety</li> <li>Explain the reporting requirements for health and safety issues</li> </ul>	<ul> <li>Identify</li> <li>Describ work er</li> <li>Explain Protect for not</li> <li>Describ regardii</li> <li>Explain</li> </ul>	s course, you will be able to: HVP's commitment to safety e your role in maintaining safe nvironments the importance of the Life ing Rules and the consequences abiding by them e the legislative requirements ng health and safety the reporting requirements for and safety issues	<ol> <li>https://learningfactor.</li> <li>https://learningfactor.</li> </ol>	mages and onscreen text e audio.  to be used. Some n below – egnyte.com/dl/bKO6zUrlon egnyte.com/dl/DIMS1gQvPu egnyte.com/dl/bKO6zUrlon egnyte.com/dl/bKO6zUrlon



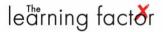


Please confirm recommended images. If these are not appropriate, please provide suggestions that can be included <u>OR suggested</u> Shutterstock image IDs for the list of objectives:

- 1046978893
- 673134616
- 719635486
- 618445994



Page Title	Health and Safety Policy	Туре	Text and Static Image / Graphic	Number	4
		Sug	gested images		
	1.		2.		
Instruction	Select the link to read HVP's Health and Safety Policy.				
Event	Audio	On-Screen Text	(OST)	Internal Development Notes	
4.	HVP Plantations is committed to protecting the health and safety of its employees,	HVP's Commitn	nent	Design could be similar to Slide a module.	to of the Risk Management





contractors, contractors' employees and the public in conducting its plantation management activities.

Compliance with HVP's Health and Safety Policy is a mandatory condition of employment or contract engagement.

Select the link provided to read HVP's Health and Safety Policy.

Protecting the health and safety of employees, contractors and the public

# For Employees and Contractors Compliance with HVP's Health and Safety Policy is mandatory

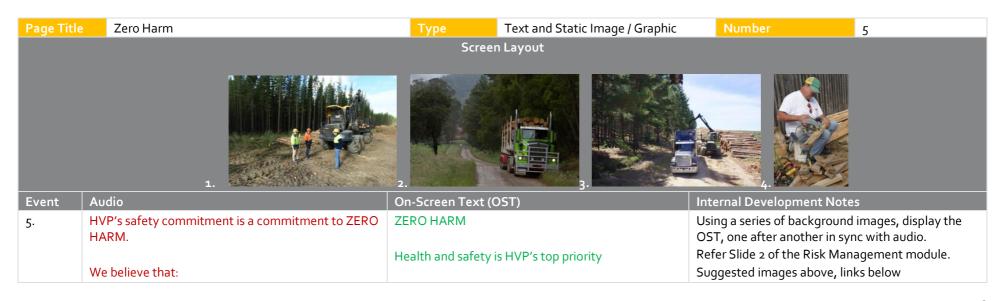
### Suggested images -

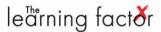
- 1. <a href="https://learningfactor.egnyte.com/dl/l7upVmgeQg">https://learningfactor.egnyte.com/dl/l7upVmgeQg</a>
- 2. <a href="https://learningfactor.egnyte.com/dl/L6kcq4yir3">https://learningfactor.egnyte.com/dl/L6kcq4yir3</a>

OR Image Shutterstock IDs: 417818188, 55648684



A link to the Health and Safety Policy document must be provided at the bottom, along with the instruction.







- No business objective will take priority over health and safety
- All incidents are preventable
- Whilst management have ultimate accountability, we all have responsibility for health and safety
- All personnel have the responsibility to stop any job they believe is unsafe or cannot be continued in a safe manner

All incidents are preventable

All are responsible for health and safety

Stop a job if it seems unsafe or cannot be continued in a safe manner

https://learningfactor.egnyte.com/dl/e55gOyVHRahttps://learningfactor.egnyte.com/dl/vW2WoCv4uXhttps://learningfactor.egnyte.com/dl/GuIrC7sdEshttps://learningfactor.egnyte.com/dl/dWvFrRMgX8

Page Title	Zero Harm – Systems and Processes	Туре	Interactive - Click to Reveal	Number	6
		Screen Layo	out		
0					
Event	Audio	On-Screen Text (C	OST)	Internal Developm	ent Notes
1.	We have several systems and processes in place to help us achieve ZERO HARM.	Systems and proce H&S Managen	esses for ZERO HARM	Click and reveal int clickable icons and *interactivity type r	
	Select each icon to learn about it.	Work Environn Plant and Equi Risk Managem Training Legal Complia	ment ipment nent	repetition*	Slide 7 or Slide 22 of ent course with a
		Legal Compila	nec	Icon suggestions gi colours as per appr	





			ID: 284676572, 194323001, 386462947
2.		Select each icon to learn about it.	Add instruction text and enable interactive elements.
H&S Mar	nagement Systems		
1.1	Towards Zero Harm, we maintain and continually improve our Occupational Health and Safety System.  We measure, appraise and report on the health and safety performance of employees and contractors.  We also monitor the health of workers and the conditions at the workplace to prevent illness or injury of workers.  We also support the safe and early return to work of injured employees.	<ul> <li>We:</li> <li>Maintain and continually improve our Health and Safety System</li> <li>Set targets for improvement</li> <li>Monitor the health of workers and the conditions at the workplace</li> <li>Support the safe and early return to work of injured employees</li> </ul>	On click of Icon 1
Work En	vironment		
2.1	We provide adequate facilities for the welfare of workers and provide and maintain a work environment without risks to health and safety.	<ul> <li>Work Environment</li> <li>We:         <ul> <li>Provide adequate facilities for the welfare of workers</li> <li>Provide and maintain a work environment without risks to health and safety</li> </ul> </li> </ul>	On click of Icon 2
Plant and	d Equipment		
3.1	Our plants and equipment are designed, constructed and maintained to safeguard people and property.  We ensure plant structures and substances are stored and used in a safe manner.	Plant & Equipment We:  Design, construct, operate and maintain safe plant structures and assets to safeguard people and property  Ensure the safe use, handling, storage and transport of plant structures and substances	On click of Icon 3



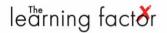


Risk Manag	gement		
4.1	We proactively identify hazards and unsafe behaviours and take steps to manage these to as low a risk as reasonably practical.  We ensure we accurately report and learn from incidents.	Risk Management We:  • We are proactive in identifying and managing hazards and unsafe behaviours • Report and learn from our incidents	On click of Icon 4
Training			
5.1	We consult and actively promote participation with employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace.  Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance.  Provide any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out.	<ul> <li>Training</li> <li>We:         <ul> <li>Ensure employees and contractors have the training, skills, knowledge and resources to maintain a healthy and safe workplace</li> <li>Require our contractors to have the same commitment to health and safety performance</li> <li>Provide training, instruction or supervision necessary to protect all from risk to their health and safety</li> </ul> </li> </ul>	On click of Icon 5
Legal Compliance			
6.1	We comply with relevant legislation, regulations, and codes of practice and industry standards.	<b>Legal Compliance</b> We ensure we comply with all legal requirements and industry standards	On click of Icon 6





Page Title	Training	Type Text and Static Image / Graphic	Number 7
		Screen Layout	
Instruction	Select the link to read our Training Policy document.		
Event	Audio	On-Screen Text (OST)	Internal Development Notes
6.	An integral part of our Health and Safety Management System is to ensure that adequate employee training and supervision occur to allow work to be safely and effectively carried out.  As Training Policy, the Company requires each employee who is engaged to work on company land to be: competent, properly trained, accredited (where appropriate) by a recognised training body, and holds all necessary licences for the particular operation for which the person is employed or engaged as required by the relevant provisions and regulations, or is being trained under the appropriate supervision of a suitably accredited person.  Select the link provided to read our Training Policy document.	Our Health and Safety Management System ensures adequate employee training and supervision to enable work to be safely and effectively carried out.  Training Policy The Company requires each employee who is engaged to work on company land to be: competent, properly trained, accredited (where appropriate) by a recognised training body, and holds all necessary licences for the particular operation(s) for which the person is employed or engaged as required by the relevant provisions and regulations, or is being trained under the appropriate supervision of a suitably accredited person.	Design the page something like Slide 10 of the Risk Management module.  A link to the training policy document must be provided in the Training Policy window, at the bottom, along with the instruction.  Images: Link - https://learningfactor.egnyte.com/dl/Jg7Z9EytjW/  Note to HVP: Is it fine to use the following image: https://www.hvp.com.au/wp-content/uploads/2015/10/fire2.jpg





Page Title	Challenge Point 1: Commitment to Health and Safety  Type  Textual MRQ (Multi-Select)  Number  8
Question Stem	Placeholder < Write the question stem here, in question form.>
	Note to HVP:
	We will complete this activity after receiving the responses from the HVP on scenarios and distractors.
Instruction	Select the correct options and Submit.
Options	□ <option 1=""></option>
	□ <option 2=""></option>
	□ <option 3=""></option>
	□ <option 4=""></option>
Correct Feedback	That's right. <insert as="" correct="" feedback="" first="" here.="" modify="" part="" required="" text="" well.=""></insert>
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.







Event	Audio	On-Screen Text (OST)	Internal Development Notes
7.	<ul> <li>As a commitment to safety, while at work, employees, contractors and visitors must</li> <li>Take reasonable care of their own health and safety;</li> <li>Take reasonable care that their conduct does not adversely affect others;</li> <li>Not intentionally or recklessly interfere with, or misuse, plant or equipment;</li> <li>Comply, so far as they are reasonably able with instruction; and,</li> <li>Cooperate with reasonable notified policies and procedure.</li> </ul>	Ensure your conduct does not adversely affect others  Do not interfere with or misuse plant or equipment  Comply with instruction Follow notified policies and procedure	Using a series of background images, display the OST, one after another in sync with audio. Refer Slide 2 of the Risk Management module.  Note to HVP: Please validate the suggested images and select preference. https://learningfactor.egnyte.com/dl/f45a21yumWhttps://learningfactor.egnyte.com/dl/EywbvMqTPghttps://learningfactor.egnyte.com/dl/d8vwkXllgFhttps://learningfactor.egnyte.com/dl/koyblf3BVohttps://learningfactor.egnyte.com/dl/u4uMo5hSQLhttps://learningfactor.egnyte.com/dl/k3jFMAU7jy

Page Title	HVP Safety Principles	Туре	Text and Static Image / Graphic	Number	10		
		Screen Layo	out				
	O1 Marked and Control of the Control						
		ID 31304978	39				
Event	Audio	On-Screen Text (C	OST)	Internal Developm	ent Notes		
8.	Be it in the field or in the office, everyone needs to adhere to HVP's safety principles.	HVP's 6 Safety Pr	nciples		mage. Scene from the module could be used.		
	<ul> <li>Follow safe work procedures, risk control measures, specific job rules and instructions</li> </ul>	<ol> <li>Follow saf instruction</li> </ol>	e work procedures and rules and	Build up an infogra	phic in sync with audio.		





- Comply with risk zones at all times
- Undertake risk assessments, where required
- Wear appropriate PPE and maintain equipment safety features
- Ensure they are always qualified, trained and competent and
- Always reporting and recording safety related events.

All personnel working for HVP must also make a commitment to adhere to the Life Protecting Rules. We'll discuss these rules next.

- 2. Comply with risk zones
- 3. Undertake necessary risk assessments
- 4. Use appropriate PPE
- 5. Ensure adequate training is received
- 6. Always report and record safety-related events

Use of similar icons as below -ID 386462947



8481484

### Note to HVP:

When we receive the requested content for the page, we will add them in.

Presentation strategy could change based on the nature of the content received.

Page Title	Challenge Point 2: Reporting a Safety Issue Type Textual MCQ (Single-Select) Number 11
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>
	Note to HVP:
	We will complete this activity after receiving the responses from HVP on the two events requested – one that must be reported and one that need
	not be.
Instruction	Select the correct option and Submit.
Options	o <option 1=""></option>
	o <option 2=""></option>
	o <option 3=""></option>
	o <option 4=""></option>
Correct Feedback	That's right. <insert as="" correct="" feedback="" first="" here.="" modify="" part="" required="" text="" well.=""></insert>
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.

Danie Tiela	Life Duete etia e Dule e (LDD-)	T	Internation Clinica Decoral	Manakan	
Page litle	Lite Protecting Rules (LPRs)	Type	Interactive - Click to Reveal	Number	12





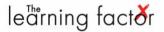
	Screen Layout					
For the part of th						
Event	Audio	On-Screen Text (OST)	Internal Development Notes			
3.	With the singular purpose of protecting the health and safety of everyone on its land, HVP has defined 6 life protecting rules or LPRs. These life protecting rules describe behaviour that if breached may put your life and that of others at risk.  These rules apply to all of us, HVP employees, HVP contractors and their employees or subcontractors and visitors.  Following HVP's Life Protecting Rules will ensure that everyone returns home safely each night.  Select each icon to learn about a rule.	LPR 1 LPR 2 LPR 3 LPR 4 LPR 5 LPR 6	Click and reveal interaction with 6 clickable icons and labels.  Icons could be developed based on those in the above image.  Display icons and labels. On selection, the correspond text to be displayed.  Let the infogrpahic build up with each click.  Suggested infographic design with icons and text -  Ways to Upgrade Your Sale Skills in 2018  The Construction of t			
4.		Select each icon to learn about a rule.	Add instruction text and enable interactive elements.			
LPR 1						
1.1	Before starting maintenance work on a vehicle, or item of plant or equipment, you must make sure all energy sources (which may cause a serious injury or fatality if released) are isolated. This includes electrical, pressure, gravity chemical or mechanical energy sources.	Always isolate energy sources before working on plant or equipment.	On click of Icon 1			





LPR 2			
2.1	Never modify, bypass or override a safety feature of a vehicle, item of plant or equipment.	Never tamper with or override safety features on vehicles, plant or machinery.	On click of Icon 2
LPR <sub>3</sub>			
3.1	Keep a safe working distance and ensure you receive verbal approval and acknowledgment from the operator, before entering the work zone of any plant, vehicle, equipment or hand faller.	Always keep the required safe distance from hazardous operations.	On click of Icon 3
LPR 4			
4.1	Ensure you wear a seatbelt in all mobile machines, items of plant and vehicles if one is fitted, while it is moving.	Always wear a seatbelt when driving or operating a vehicle or machinery, where fitted.	On click of Icon 4
LPR 5			
5.1	You must arrive at work, and while at work, remain in a condition free from the effects of drugs and alcohol.	Never work under the influence of drugs or alcohol.	On click of Icon 5
LPR 6			
6.1	Ensure you don't use a hand-held mobile phone while driving a vehicle or operating machinery.	Never use a hand-held mobile phone while driving a vehicle or operating machinery.	On click of Icon 6

Page Title	Observing a Breach of the LPRs	Type	Text and Static Image / Graphic	Number	13
		Screen Layo	ut		
Event	Audio	On-Screen Text (O	ST)	Internal Developm	ent Notes
9.	What should you do if you observe a breach of a LIFE PROTECTING RULE?  If you observe a breach of a Life Protecting Rule you must stop and act immediately, no matter how senior or junior the person committing the breach is.  Immediate action involves:			Using a series of bac display the OST, on with audio. Refer Slide 2 of the I module.	e after another in sync
	<ul> <li>Suspending or shutting down works due to safety concerns if necessary;</li> </ul>	Suspend or shut do	wn works due to safety concerns		
		Notify the individua observed breaching	I concerned that they have been an LPR		





•	Notifying the individual concerned that they have been observed breaching a Life Protecting Rule;	Complete an Incident Notification Form	
•	Completing an Incident Notification Form and forwarding it to the relevant HVP Functional Manager.		

New Employees or Re-engaging Dismissed Text and Static Image / Graphic 14 **Employees** Suggested images Audio On-Screen Text (OST) **Internal Development Notes Event** When inducting new employees or re-engaging Design could be similar to Slide 10 of the Risk Inform HVP 10. employees dismissed for safety breaches, remember Management module, but with provision for 3 Inform HVP if any employee or worker is dismissed sets of information. for a safety breach to: Inform HVP if any employee or worker is dismissed for a safety breach; Images and text are displayed in sync with audio. Reference Check For new or re-engaged staff, reference check For new or re-engaged staff, reference check with with previous employers and HVP before previous employers and HVP Note to HVP: employment commences; and If you have an image of a person on the phone, or Induct new workers before they start work on a at a desk, please share. **Induct New Workers** site and provide HVP with evidence of the Induct new workers before they start work on a site successfully completed induction (including and provide HVP with evidence of the successfully Suggested Images: safety induction) within 24 hours of the completed induction https://learningfactor.egnyte.com/dl/ioSeBUqEwj employee's engagement. https://learningfactor.egnyte.com/dl/A9bbs4knjp https://learningfactor.egnyte.com/dl/no8kiBZKux





Page Title	Incident Review Process	Туре	Text and Static Image / Graphic	Number 15
Snutte Snute Snute Snutte Snutte Snutte Snutte Snutte Snutte Snutte Snutte Snute Snute Snutte Snutte Snutte Snutte Snutte Snutte Snutte Snutte Snute Snutte Snutte Snutte Snut	ggestion: ID 634091909	Screen La	yout	
Event	Audio	On-Screen Text	(OST)	Internal Development Notes
11.	Contractors are primarily responsible for safety matters for their activities and must have appropriate documented health, safety and disciplinary procedures in addition to the Life Protecting Rules. When a breach of a Life Protecting Rule is observed and reported, the incident will be reviewed as follows:  1. HVP will notify the contractor principal that their employee has reportedly breached a Life Protecting Rule and is suspended from entering HVP land as per Clause 10.4 of standard contract;  2. If the contractor wishes to overturn this suspension, they must present a case to their HVP Functional Manager for consideration;  3. HVP will respond within 48 hours whether the suspension has been lifted;  4. A record of the episode will be recorded on HVP's Incident Management System VelocityEHS	<ol> <li>HVP will</li> <li>The cont</li> <li>HVP will</li> </ol>	notify the contractor principal tractor may present a case respond within 48 hours ode will be recorded on VelocityEHS	Build a process diagram in sync with audio. Use a background image.  Icon cues: ID 1101908750  I I I I I I I I I I I I I I I I I I I





Page Title	Challenge Point 3: Identify Life Protecting Actions  Type	Textual D&D to Sequence Number 16				
Question Stem	Refer to the actions listed and identify the actions that follow life protecting rules.  Note to HVP: We will complete the activity after receiving inputs on the correct and incorrect actions.  Development Notes Provide a list of actions and two columns titles Action follows LPR and Action does not follow LPR; lead drags each action from the list into the two columns. Options in the list below must go into Action follows LPR column. Rest go Action does not follow LPR.					
Instruction	Drag the options into the correct column and Submit.	Drag the options into the correct column and Submit.				
Drag Options (Please Shuffle)	<insert correct="" drag="" here.="" in="" options="" sequence=""></insert>					
Correct Feedback	That's right. <insert as="" correct="" feedback="" first="" here.="" modify="" part="" required="" text="" well.=""></insert>					
Incorrect Feedback	That's incorrect. <click as="" correct="" first="" me="" modify="" part="" required="" sequence.="" show="" the="" to="" view="" well.=""></click>					
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right place in the sequence.					

Page Title	Legislative Requirements	Type	Text and Static Image / Graphic	Number	17
		Screen Layou	ut		
Event	Audio	On-Screen Text (O	ST)	Internal Developm	ent Notes
Instruction	Select each link to learn about a specific legislation.				
12.	Keeping with its commitment to health and safety for all, HVP adheres to legislative requirements regarding health and safety.	Victorian Legislation	on, Regulations and Standards Section 21	Use a background in from the Risk Mana	mage – take a scene gement module.
	Select each link provided to learn about applicable legislations.	OHS Regulations 2017  Dangerous Goods Act 1985  Accident Compensation Act 1985		specific legislation.	w the title must be er will select to view a HVP will be providing
				the links.	
				The instruction text	follows.
		Code of Practi	ce for Timber Production 2014	Note to HVP:	





	Please provide the link for each legislation.

Page Title

Duty of Care
Type
Interactive - Click to Reveal
Number

Screen Layout
Design Suggestion







Note to HVP: This is existing Duty of Care content. We will replace with new wording when we receive them.

Event	Audio	On-Screen Text (OST)	Internal Development Notes
5.	Both HVP and our workers have Duty of Care Obligations as part of legal requirements.  Select each tab to learn the duty of care for HVP and our employees.	HVP and our workers have Duty of Care Obligations.  Employer Duty of Care Obligations  Employee Duty of Care Obligations	Two-tab interaction. For each tab's popup, develop infographics to display when the learner selects the respective tab. For each tab, along with the text, in image could be used as the tab background.
6.		Select each tab to learn the duty of care for HVP and employees.	Add instruction text and enable interactive elements.
Employe	er Duty of Care Obligations		
1.1		<ul> <li>Employer</li> <li>Ensure all appropriate actions are taken to implement the Occupational Health and Safety Policy, health and safety procedures and legislative requirements</li> <li>Ensure a positive focus on risk assessment, hazard reduction and training to achieve improved OHS outcomes within their area of responsibility.</li> <li>Monitor health and safety performance within their area of responsibility and ensure records are maintained to clearly demonstrate compliance.</li> </ul>	Tab 1 elements for infogrpahic.

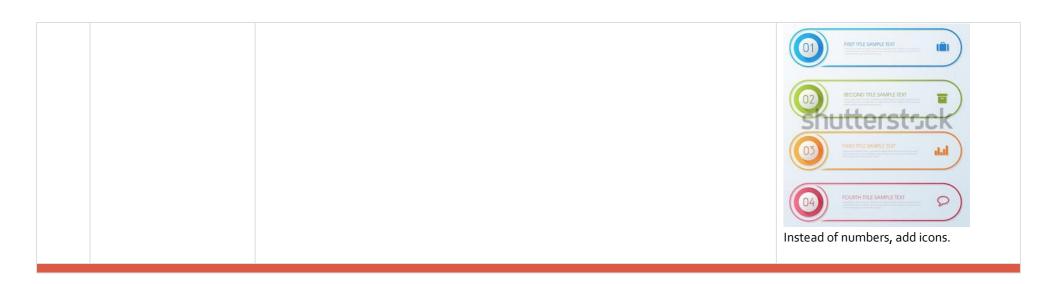




	<ul> <li>Ensure contract management systems are in place and utilised.</li> <li>Ensure OHS issues are considered prior to the purchase of all goods and services.</li> <li>Ensure staff are adequately trained and resourced with protective equipment.</li> <li>Obtain objective evidence of contractor health &amp; safety systems and of their ability and capacity to undertake the contract work(s) in accordance with Section 21 of the OHS Act (2004).</li> <li>Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, risk assessments &amp; hazard control process, etc.</li> <li>Participate where required in the resolution of safety issues.</li> <li>Review all accidents/incidents and prepare reports if appropriate.</li> <li>Assist with the development of rehabilitation programs for injured workers and prepare appropriate return to work plans for them.</li> <li>Review any health and safety related reports and take appropriate action.</li> <li>Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have a health and safety component.</li> <li>Initiate actions to improve health and safety performance of operational staff.</li> </ul>	
Employe	e Duty of Care Obligations	
2.1	All employees will	Tab 2 elements for infogrpahic.
	<ul> <li>Adhere to all safe working procedures and work instructions</li> <li>Take reasonable care of themselves and others who may be affected by their actions</li> <li>Report incidents, near misses, risks or hazards to their immediate supervisor to ensure they are recorded within the OHSMS and appropriate corrective action taken</li> <li>Ensure they do not undertake tasks for which they are not trained or competent. Advise their superior of training needs if it is apparent they do not have the competence necessary for the task.</li> <li>Ensure protective equipment is utilised as required and well looked after</li> </ul>	Suggested Image ID: 613168412







Page Title	Challenge Point 4: Identify your Duty of Care	Type	Textual MRQ (Multi-Select)	Number	19		
Question Stem	From the given list, select the options that are releval	nt to employees.					
	Placeholder -						
	Note to HVP:						
	We will complete this activity after receiving the resp	onses from the H	VP on the distractor options.				
Instruction	Select the correct options and Submit.						
Options	o <option 1=""></option>						
	o <option 2=""></option>						
	o <option 3=""></option>						
	o <option 4=""></option>						
Correct Feedback	That's right. <insert correct="" feedback="" here.="" modi<="" td="" text=""><td>fy first part as req</td><td>uired as well.&gt;</td><td></td><td></td></insert>	fy first part as req	uired as well.>				
Incorrect Feedback	That's incorrect. <insert feedback="" here.<="" incorrect="" td="" text=""><td>Modify first part</td><td>as required as well.&gt;</td><td></td><td></td></insert>	Modify first part	as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect sel	ection and answe	r.				

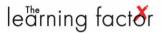
Page Title	Audits at HVP	Туре	Text and Static Image / Graphic	Number	20
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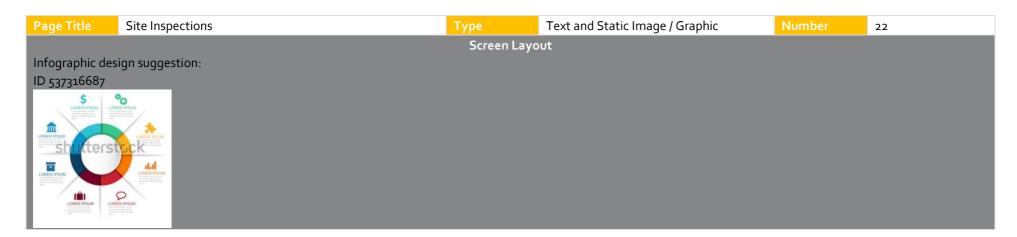
		Screen Layout	
Event	Audio	On-Screen Text (OST)	Internal Development Notes
13.	We discussed that HVP has a management system in place to manage all its activities. To ensure that HVP Plantations Forest Management System is delivering the desired outcomes, the system is audited internally and by independent third parties.  The internal audit:  Tracks the effectiveness of operational control measures  Evaluates compliance with the law, company policy and Best Management Practices  Continually improves procedures and forest management outcomes  Identifies training priorities	Internal Audit Goals  Track the effectiveness of operational control measures  Evaluate compliance with the law, company policy and Best Management Practices  Continually improve procedures and forest management outcomes  Identify training priorities	Using a series of background images, display the OST, one after another in syndwith audio. Refer Slide 2 of the Risk Management module. Images may be reused from the Risk Management module.

Page Titl	e Monitoring	Туре	Interactive - Click to Reveal	Number	21
	Screen Layout				
Event	Audio	On-Screen Text (O	ST)	Internal Developm	ent Notes
7.	As part of the audit process, both routine and specific monitoring are undertaken.	Routine monitoring	J	Two-tab interaction	1.
	Select each tab to learn about them.	Specific monitoring	I	Use a background i	nage.
				Refer Slide 22 of the module.	e Risk Management
8.		Select each tab to le	arn about a type of monitoring.	Add instruction texinteractive element	
Routine r	Routine monitoring				
1.1	Routine monitoring is carried out as a daily part of the role undertaken by staff.	Routine Monitoring	I		





		Routine monitoring is carried out as a daily part of the role undertaken by staff. Routine monitoring includes: Safety Walks, Waste Management, Road Maintenance, Inductions of People and several other monitoring processes.	
Specific	monitoring		
2.1	Specific monitoring relates to targeted monitoring.  These are undertaken as a specific event or campaign.	Specific Monitoring Specific monitoring relates to targeted monitoring undertaken as a specific event or campaign. Specific monitoring includes: Emergency Management Drills, Contractor Field Audits, Safety Improvement Plan, Biodiversity Monitoring and several other monitoring processes.	







Event	Audio	On-Screen Text (OST)	Internal Development Notes
14.	Field Safety and Environment Walks are an important part of routine monitoring.	Field Safety and Environment Walks are used to observe	Build up an infogrpahic in sync with audio.  A background image may be used.
	These inspections include the observation of:      Workplace hazards     Environmental aspects and impacts     General housekeeping     Safety signage     Access / egress points for evacuations     Traffic management     Chemical storage     Personal protective equipment     Emergency evacuation equipment	<ul> <li>Workplace hazards</li> <li>Environmental aspects and impacts</li> <li>General housekeeping</li> <li>Safety signage</li> <li>Access / egress points for evacuations</li> <li>Traffic management</li> <li>Chemical storage</li> <li>Personal protective equipment</li> <li>Emergency evacuation equipment</li> </ul>	

Page Titl	e Safety Communication	Туре	Interactive - Click to Reveal	Number	23
		Screen Lay	out		
Event	Audio	On-Screen Text (O	ST)	Internal Developme	ent Notes
9.	At HVP, safety information flows throughout the business. HVP has open communication with	A range of sources, prompt for a Safety	both internal and external, can act as Communication.	Two-tab interaction	
	contractors, sharing systems, procedures and learning outcomes.	Internal Sources		Use two clickable im	nages/icons.
	A range of sources, both internal and external, can act as a prompt for Safety Communication.	External Sources			
	Select each tab to learn about them.				
10.		Select each tab to lo	earn about communication sources.	Add instruction text interactive elements	
Internal S	Sources				





1.1	Internal Sources	Use icons as in 495957013 (first icon)
	<ul> <li>Incidents</li> <li>Incident investigations</li> <li>Worksite meetings</li> <li>Field safety walks</li> <li>Safety observations, including improvements</li> <li>Near misses</li> <li>OH&amp;S meetings</li> <li>Toolbox meetings</li> <li>Change in seasons or functional activities</li> </ul>	shutterstrick  Shutterstrick
External Sources		
2.1	<ul> <li>External Sources</li> <li>Industry, including customers and contractors</li> <li>Study tours</li> <li>Regulators including WorkSafe, Vic Roads, Local Governments</li> <li>Other land managers, including DELWP, Parks Victoria</li> <li>Audits</li> <li>General public</li> <li>Other forestry management agencies including HQP and HFMNZ</li> </ul>	Use icons as in 175825148  A A E  SHIPT THE ATA A

### **Assessments**

## Note to HVP:

The following 4 pages are placeholders for about 4 assessment questions. We will complete the assessment questions after we receive the inputs.

Page Title	Question 1	Туре	Textual True/False	Number	24
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>				
Instruction	Is this true or false? Select the correct option and Submit.				





Options	o True
	o False
Correct Feedback	That's right. < Insert correct feedback text here. Modify first part as required as well.>
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.

Page Title	Question 2	Type	Textual MCQ (Single-Select)	Number	25		
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>						
Instruction	Select the correct option and Submit.						
Options	o <option 1=""></option>						
o <option 2=""></option>							
o <option 3=""></option>							
	o <option 4=""></option>						
Correct Feedback	That's right. <insert as="" correct="" feedback="" first="" here.="" modify="" part="" required="" text="" well.=""></insert>						
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>						
Visual Feedback	al Feedback Please show visual indicators for correct/incorrect selection and answer.						





Page Title	Question 3	Туре	Textual MRQ (Multi-Select)	Number	26			
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>							
Instruction	Select the correct options and Submit.							
Options	ptions    Option 1>							
	□ <option 2=""></option>							
	□ <option 3=""></option>							
	□ <option 4=""></option>							
Correct Feedback	That's right. <insert as="" correct="" feedback="" first="" here.="" modify="" part="" required="" text="" well.=""></insert>							
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>							
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.							





Page Title	Question 4	Туре	Textual D&D to Sequence	Number	27	
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>					
Instruction	<drag and="" correct="" into="" options="" sequence="" submit.="" the=""></drag>					
Drag Options	<insert correct="" drag="" here.="" in="" options="" sequence=""></insert>					
(Please Shuffle)						
Correct Feedback	That's right. < Insert correct feedback text here. Modify first part as required as well.>					
Incorrect Feedback	That's incorrect. <click as="" correct="" first="" me="" modify="" part="" required="" sequence.="" show="" the="" to="" view="" well.=""></click>					
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right place in the sequence.					

Page Title	Summary	Type	Text and Static Image / Graphic	Number	28
		Screen Lay	out .		
Event 15.	Audio  Let's do a quick recap of what we discussed in this course.  • HVP Plantations is committed to protecting the health and safety of its employees, contractors, contractors' employees and the public in conducting its plantation management activities.  • Safety is everyone's responsibility, including HVP, employees, contractors and visitors.  • To ensure that everyone returns home safely each night, HVP has defined safety principles and Life Protecting Rules that must be adhered to.  • HVP adheres to legislative requirements regarding health and safety.  • To ensure that HVP Plantations Forest	On-Screen Text (Control Key Takeaways  HVP Plantation and safety  Safety is every HVP has define Protecting Rule HVP adheres to health and safety	ns is committed to protecting health rone's responsibility ed safety principles and Life es that must be adhered to o legislative requirements regarding	Internal Development This is the course of Develop a design of Present the points audio. Use a background of the points audio.	summary page. for the same. as a list in sync with





outcomes, the system is audited internally and by independent third parties.

Page Title	Course Completion	Туре	Text and Static Image / Graphic	Number	29			
	Screen Layout							
Event	Audio	On-Screen Text (OST)		Internal Development Notes				
16.	Congratulations! You have now completed the course Introduction to Health and Safety.	Course Completed		Course completion Refer to Slide 40 of module.	page. the Risk Management			
	We hope you have gained an understanding of your role at HVP in ensuring the health and safety of yourself and others in the workplace.	Introduction to Health and Safety						