

10 Fitness for Work

Storyboard Revision History

Date	Task	By	Version
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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, ensuring to follow the new GUI provided in the template, and HVP branding guidelines. Ensure Alpha delivery is not locked down to allow skipping through.


Introduction

Page Title		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) Fitness for Work General Induction Course on fitness for work Select your role to view the content applicable to you.		There will be two entry points to the module – Employee and Contractor/Visitor . Design needs to be similar to Risk Management Module (refer to the opening page of that module). Also refer to email guidance on changes to the player/GUI.	

Page Title		Type	Text and Static Image / Graphic	Number	2
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
2.	<p>Welcome to the Fitness for Work e-learning course. The course is designed to ensure a safe and healthy working environment for all personnel and the prevention of work-related injuries and illness as you work at HVP Plantations.</p> <p>This course will take approximately 20 minutes to complete.</p> <p>During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning.</p>	<p>Fitness for Work</p> <p>Welcome to the Introduction to Fitness for Work e-learning course.</p> <p>Ensure safe and healthy working environment at HVP</p> <p>Estimated course duration: 20 minutes</p> <p>Challenge points to assist in reinforcing the learning</p> <p>Select the Next arrow to continue.</p>		<p>Design needs to be similar to Risk Management Module (refer to slide 2 of that module)</p> <p>Build a simple animation with full screen images and onscreen text in sync with the audio.</p>	

Page Title		Type	Text and Static Image / Graphic	Number	3
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
3.	<p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> Understand the nature of fatigue Describe how fatigue impacts your work Understand the importance of sleep in managing fatigue Follow the HVP policy on drugs and alcohol Explain how heat and dehydration impacts the body 	<p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> Understand the nature of fatigue Describe how fatigue impacts your work Understand the importance of sleep in managing fatigue Follow the HVP policy on drugs and alcohol Explain how heat and dehydration impacts the body 		<p>Design needs to be similar to Risk Management Module (refer to slide 4 of that module)</p> <p>Build a simple animation with images and onscreen text being displayed in sync with the audio.</p> <p>Note to HVP: Do you have any suitable images that could be used here? If not, we will just use as placeholders.</p>	

Page Title		Type	Text and Static Image / Graphic	Number
Importance of Fitness for Work				4
Screen Layout				
Instruction				
Event	Audio	On-Screen Text (OST)	Internal Development Notes	
1.	<p>HVP aims to provide and maintain a safe working environment. This is achieved by an occupational health and safety management system and safe systems of work in compliance with all relevant legislation.</p> <p>HVP has a strong focus on the physical, mental and emotional health of our employees and contractors to ensure they remain fit for work at all times.</p> <p>The key focus is the commitment to achieve our 'Zero Harm' goal.</p> <p>To achieve this, we aim to:</p> <ul style="list-style-type: none"> Prevent harmful and inappropriate behaviour that can be caused by alcohol and other drugs in the workplace. Provide appropriate health and fitness standards for entering the workplace. Prevent and minimise the adverse effects of fatigue, excessive working hours and working conditions. Promote physical, mental and emotional health so that people can safely carry out all required tasks. Encourage behaviour and attitudes that are conducive to a safe and healthy working environment. 	<p>HVP aims to provide and maintain a safe working environment including:</p> <ul style="list-style-type: none"> Occupational health and safety management system Safe systems of work <p>HVP also provides a strong focus on the following three health aspects:</p> <ul style="list-style-type: none"> Physical Mental Emotional <p>Zero Harm Goal</p> <ul style="list-style-type: none"> Prevent harmful and inappropriate behaviour in the workplace. Provide appropriate health and fitness standards for entering the workplace. Prevent and minimise fatigue, excessive working hours and working conditions. Promote physical, mental and emotional health. Encourage the behaviour and attitudes of employees. <p>It is the responsibility of all Managers, Supervisors, Employees and Contractors to adhere to this policy and its related procedures.</p>	<p>This will be a simple animation page with images and OST appearing in sync with audio.</p> <p>Have the first paragraph appear with bullet points using the infographic (suggested image ID: 391628611</p>  <p>)</p> <p>Then have the second paragraph with the bullet points appear alongside.</p> <p>When the audio reads, 'Zero Harm' have the logo appear and then animate the bulletpoints in the form of an infographic one by one.</p>  <p>Zero harm logo -</p>	

	It is the responsibility of all Managers, Supervisors, Employees and Contractors to adhere to this policy and related procedures and ensure they are fit to perform their duties without risking the health, safety or welfare of themselves or others.		Have the last paragraph appear after the previous one fades. Use icons for managers, employees, supervisor and contractor from image id: 1020743017 and have them appear with audio, 
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Page Title		Drugs and Alcohol	Type	Text and Static Image / Graphic	Number	5
Screen Layout						
Event	Audio	On-Screen Text (OST)		Internal Development Notes		
1.	Being fit for work involves being drug and alcohol free. People who have alcohol, illegal drugs or other substances in their	People who have alcohol, illegal drugs or other substances possess an increased risk to health and safety.		A simple animation page with images and OST appearing in sync with audio.		



	<p>system possess an increased risk to their own health and safety and that of others.</p> <p>These substances impair your mental and physical capacity to perform duties safely. As such, HVP has zero tolerance for drugs and alcohol in every HVP workplace. We ensure compliance among our employees by testing for drugs and alcohol. This applies to all HVP contractors as well.</p> <p>If, for any reason, you are required to take prescription drugs, you must inform your manager if those drugs can affect your ability to perform tasks in a safe manner.</p> <p>Workers found to possess or use illegal drugs on any HVP worksite may face prosecution.</p>	<p>HVP has zero tolerance for drugs and alcohol.</p> <p>All employees and contractors are tested for drugs and alcohol.</p> <p>Employees taking prescription drugs must inform their manager.</p> <p>Workers found to possess or use illegal drugs on any HVP worksite may face prosecution.</p>	<p>Note to HVP:</p> <p>In terms of images, would you prefer to include some images of some of the designated smoking areas, facilities and flammable substances or also include signs indicating no drug usage, designated smoking areas, facilities, and flammable substances. Either way – please provide.</p>
	<p>Though HVP does not encourage smoking, those who choose to smoke can do so in designated smoking areas. These are separate areas away from other workers, facilities and flammable substances.</p>	<p>HVP has designated smoking areas for employees who choose to smoke.</p>	


Page Title	Heat Stress and Hydration	Type	Text and Static Image / Graphic	Number	6
Screen Layout					



Event	Audio	On-Screen Text (OST)	Internal Development Notes			
1.	<p>Our fitness for work can be impacted by heat stress and hydration. In some cases, such as in hot working conditions, while you can't change the hazard (i.e. the temperature), you can reduce the risk by:</p> <ul style="list-style-type: none">• Building flexibility into contractual arrangements to allow for delays and disruptions• Scheduling work to avoid the hottest parts of the day• Taking regular breaks sheltered from extreme heat or cold• Planning to have log landings in the shade during summer• Working two or three faces of the coupe to be in the shade during the afternoon• Ensuring ready access to fluids to reduce the likelihood of dehydration, which can speed up the onset of fatigue <p>If early starts are being used to manage heat stress during hot summer days, consider options such as on-site camping or driving pools wherever appropriate.</p>	<p>Our fitness for work can be impacted by heat stress and hydration.</p> <p>In cases where you can't change the hazard, you can reduce the risk by:</p> <ul style="list-style-type: none">• Building flexibility for delays and disruptions• Scheduling work• Taking regular breaks• Planning to have log landings• Working two or three faces of the coupe to be in the shade during the afternoon• Ensuring ready access to fluids to reduce the likelihood of dehydration <p>Consider options such as on-site camping or driving pools where appropriate for early start of work.</p>	<p>This will be a simple animation page with images and OST appearing in sync with audio.</p> <p>Have the first paragraph appear first, then the bullets using the below image id. Id: 788480779</p> <p>If HVP can provide images for this slide, we can use images for each bullet.</p> <p>Then have the last two paragraphs appear.</p>			
Page Title	Heat Stress - Examples		Type	Interactive – Slider Activity	Number	7
Screen Layout						

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	<p>Here is an interesting activity for you to understand ways to prevent yourself from heat stress.</p> <p>Drag the slider to each icon to see the effect it has on Dave's tiredness.</p>	<p>Here is an interesting activity for you to understand the ways to prevent yourself from heat stress.</p> <p>Dave is feeling very tired due to heat. How can you reduce the impact of heat?</p> <ul style="list-style-type: none"> • Water • Work break frequency • Shade • Adjusted work schedule 	<p>This is a slider activity.</p> <p>Show a worker icon who is very tired.</p> <p>Then, show a slider with four icons. The slider has four moves that are in the bullets. Use the icons below in order for the slider.</p> <p>Water (1190729149) </p> <p>Work break frequency (588629573) </p> <p>Shade (441984745) </p> <p>Adjusted work schedule (1362962939) </p> <p>When the learner moves the slider to each icon, change the expression of the worker accordingly:</p> <ul style="list-style-type: none"> • Starting point – image of a worker fatigued and tired. • First step – add water, worker looks a bit better. • Second step – break frequency, worker improves more. • Third step – Add shade, worker improves more. • Forth step – adjust work schedule, worker is looking good. <p>Note to HVP:</p>


			  <p>www.shutterstock.com • 702684010</p> <p>The above image is just a suggestion for this slide. If you more suited related images please provide.</p>
		<p>Drag the slider to each icon to see the effect it has on Dave’s tiredness.</p>	

Page Title	What is fatigue?	Type	Interactive – Click to Reveal	Number	8
Screen Layout					
<div><p>www.shutterstock.com • 1250154889</p></div>					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.	<p>Fatigue is a major contributor to workplace incidents. Fatigue is an acute or ongoing state of tiredness that can create risks to health and safety.</p> <p>Work-related fatigue affects not only employee's health and safety, but can impact others in the team as well.</p> <p>Let's take a look at the causes and effects of fatigue.</p> <p>Click each tab for more information.</p>	<p>Fatigue:</p> <ul style="list-style-type: none">A major contributor to workplace incidentsAn acute or ongoing state of tiredness <p>Causes</p> <p>Effects</p>		<p>Click and reveal interaction with 2 clickable tabs, all appearing in sync with audio.</p> <p>Have the first the first paragraph appear and then animate the bullets.</p> <p>Then have the two highlighted words appear as clickable tabs using the infographic (suggested image ID: 1250154889) with the word "Fatigue" in the middle circle.</p> <p>Note to HVP: Awaiting images as indicated in the CO.</p>	
		Click each tab for more information.			
Causes					
1.1	<p>Factors that individually or in combination contribute to physical and mental fatigue are:</p>	<p>Factors contributing to physical and mental fatigue are:</p> <ul style="list-style-type: none">Inadequate sleepExtended working hoursEmergencies		Reveal slide for causes.	

	<ul style="list-style-type: none"> • Inadequate amount or quality of sleep over an extended period of time • Working extended hours • Emergencies, such as, fire and length of deployment, leading to loss of sleep • Shift work and extended shifts that disrupt the circadian rhythm • Travelling long distances due to resources that are geographically spread • Staff resource levels not matching needs • Adverse weather conditions • Poor training, work practices, diet and quality of home life 	<ul style="list-style-type: none"> • Shift work and extended shifts • Long distance travel • Inadequate staff levels • Adverse weather conditions • Poor: <ul style="list-style-type: none"> • Training • Work practices • Diet • Quality of home life 	<p>Animate the bullets using the infographic (suggested image ID: 1291287838) in sync with audio and in the center appear the work "Causes".</p>
	Effects		
1.2	The effects of fatigue include:	<ul style="list-style-type: none"> • Diminished performance 	Reveal slide for effects.

	<ul style="list-style-type: none">• Diminished performance, that is either variable or less reliable• Reduced speed of physical reaction and a slowed down thought processes• Increased tendency to make errors and flawed judgements• Increased tendency to respond incorrectly• Higher chances of encountering memory errors• Reduced vigilance and motivation• Micro sleeping	<ul style="list-style-type: none">• Reduced physical reaction and thought process• Increased chances to make errors• Increased instances of incorrect response• Memory errors• Reduced motivation• Micro sleeping	Animate the bullets using the infographic (1291287838) in sync with audio and in the center appear the work “Effects”. After this appear the example in sync with the audio.
	To reduce the impact that physical and mental fatigue can have on both your work performance, and the increased risk of accidents and injuries occurring at the workplace, we have developed risk management policies that help you follow appropriate work practices, work schedules and work systems. These policies also help in reducing the potential of employees developing physical and/or mental fatigue.	<p>Physical and mental fatigue impairs work performance and increases the risk of accidents and injuries at the workplace.</p> <p>HVP has developed risk management policies for following appropriate work practices, work schedules and work systems.</p>	<p>Once the learner completes the interactive, appear this paragraph with an image background (oR5A7481[1].jpg).</p> <p>Provide a 2 clickable buttons, Safe Work Australia - Fatigue https://www.safeworkaustralia.gov.au/fatigue Safe Work Australia – Injury Comparison https://www.safeworkaustralia.gov.au/system/files/documents/1702/comparison-of-work-related-injuries-shiftworkers-and-non-shiftworkers.pdf</p>
		Click here to learn more from the Safe Work Australia website.	

Page Title	Fatigue – Incidents	Type	Infographic Slide	Number	9
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Screen Layout			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	<p>Several major international incidents have been attributed to fatigue.</p> <p>In each of these disasters, the time-of-day is an important factor. Decisions were made during the night, a period of time when human alertness, vigilance and cognitive reasoning are typically at their lowest point.</p> <p>There are studies that suggest that 50 percent of fatal accidents on highways are caused by drivers falling asleep behind the wheel.</p> <p>Surveys of motorists show that at least a third have experienced episodes of dozing off behind the wheel; the ratio jumps to 80 percent for people who work around the clock.</p> <p>Human performance and alertness levels are also generally significantly impaired between midnight and 6 a.m. As a result, there is a little coincidence in the fact that numerous disasters and most single vehicle accidents tend to occur during these hours.</p>	<ul style="list-style-type: none"> Exxon Valdez Oil Spills Chernobyl Nuclear Plant Disaster Three Mile Island Accident Piper Alpha Oil Explosion Single-Vehicle Accidents 	<p>Each bullet point to appear in separate boxes.</p> <p>When the audio reads "time of day" show a graph line with two labels –</p> <ol style="list-style-type: none"> Time of Day Alertness Level <p>Refer source PPT (10 HVP HSE Induction Fitnessfor work – DRAFT vo.1 - Read-Only.pptx – slide 8) for graph and recreate it.</p> <p>When the audio reads "Decisions were made" animate the individual boxes moving to the exact time in the graph (referring slide 8).</p> <p>When the audio reads "There are studies", fade out the boxes, and animate the appearance of icon (428706862) at the point between "Piper alpha" and "Three Mile Island" boxes in the graph.</p>  <p>When the audio reads "Human performance and alertness" flash the "Dangerously Drowsy" text from the graph and then highlight the corresponding time schedule for that.</p>






	<p>The worldwide cost of fatigue-related accidents is estimated to be over \$377 billion.</p> <p>For example, the costs of various fatigue-related accidents in the US are displayed here.</p>	<p>The worldwide cost of fatigue-related accidents is estimated to be over \$377 billion.</p> <p>Costs of fatigue-related accidents in US</p> <ul style="list-style-type: none"> • \$16 Billion – Accident cost • \$55 Billion – Productivity cost • \$6 Billion – Healthcare cost 	<p>Fade off all elements from previous row.</p> <p>Animate the appearance of OST in sync with the audio. When the audio reads “For example” use (1189371013) to represent the bullets as an infographic.</p>
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Page Title	Types of Fatigue		Type	Interactive – Drag and Drop	Number	10										
Screen Layout																
Event	Audio	On-Screen Text (OST)		Internal Development Notes												
1.	Match the definition to the type.	<table><thead><tr><th>Definition</th><th>Type</th></tr></thead><tbody><tr><td>Temporary loss of muscle power, muscular tiredness and soreness</td><td>Physical</td></tr><tr><td>Tiredness after extended performance</td><td>Mental</td></tr><tr><td>A short-term condition after long periods of physical or mental strain</td><td>Acute</td></tr><tr><td>A feeling of being "Burnt out" due to repeated cumulative stress</td><td>Chronic</td></tr></tbody></table>		Definition	Type	Temporary loss of muscle power, muscular tiredness and soreness	Physical	Tiredness after extended performance	Mental	A short-term condition after long periods of physical or mental strain	Acute	A feeling of being "Burnt out" due to repeated cumulative stress	Chronic	<p>This is a matching screen, where the learner matches the definition with the type.</p> <p>Show instant feedback for each correct drop action.</p> <p>The correct options are as given in the table. While designing the match, shuffle the options.</p>		
Definition	Type															
Temporary loss of muscle power, muscular tiredness and soreness	Physical															
Tiredness after extended performance	Mental															
A short-term condition after long periods of physical or mental strain	Acute															
A feeling of being "Burnt out" due to repeated cumulative stress	Chronic															
		Drag and drop the type to the correct definition.		Add instruction text and enable interactive elements.												
Feedback																
1.2	Physical fatigue is a temporary loss of muscle power to respond to demands. It is a feeling of muscular tiredness, soreness or discomfort that cause physical performance to decrease. Physical fatigue may be temporarily overridden by highly motivated incentives that drive you to continue for a period of time even after you are fatigued.	Physical fatigue is a temporary loss of muscle power to respond to demands. It may be temporarily overridden by highly motivated incentives.														
	Mental or general fatigue is a feeling of tiredness after extended or repeated performance, particularly of non-physical tasks. It may include a feeling of monotony or boredom due to lack of novel stimulation.	Mental (General) fatigue is a feeling of tiredness after extended or repeated performance, particularly of non-physical tasks. Mental fatigue decreases your level of alertness and leads to poor performance.														




	<p>Acute fatigue is a short-term condition that you experience after long periods of physical or mental strain. It can be relieved by adequate rest and sleep. You can usually recover to full alertness in just a few days with longer sleep.</p>	<p>Acute fatigue is a short-term condition that you experience after long periods of physical or mental strain. It can be relieved by adequate rest and sleep.</p>	
	<p>Chronic fatigue is a result of repeated and cumulative stress, similar to "burnout". When you experience chronic fatigue, you require an extended break, such as a vacation or holiday, to recover completely.</p>	<p>Chronic fatigue is a result of repeated and cumulative stress, similar to "Burnout". It requires an extended break for a full recovery.</p>	

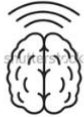



Page Title		Type	Text and Static Image / Graphic	Number	11
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.	<p>As we saw earlier, there are different types of fatigue that can affect your alertness.</p> <p>Alertness is an important factor in managing performance. It is the physiological state that allows you to make conscious decisions and solve problems.</p> <p>All training and motivation given to boost a person's performance is useless unless the brain is functioning at peak alertness.</p> <p>The difference between alertness and other human performances is that alertness dynamically changes with time.</p> <p>Aptitude and education, training and experience change slowly across days or months, but alertness may vary from second to second and must always be watched to ensure performance and avoid catastrophes.</p>	<p>Alertness - Physiological state to make conscious decisions and solve problems</p> <p>Training and motivation + Alertness = Good performance</p> <p>Alertness dynamically changes with time.</p> <p>It may vary from second to second and must always be watched to ensure performance and avoid catastrophes.</p>		<p>Show a brain image with text 'Alertness' and display the first paragraph in the OST – From the brain image, add arrows with the labels 'conscious decisions' and 'solve problems'.</p> <p>Then, fade out and show a training icon. Add a plus sign and show brain with Alertness icon shown earlier. Then, show an equal to sign and say "Good performance."</p> <p>Then fade out all images and retain the brain with alertness icon alone. Next to the brain, show a clock icon with its hand moving every second and alertness levels varying in a graph. Display the third and fourth paragraph in OST along with this animation.</p>	

Page Title	Sleep Architecture	Type	Text and Static Image / Graphic	Number	12
Screen Layout					
Event	Audio	On-Screen Text (OST)	Internal Development Notes		
1.	<p>In order to better understand workplace fatigue, we need to look at what we call sleep architecture.</p> <p>Historically, sleep is viewed as the human organism turning off. Scientific studies have however found that sleep is a complex, active physiological state that is vital to human survival.</p> <p>When the human body goes without sleep, the physiological response is sleepiness, which is the brain's signal to the body to obtain sleep.</p>	<p>Sleep Architecture</p> <p>Sleep is a complex, active physiological state that is vital to human survival.</p> <p>When the human body goes without sleep, the brain signals the body to obtain sleep.</p>	<p>This screen will be a simple animation page with images and OST appearing in sync with audio.</p> <p>Show the highlighted word when the audio reads paragraph one.</p> <p>Then appear the next two paragraphs in sync with audio.</p> <p>Fade off screen.</p> <p>Note to HVP: Please provide an image that signifies sleep architecture.</p>		
	<p>Here's a question for you!</p> <p>How many hours do you normally sleep every day?</p> <p>Enter the number of hours you sleep in the given space and click Submit.</p>	<p>How many hours do you normally sleep every day?</p>	<p>This is a fill in the blank question, where the learner enters the number of hours and click the submit button.</p> <p>Then proceed with the next slide after fading this out.</p>		
		<p>Enter the number of hours you sleep in the given space and click Submit.</p>			
	<p>The duration of sleep varies from person to person.</p> <p>Normal adults require between 5 and 7 hours of uninterrupted sleep every 24 hours. Some people require less sleep, and some may require more.</p>	<p>Normal adults require between 5 and 7 hours of uninterrupted sleep every 24 hours.</p>	<p>Have the centre part of the infographic appear (296107508) in sync with the audio.</p> <p>Use the icon below in the infographic.</p>		

			 (675209221)
	<p>What happens when you don't get enough sleep? When you sleep for less hours than what your body needs, you accumulate sleep debt. This debt accumulates every 24 hours that you miss sleep.</p> <p>For example, if your body requires 7 hours of sleep and you only get 5, you will have a sleep debt of 2 hours. If this continues for 3 days, you will have accumulated a sleep debt of 6 hours. For some people, this is an entire night's sleep and their performance will begin to suffer.</p>	<p>What happens when you don't get enough sleep? When you sleep for less hours than what your body needs, you accumulate sleep debt.</p> <p>Example: If your body requires 7 hours of sleep and you only get 5, you will have a sleep debt of 2 hours. If this continues for 3 days, you will have accumulated a sleep debt of 6 hours.</p>	<p>Appear this in the right part of the infographic (296107508) in sync with the audio.</p>  <p>www.shutterstock.com • 1044105031</p> <p>Use the icon below in the infographic.</p>  (675209221) Instead of the clock, place a word box "DEBT"
	<p>How can we "credit" our sleep account? Sleep debt can only be repaid by sleep. Repayment, however, does not require that we sleep one hour for every missed hour. Sometimes, we can credit our sleep account by sleeping late on the weekends or taking naps.</p>	<p>How can we "credit" our sleep account? Sleep debt can only be repaid by sleep.</p>	<p>Show this in the left part of the infographic (296107508) in sync with the audio.</p>  <p>www.shutterstock.com • 1044105031</p> <p>Use the icon below in the infographic.</p> 

			(675209221) Instead of the clock, place a word box "CREDIT"
	<p>Your sleeping hours are dependent on your biological clock.</p> <p>Your biological clock is designed to operate on a circadian cycle or rhythm, of about 24 hours.</p> <p>This clock coordinates all your bodily functions. It tells you when to be awake, when to sleep, and when to eat. It also controls your body temperature, kidneys, digestion, performance, and hormones including mood swing.</p> <p>We are programmed to be awake during the day and asleep at night.</p> <p>The clock is cued to operate by the environment, mostly by sunlight, mealtime, and activity/rest patterns. This cycle can become out of sync by overworking, shiftwork, jetlag and switching activity/rest patterns. Once disrupted, the clock cannot reset immediately, and performance will be affected during this transition period.</p>	<p>Circadian Rhythms</p> <p>The biological clock coordinates all your bodily functions to work together.</p> <p>We are programmed to be awake during the day and asleep at night.</p> <p>This clock is operated by:</p> <ul style="list-style-type: none"> • Sunlight • Mealtime • Activities done • Rest patterns 	<p>When the audio reads "Your biological clock is designed" show the highlighted word.</p> <p>Then have the next two paragraphs appear in sync with the audio. Then appear the bullet with the corresponding icons given below in order.</p> <p>781295602 </p> <p>224509123 </p> <p>1300984945 </p> <p>646633978 </p>












Page Title	Sleep Stages	Type	Interactive – Slider Activity	Number	13
Screen Layout					
Event	Audio	On-Screen Text (OST)	Internal Development Notes		
1.	<p>In general there are five stages of sleep.</p> <p>Move the slider to each stage to learn more about that stage.</p> <p>Click here for information on the sleep stages.</p>	<p>Stages of Sleep</p> <p>STAGE 1</p> <p>STAGE 2</p> <p>STAGES 3 & 4</p> <p>STAGE 5</p>	<p>This is a slider activity with 4 slider tabs using the below image id for the slider design.</p> <p>Id: 715357045</p>  <p>When the learner moves the slider one by one, add the icons to the person sleeping with a text box below the image that displays the OST.</p> <p>Below is the flow for the slider activity.</p> <ul style="list-style-type: none"> Starting point – image of a person getting ready to sleep. First stage – Show a person sleeping Second stage – Along with the image of a person, add the below icons and the corresponding OST from the reveal slide.  <p>(1075109396)</p>  <p>(639728032)</p> <ul style="list-style-type: none"> Third & fourth stage – Along with the image of a person, add the below icons and the corresponding OST from the reveal slide. 		

			 (556390438)  (357545594) <ul style="list-style-type: none"> Fifth stage – Along with the image of a person, add the below icon and the corresponding OST from the reveal slide.  1312501622  (437272336) <p>At the end provide the link as clickable. When the learner clicks the link, navigate to the webpage. https://www.betterhealth.vic.gov.au/conditionsandtreatments/sleep</p>
2.		Move the slider to each stage to learn more about that stage.	Add instruction text and enable interactive elements.
STAGE 1			
1.1	As soon as you become sleepy, you slip into stage 1. The brain slows down. You may be vaguely aware of your surroundings. Many people are unaware that they are asleep. Some people	STAGE 1 <ul style="list-style-type: none"> The brain starts to slow Vaguely aware of surroundings Semiconscious state 	<p>On sliding to Stage 1</p> <p>Animate in sync with the audio.</p>


	refer to this stage as "sleeping with your eyes open".	Click here for information on the sleep stages.	
STAGE 2			
1.2	You then progress to stage 2 after being about five minutes in Stage 1. Here, you experience light sleep. Your brains will experience sudden bursts of electrical activity.	STAGE 2 <ul style="list-style-type: none"> • Experience light sleep • The brain has sudden bursts of electrical activity 	On sliding to Stage 2 Animate in sync with the audio.
STAGE 3 & 4			
1.3	This stage is called delta sleep. You reach this stage after about 30 minutes of sleep in stages 1 and 2. Sleep is deepest during these stages and the brain waves slow down considerably. Stages 3 and 4 occur most frequently in the first three to four hours of sleep. These stages don't last very long and if you are awakened in these stages you must go back through stages 1 and 2 to reach stages 3 and 4. These stages are most important for physical recuperation.	STAGE 3 & 4 <ul style="list-style-type: none"> • Delta sleep • Brain waves slow down considerably • Occur in the first 3 – 4 hours of sleep • Important for physical recuperation 	On sliding to Stage 3 & 4 Animate in sync with the audio.
STAGE 5			

1.4	<p>Rapid Eye Moment (REM) sleep usually occurs four or five times a night. It is during this stage that you dream. You may have several dreams a night depending on whether you wake during stage 5. People are most likely to remember their dreams if they do wake. This stage is important for your psychological well-being.</p>	<p>STAGE 5</p> <ul style="list-style-type: none">• Rapid Eye Moment (REM) sleep usually occurs four or five times a night• We dream during this stage• This stage is important for psychological well-being	<p>On sliding to Stage 5</p> <p>Animate in sync with the audio.</p>
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Page Title	Challenge Point 1: Identify Causes of Fatigue		Type	Textual MCQ	Number	14
Question Stem	John is a worker who takes care of the administrative work for a HVP site. His tasks normally require him to work for extended hours, making him tired and less reliable at work. What do you think is the cause of John’s fatigue?			Development Notes		
Instruction	Select the correct option and Submit.					
Options (Please Shuffle)	<div><div><div><div></div><div>Poor work practices</div></div><div><div></div><div>Inadequate sleep</div></div><div><div></div><div>Travelling long distances everyday</div></div><div><div></div><div>Poor work training</div></div></div></div>					
Correct Feedback	That's right. Inadequate sleep is the cause for John's fatigue, making him tired and less reliable at work. By getting the right amount of sleep everyday, he can overcome his fatigue.					
Incorrect Feedback	Not quite. Inadequate sleep is the cause for John's fatigue, making him tired and less reliable at work. By getting the right amount of sleep every day, he can overcome his fatigue.					
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 columns.					

Page Title	Fatigue Management	Type	Text and Static Image / Graphic	Number	15
Screen Layout					
Event	Audio	On-Screen Text (OST)	Internal Development Notes		
1.	<p>Fatigue can be managed by:</p> <ul style="list-style-type: none"> • Taking frequent rest breaks • Rotating jobs • Eating healthy meals and stay hydrated • Planning work in optimum conditions, such as minimising night work • Ensuring enough sleep • Sharing the driving responsibility to and from work • Maintaining good communication with other workers • Getting out of your cabin for breaks • Scheduling the most difficult and dangerous jobs when you are alert • Having buffer time for delays due to bad weather and breakdowns, and • Looking out for signs of fatigue in fellow workers 	<p>Fatigue management:</p> <ul style="list-style-type: none"> • Take frequent breaks • Rotate jobs • Eat healthy meals and stay hydrated • Plan work in optimum conditions • Ensure to get enough sleep • Share driving to and from work • Maintain good communication • Get out of your cabin • Schedule the most difficult and dangerous jobs when you are alert • Build in buffer time for delays • Look out for signs of fatigue in fellow workers 	<p>This is a infographic slide. Use icons for creating the infographic. You can look at the suggestions for infographic in the below link, https://learningfactor.egnyte.com/fl/MMxkvt8CyQ#folder-link/</p> <p>Suggested icon IDs:</p> <p>646633978 </p> <p>397680109 </p> <p>224509123 </p> <p>644494408 </p> <p>724127413 </p> <p>518002969 </p> <p>654327934 </p> <p>659303824 </p> <p>1362962939 </p> <p>724830253 </p> <p>574664179 </p>		

Page Title	Challenge Point 2: Manage Fatigue	Type	Textual MCQ	Number	16
Question Stem	Tim is a supervisor responsible for onsite work. Due to his extended work hours, he feels fatigued and is unable to drive his vehicle properly. Which option will you suggest to ensure Tim's safety?				
Instruction	Select all correct options and Submit.				
Options	<ul style="list-style-type: none">o Take frequent breakso Share driving to and from worko Choose public transport for commutingo Ask for a change in role that has reduced working hours				
Correct Feedback	That's right. Using public transport and sharing his drive can reduce the risk of accidents that might be caused due to Tim's fatigue and lack of alertness.				
Incorrect Feedback	That's incorrect. Using public transport and sharing his drive can reduce the risk of accidents that might be caused due to Tim's fatigue and lack of alertness.				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title		Type	Text and Static Image / Graphic	Number
Your Responsibility as a Worker				17
Screen Layout				
				
Event	Audio	On-Screen Text (OST)		Internal Development Notes
1.	<p>You are responsible for your safety and health. So, you must ensure that your actions or omissions don't affect your health and safety.</p> <p>To reduce the risk of being involved in a work incident caused by fatigue, you should:</p> <ul style="list-style-type: none"> • Comply with HVP's policies and procedures relating to fatigue. • Understand your sleep, rest and recovery needs, and get adequate rest. • Seek medical advice and help if you are concerned about a health condition that affects your sleep and/or causes fatigue. • Assess your fitness for work before starting any task. • Monitor your level of alertness and concentration while you are at work. • Look out for signs of fatigue in the people you work with. • Consult your supervisor to manage fatigue, for example, take a break or shift naps during night shift, drink water, and do some stretching or physical exercise. 	<p>You are responsible for your safety and health.</p> <p>To reduce the risk of being involved in a work incident caused by fatigue, you should:</p> <ul style="list-style-type: none"> • Comply with HVP's policies and procedures relating to fatigue • Understand your sleep, rest and recovery needs • Seek medical advice and help if needed • Assess your fitness for work • Monitor your level of alertness and concentration • Look out for signs of fatigue • Consult your supervisor to manage fatigue • Assess your fatigue levels after work 		<p>A simple animation page with images and OST appearing in sync with audio.</p> <p>Have the text appear in sync with the audio. Use the infographic suggestion to animate the bullets.</p> <p>You can first appear the word "Responsibilities" in the center of the circle and then the bullets.</p>

	<ul style="list-style-type: none"> Assess your fatigue levels after work and make sensible commuting and accommodation decisions, for example, avoid driving if you are feeling fatigued. 		
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Assessments

Note to HVP:

The following 4 are placeholder pages for about 4 assessment questions. We will complete the assessment questions when we receive them.

Page Title	Question 1	Type	Textual True/False	Number	18
Question Stem	When operating loud machinery for short bursts of time, you don't need to use ear protection. Ear protection is only required for long exposure to high volume noise.				
Instruction	Is this true or false? Select the correct option and Submit.				
Options	<ul style="list-style-type: none"> True False 				
Correct Feedback	That's right. <The ear can be damaged from exposure to loud noises. Noise-Induced Hearing Loss (NIHL) can be caused by a single, extremely loud burst of sound such as a gunshot or explosion.>				
Incorrect Feedback	That's incorrect. <Always use ear protection as the ear can be damaged from exposure to loud noises.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Question 2	Type	Textual MCQ (Multi-Select)	Number	19
Question Stem	Mark has recently started taking antihistamines to help with his allergies. He tends to feel tired for the first hour after taking them. His job requires him to drive to sites and operate equipment such as a chainsaw. What should Mark do?				
Instruction	Select the correct options and Submit.				
Options	<ul style="list-style-type: none"> Inform his manager that he is taking medication Stop driving or operating equipment if he feels drowsy Continue as usual – the medication doesn't really affect him Stop taking the medication 				
Correct Feedback	That's right. <Mark should inform his manager than he is taking medication. He should also take precautions to avoid driving or operating equipment after taking his medication.>				
Incorrect Feedback	That's incorrect. < Mark should inform his manager than he is taking medication. He should also take precautions to avoid driving or operating equipment after taking his medication.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title		Summary	Type	Text and Static Image / Graphic	Number	20
Screen Layout						
Event	Audio	On-Screen Text (OST)		Internal Development Notes		
1.	<p>Let's do a quick recall of what we discussed in this course:</p> <ul style="list-style-type: none"> HVP follows appropriate health and fitness standards for employees entering the workplace. Employees taking prescription drugs must inform their employer. Inadequate amount or quality of sleep leads to fatigue. Human performance and alertness levels are significantly impaired between midnight and 6 a.m. There are five stages of sleep. 	<p>Key Takeaway</p> <ul style="list-style-type: none"> HVP follows appropriate health and fitness standards for employees entering the workplace. Inadequate amount or quality of sleep leads to fatigue. Human performance and alertness levels are significantly impaired between midnight and 6 a.m. There are five stages of sleep. Employees taking prescription drugs must inform their employer. 		<p>This is the course summary page. Use the common design developed for summaries.</p> <p>Present the points as a list in sync with audio. Use a background image.</p>		

Page Title		Course Completion	Type	Text and Static Image / Graphic	Number	21
Screen Layout						
Event	Audio	On-Screen Text (OST)		Internal Development Notes		
1.	<p>Congratulations! You have now completed the course Fitness for Work.</p> <p>We hope you will be able to use correct techniques to protect your body from fatigue as you go about your work at HVP Plantations.</p>	<p>Congratulations!</p> <p>Course Completed</p> <p>Fitness for Work</p>		<p>Course completion page. Refer to Slide 40 of the Risk Management module.</p>		