05 Introduction to Health and Safety

Storyboard Revision History

Date	Task	By	Version
03/04/2019	HVP-05Intro to Health and Safety_SB_v1.0.docx		1.00

Table of Contents

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 Title	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) Introduction to Health & Safety General Awareness Course on Our Commitment to Health and Safety **Select** your role to view the content applicable to you.			The 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	Introduction		Type	Text and Static Image / 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 HVP and its employees. It will take approximately 15 minutes to complete. At Hancock Victorian Plantations (or HVP), we are committed to the health and safety of our employees, contractors, visitors and the public as we carry out our business activities. 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,		Welcome to the Introduction to Health and Safety e-learning course. Overview of the health and safety requirements at HVP Estimated course duration: 15 minutes Challenge points to assist in reinforcing the learning Course certificate at the end of the course Select the highlighted arrow to continue.			Design needs to be similar to Risk Management Module (refer to slide 2 of that module) Build a simple animation with full screen images and onscreen text in sync with the audio. Note to HVP: Is a certificate planned for this course?	

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	Learning Objectives	Type	Text and Static Image / Graphic	Number	3

Suggested images

1.   2.   3.   4.

Event	Audio	On-Screen Text (OST)	Internal Development Notes
3.	By the end of this course, you will be able to: • Identify HVP's commitment to safety • Describe your role in maintaining safe work environments • Explain the importance of the Life Protecting Rules and the consequences for not abiding by them • Describe the legislative requirements regarding health and safety • Explain the reporting requirements for health and safety issues	By the end of this course, you will be able to: • Identify HVP's commitment to safety • Describe your role in maintaining safe work environments • Explain the importance of the Life Protecting Rules and the consequences for not abiding by them • Describe the legislative requirements regarding health and safety • Explain the reporting requirements for health and safety issues	Design needs to be similar to Risk Management Module (refer to slide 4 of that module) Build a simple animation with images and onscreen text being displayed in sync with the audio. Note to HVP: We await advice on the images to be used. Some suggestions from footage taken below – 1. https://learningfactor.egnyte.com/dl/bKO6zUrIon 2. https://learningfactor.egnyte.com/dl/DlMS1gQvPu 3. https://learningfactor.egnyte.com/dl/bKO6zUrIon 4. https://learningfactor.egnyte.com/dl/5SFIjSLCNo Please confirm if the following suggestions are appropriate for each bullet point.

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

- 1046978893
- 673134616
- 719635486
- 618445994

Page Title	Health and Safety Policy	Type	Text and Static Image / Graphic	Number	4

Suggested 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 Commitment	Design could be similar to Slide 10 of the Risk Management module.

	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. https://learningfactor.egnyte.com/dl/l7upVmgeQ9 2. https://learningfactor.egnyte.com/dl/L6kcq4yir3 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.

Page Title	Zero Harm	Type	Text and Static Image / Graphic	Number	5

Screen Layout

1. 2. 3. 4.

Event	Audio	On-Screen Text (OST)	Internal Development Notes
5.	HVP's safety commitment is a commitment to ZERO HARM. We believe that:	ZERO HARM Health and safety is HVP's top priority	Using a series of background images, display the OST, one after another in sync with audio. Refer Slide 2 of the Risk Management module. Suggested images above, links below

- 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/e55gOyVHRa
https://learningfactor.egnyte.com/dl/vW2W0Cv4uX
https://learningfactor.egnyte.com/dl/GuIrC7sdEs
https://learningfactor.egnyte.com/dl/dWvFrRMgX8

Page Title	Zero Harm – Systems and Processes	Type	Interactive - Click to Reveal	Number	6
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	We have several systems and processes in place to help us achieve ZERO HARM. Select each icon to learn about it.	Systems and processes for ZERO HARM H&S Management Systems Work Environment Plant and Equipment Risk Management Training Legal Compliance	Click and reveal interaction with 6 clickable icons and labels. *interactivity type may change to prevent repetition* Could be similar to Slide 7 or Slide 22 of the Risk management course with a different set of shapes and icons. Icon suggestions given above. Use colours as per approved pallet.

			ID: 284676572, 194323001, 386462947
2.		Select each icon to learn about it.	Add instruction text and enable interactive elements.
H&S Management 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.	**H&S Management Systems** We: • Maintain and continually improve our Health and Safety System • Set targets for improvement • Monitor the health of workers and the conditions at the workplace • Support the safe and early return to work of injured employees	On click of Icon 1
Work Environment			
2.1	We provide adequate facilities for the welfare of workers and provide and maintain a work environment without risks to health and safety.	**Work Environment** We: • Provide adequate facilities for the welfare of workers • Provide and maintain a work environment without risks to health and safety	On click of Icon 2
Plant and 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 Management			
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.	**Training** We: • Ensure employees and contractors have the training, skills, knowledge and resources to maintain a healthy and safe workplace • Require our contractors to have the same commitment to health and safety performance • Provide training, instruction or supervision necessary to protect all from risk to their health and safety	On click of Icon 5
Legal Compliance			
6.1	We comply with relevant legislation, regulations, and codes of practice and industry standards.	**Legal Compliance** 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.	**Training** 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 2> ☐ <Option 3> ☐ <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.				

Page Title	Your Commitment to Safety	Type	Text and Static Image / Graphic	Number	9
Suggested images					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
7.	As a commitment to safety, while at work, employees, contractors and visitors must • Take reasonable care of their own health and safety; • Take reasonable care that their conduct does not adversely affect others; • Not intentionally or recklessly interfere with, or misuse, plant or equipment; • Comply, so far as they are reasonably able with instruction; and, • Cooperate with reasonable notified policies and procedure.	Take care of your health and safety 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/f45a21yumW https://learningfactor.egnyte.com/dl/EywbvMqTPg https://learningfactor.egnyte.com/dl/d8vwkXIIgF https://learningfactor.egnyte.com/dl/Koyblf3BVo https://learningfactor.egnyte.com/dl/u4uMo5hSQL https://learningfactor.egnyte.com/dl/k3jFMAU7jy

Page Title	HVP Safety Principles	Type	Text and Static Image / Graphic	Number	10

Screen Layout

ID 313049789

Event	Audio	On-Screen Text (OST)	Internal Development Notes
8.	Be it in the field or in the office, everyone needs to adhere to HVP's safety principles. • Follow safe work procedures, risk control measures, specific job rules and instructions	**HVP's 6 Safety Principles** 1. Follow safe work procedures and rules and instructions	Use a background image. Scene from the Risk Management module could be used. Build up an infographic 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

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 the question stem here, in question form.> 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> o <Option 2> o <Option 3> o <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Life Protecting Rules (LPRs)	Type	Interactive - Click to Reveal	Number	12

Screen Layout			
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.	**6 Life Protecting Rules for ZERO HARM** 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 -
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 3			
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 Layout					

Event	Audio	On-Screen Text (OST)	Internal Development 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: • Suspending or shutting down works due to safety concerns if necessary;	Suspend or shut down works due to safety concerns Notify the individual concerned that they have been observed breaching an LPR	Using a series of background images, display the OST, one after another in sync with audio. Refer Slide 2 of the Risk Management module.

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

Page Title	New Employees or Re-engaging Dismissed Employees	Type	Text and Static Image / Graphic	Number	14

Suggested images

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

Page Title	Incident Review Process	Type	Text and Static Image / Graphic	Number	15

Screen Layout

Design suggestion: ID 634091909

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	1. HVP will notify the contractor principal 2. The contractor may present a case 3. HVP will respond within 48 hours 4. The episode will be recorded on VelocityEHS	Build a process diagram in sync with audio. Use a background image. Icon cues: ID 1101908750

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 with titles **Action follows LPR** and **Action does not follow LPR**; learner drags each action from the list into the two columns. Options in bold in the list below must go into **Action follows LPR** column. Rest go into **Action does not follow LPR**.			
Instruction	Drag the options into the correct column and Submit.				
Drag Options (Please Shuffle)	<Insert drag options in correct sequence here.>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Click Show Me to view the correct sequence. Modify first part as required as well.>				
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 Layout					

Event	Audio	On-Screen Text (OST)	Internal Development 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.
	
	Select each link provided to learn about applicable legislations.
		Victorian Legislation, Regulations and Standards
		
		    OHS Act 2004, Section 21
		
		    OHS Regulations 2017
		
		    Dangerous Goods Act 1985
		
		    Accident Compensation Act 1985
		
		    Code of Practice for Timber Production 2014
			Use a background image – take a scene from the Risk Management module.
			
			The five points below the title must be links that the learner will select to view a specific legislation. HVP will be providing the links.
			
			The instruction text follows.
			
			Note to HVP:

				Please provide the link for each legislation.

Page Title	Duty of Care	Type	Interactive - Click to Reveal	Number	18

Screen Layout
Design Suggestion

Instead of numbers, add icons.

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.
Employer Duty of Care Obligations			
1.1		**Employer** • Ensure all appropriate actions are taken to implement the Occupational Health and Safety Policy, health and safety procedures and legislative requirements • Ensure a positive focus on risk assessment, hazard reduction and training to achieve improved OHS outcomes within their area of responsibility. • Monitor health and safety performance within their area of responsibility and ensure records are maintained to clearly demonstrate compliance.	Tab 1 elements for infogrpahic.

	• Ensure contract management systems are in place and utilised. • Ensure OHS issues are considered prior to the purchase of all goods and services. • Ensure staff are adequately trained and resourced with protective equipment. • Obtain objective evidence of contractor health & safety systems and of their ability and capacity to undertake the contract work(s) in accordance with Section 21 of the OHS Act (2004). • Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, risk assessments & hazard control process, etc. • Participate where required in the resolution of safety issues. • Review all accidents/incidents and prepare reports if appropriate. • Assist with the development of rehabilitation programs for injured workers and prepare appropriate return to work plans for them. • Review any health and safety related reports and take appropriate action. • Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have a health and safety component. • Initiate actions to improve health and safety. • Regularly review the health and safety performance of operational staff.	
Employee Duty of Care Obligations		
2.1	**All employees will** • Adhere to all safe working procedures and work instructions • Take reasonable care of themselves and others who may be affected by their actions • Report incidents, near misses, risks or hazards to their immediate supervisor to ensure they are recorded within the OHSMS and appropriate corrective action taken • 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. • Ensure protective equipment is utilised as required and well looked after	Tab 2 elements for infogrpahic. Suggested Image ID: 613168412

23

Instead of numbers, add icons.

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 relevant to employees. **Placeholder -** Note to HVP: We will complete this activity after receiving the responses from the HVP on the distractor options.				
Instruction	Select the correct options and Submit.				
Options	o <Option 1> o <Option 2> o <Option 3> o <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Audits at HVP	Type	Text and Static Image / Graphic	Number	20

	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 sync with audio. Refer Slide 2 of the Risk Management module. Images may be reused from the Risk Management module.

Page Title	Monitoring	**Type**	Interactive - Click to Reveal	**Number**	21

	Screen Layout		
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
7.	As part of the audit process, both routine and specific monitoring are undertaken. Select each tab to learn about them.	**Routine monitoring** **Specific monitoring**	Two-tab interaction. Use a background image. Refer Slide 22 of the Risk Management module.
8.		Select each tab to learn about a type of monitoring.	Add instruction text and enable interactive elements.
Routine monitoring			
1.1	Routine monitoring is carried out as a daily part of the role undertaken by staff.	**Routine Monitoring**	

			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.	

Page Title	Site Inspections	Type	Text and Static Image / Graphic	Number	22
Screen Layout					

Infographic design suggestion:

ID 537316687

Event	Audio	On-Screen Text (OST)	Internal Development Notes
14.	Field Safety and Environment Walks are an important part of routine monitoring. 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	**Field Safety and Environment Walks are used to observe** • 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	Build up an infogrpahic in sync with audio. A background image may be used.

Page Title	Safety Communication	Type	Interactive - Click to Reveal	Number	23
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
9.	At HVP, safety information flows throughout the business. HVP has open communication with contractors, sharing systems, procedures and learning outcomes. A range of sources, both internal and external, can act as a prompt for Safety Communication. Select each tab to learn about them.	A range of sources, both internal and external, can act as prompt for a Safety Communication. **Internal Sources** **External Sources**	Two-tab interaction. Use two clickable images/icons.
10.		Select each tab to learn about communication sources.	Add instruction text and enable interactive elements.
Internal Sources			

1.1		**Internal Sources** • Incidents • Incident investigations • Worksite meetings • Field safety walks • Safety observations, including improvements • Near misses • OH&S meetings • Toolbox meetings • Change in seasons or functional activities	Use icons as in 495957013 (first icon)

External Sources

2.1	.	**External Sources** • Industry, including customers and contractors • Study tours • Regulators including WorkSafe, Vic Roads, Local Governments • Other land managers, including DELWP, Parks Victoria • Audits • General public • Other forestry management agencies including HQP and HFMNZ	Use icons as in 175825148

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	Type	Textual True/False	Number	24
Question Stem	<Write the question stem here, in question form.>				
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 incorrect feedback text here. Modify first part as required as well.>
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 the question stem here, in question form.>				
Instruction	Select the correct option and Submit.				
Options	o <Option 1>				
	o <Option 2>				
	o <Option 3>				
	o <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

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

Page Title	Question 4	Type	Textual D&D to Sequence	Number	27
Question Stem	<Write the question stem here, in question form.>				
Instruction	<Drag the options into the correct sequence and Submit.>				
Drag Options (Please Shuffle)	<Insert drag options in correct sequence here.>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Click Show Me to view the correct sequence. Modify first part as required as well.>				
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 Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
15.	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 Management System is delivering the desired	**Key Takeaways** • HVP Plantations is committed to protecting health and safety • Safety is everyone's responsibility • HVP has defined safety principles and Life Protecting Rules that must be adhered to • HVP adheres to legislative requirements regarding health and safety • The system is audited internally and by independent third parties	This is the course summary page. Develop a design for the same. Present the points as a list in sync with audio. Use a background image.

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

Page Title	Course Completion	Type	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. 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.	**Congratulations!** **Course Completed** **Introduction to Health and Safety**	Course completion page. Refer to Slide 40 of the Risk Management module.