Taking it Direct to the Learner:
Safety eBook

Funded by Workers Compensation Board of Manitoba
Research and Workplace Innovation Program

FINAL REPORT

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Taking it direct to the Learner: Safety eBook

FINAL REPORT

Project Description

The Centre for Education and Work (CEW) received a two-year grant from the Workers Compensation Board Manitoba, Research and Workplace Innovation Program (RWIP) to create an interactive tool which could teach individuals in a non-facilitated manner about workplace safety and health and which could be used as part of a company's orientation program.

The Safety eBook is an interactive learning tool which was developed to teach - without a facilitator - about Safety and Health in the workplace. The Safety eBook was designed for use on an iPad, in conjunction with Supervisors Guides and or Participant Handouts. It was piloted with small groups from various industries, to raise awareness of safety and health in the workplace and promote additional discussion in the workplace.

Objective

The objective of the Interactive Safety eBook: Taking it Direct to the Learner project was to develop a digital learning tool that can be used by workers in small groups (or as individuals) with out the use of a facilitator.

Outputs

The CEW was able to develop an interactive learning tool built on a platform that was accessible via an App used on the iPad. Using curriculum developed by the CEW team of adult learning specialists, and working cohesively with the digital team were able to develop an introductory course to teach individuals about safety and health in the workplace.

The CEW was able to connect with various companies in the Manitoba area. These companies were part of the beta tests and pilots for the Safety eBook. From the initial beta tests the CEW were able to fix any glitches or recommendations brought forth by the testers. From the pilots the CEW were able to collect feedback by collecting responses through an online and/or hard copy survey.

Summary of Activities

Developing a work plan and striking an Advisory Committee

As is with any project that the CEW takes on, a project plan is developed based on the project specs and the contract received from the funder. This project also required an Advisory Committee to be struck in order to have individuals working in the safety and health sector and involvement in manufacturing to help provide qualified input on the curriculum that was being developed for the Safety eBook.

The Advisory Committee consisted of representatives from Safe Work Manitoba, Workplace Safety and Health, Herd, Duha Colour Group, New Flyer Industries and members of the CEW team.

The Advisory Committee were presented with terms of reference and a work plan that demonstrated the timelines and activities associated with this project and enabled them to see what their expectations would be as Advisory Committee reps. The committee was expected to attend at least two meetings during the course of the project, but during the two-year period, the committee met an additional three times to provide guidance on the development of the digital tool and to add support in recruiting pilot participants.

Development of resources

There were several components that came together in developing the digital Safety eBook and its online accessible resources.

The number of chapters to be developed had been set as per the initial proposal and agreement with the Research Workplace and Innovation Program. A total of six chapters would be contained in the digital Safety eBook along with Supervisor Guide and Participant Handouts in pdf format to assist users.

Members of the Advisory Committee were interviewed in order to guide the development of the six chapters of the Safety eBook. The information gathered was very important in that it came not only from the expectations of safety and health practitioners but also what industry reps wanted to see as a training resource in the workplace. The CEW felt having these perspectives added value to the online resource as well.

Representatives from Workplace Safety and Health and Safe Work Manitoba provided continuous valuable input through email and face to face meetings ensuring content was being developed properly and clearly to be in tune with safety and health procedures. And as the digital resource was being created in tandem with the content development team, the Advisory Committee was also able to offer their opinions on what worked best with employers and employees as far as usability of the tool and in getting the appropriate information out to the users.

As the CEW content assembled the content for the safety eBook by conducting interviews and online research, the digital team was also researching and testing the appropriate platform on which to build the Safety eBook in order to run the designated chapters.

Chapters of the eBook

The digital team, working cohesively with the content team, developed chapters that were not only filled with valuable safety and health content, but also provided a delivery of content that would engage the user using touch on the iPad and conversation while working with groups; both which may have also helped users sustain the information better.

The CEW team came up with different ideas on how to present the information within the iPad. These included static comics (Raymond's Story, Appendix 1), drag and drop games, host videos, audio clips and still shots.

To get to the development of the Safety eBook, the CEW teams met to develop story boards that would best demonstrate the data collected. These story boards were discussed and edited prior to the resource going digital. Scripts were created by the content team, and again were edited to ensure quality information. The digital team created still shots that were used in the book to demonstrate the right and wrongs of safety and health and the digital team were also responsible for video recording the intros to the chapters as well as recording the audio snippets used in the segments "Let's Talk". This also was considered to be inviting to the users as they were able to hear how to best approach situations in the workplace.   To make the Safety eBook more appealing, music was selected to appeal to the user and tested during the beta test run. The digital team also researched icons to use in the use of the iPad and tested these as part of the beta testing. A survey was created and one on one interviews were conducted for the beta testing to gather feedback and discuss any iterations that were required both on the content and on the development of the digital tool.

Once the resource was put together, with content, audio, video, and interactivities, the Safety eBook was demonstrated to the Advisory Committee prior to the beta test with a manufacturing company.

Edits to content and digital recommendations were made based on feedback from the Advisory Committee.

The Supervisor Guide and Participant Handouts, which were to accompany the Safety eBook, were also viewed by members of the Advisory Committee for their input prior to the beta tests.

The Supervisor Guide was developed to give the person monitoring the pilots (or future usage) of the Safety eBook some background on what to expect from the Safety eBook and what participants were to do when using the Safety eBook.   The Participant Handouts explained how to use the Safety eBook, and also provided the users with "homework" to do relative to what they had learned from the Safety eBook.

Testing

We were fortunate to have Carte International step up to the plate to do the initial beta test of the Safety eBook. The important information that CEW wanted to gather from these beta tests, was to ensure that users were able to initiate the start up and use of the Safety eBook in conjunction with the Participant Handouts with out the use of a facilitator.

The eLearning Specialist from CEW, visited with the beta test participants to gather information and feedback on each chapter. The initial chapters took longer to complete as the CEW found some users had to get used to using the iPad but once a "flow" was initiated, the users seem to find the Safety eBook quite comfortable to use. A copy of the feedback from the initial chapter is Included in this report (Appendix 2).

As the chapters were being completed with the beta test group, the digital team and content team were receiving feedback and inputting any necessary changes. Once the beta testing was complete, the eBook was ready to go, as well as the guides and handouts, and the CEW moved into piloting the resource with other companies.

Pilots

Prior to the end of the beta tests, the CEW had designed an invitation (Appendix 3) to invite companies to be a part of piloting this project. At this time the CEW also created an online survey that supervisors and participants could use to share their experience in this pilot.

Initially the CEW had a couple of companies come on board, but because a pilot could take anywhere from four to six weeks to complete, the pilot time extended into the summer months, and it was getting difficult to find companies to participate.

In the autumn of 2014, the CEW met with the Advisory Committee to ask for their assistance in recruiting companies to participate.

The CEW also decided to host an event that could extend the reach to more companies and possibly get them interested in participating in the pilots of this project. Another invite was created to invite manufacturers and educators to the recruitment event. (Appendix 4)
The event was held in January 2015, which sparked some additional interest from other manufacturing companies.

The CEW was also able to connect with post secondary instructors who were also interested in looking further into the use of the Safety eBook as part of their curriculum.

The CEW initiated the pilots with additional companies from the event. The CEW also connected with other manufacturers thanks to the help from Advisory Committee members. The enthusiasm that these companies showed in doing the pilots was great. With six iPad to use for the pilots, two companies were run simultaneously. Unfortunately, the pilots came to an abrupt end due to an issue that arose externally with the software companies that the CEW used to develop the Safety eBook.   As a result, there was a lapse before the issue was resolved. With additional research, conversations with other software developers, trial and error, the CEW was able to get the Safety eBook up and running and complete the pilots.

Once the pilots were completed the supervisors and participants were given Certificates of Completion and asked to complete the online survey created on Survey Monkey.

Results from pilots

Participants and supervisors who participated in the Safety eBook pilots completed an online survey. The survey was created by the CEW team with guidance from members of the advisory

committee. The survey was compiled to not only gain insight into the length of the course, it's contents and the thoughts on the "homework" in the Participant Handouts, but it also was created to gather information on how participants viewed using an iPad to learn about safety and health and how useful or non-useful it was to work in study groups.

Based on the results of the online survey, over 72% of people responding, found that working in study groups was an effective way to learn and that 67% found that they did learn from other members of the study group. It was great to see that over 83% of people in study groups encouraged others to talk. There were other questions on the survey around individual's abilities to recognize the culture of safety in the workplace, recognizing hazards and doing a job hazard analysis. All the response to these questions demonstrated that well over 75% to 90% were or are now able to do so. The survey also stated that over 55% of persons doing the pilot will speak more about safety and health in the workplace.

Whether or not there was an instructor or not was almost fifty-fifty. Some felt they were more comfortable in doing the course on its own while others felt that they would benefit more from having a facilitated session by an in class instructor. Although, based on the responses received regarding the question on whether the Participant Handouts the information needed to complete the course, the response to this question was 94%. Showing that, even though, in speaking to some participants felt that they could just learn from using the eBook on the iPad, the handouts did provide some additional reinforcement of content learned from the Safety eBook.

The recommendations that came forward on the surveys include: making the assignments shorter, having more people involved in study group to promote conversation, others would like to see hazards in the office demonstrated*, employers should have a designated area for employees to conduct study groups and/or a compilation of data collected during the safety eBook study groups to share with others.   (*this project was geared to manufacturing)

The duration of the pilots was quite long in that most people who participated in the project, met once or twice a week during their breaks or lunch times. Because of the number of chapters in the eBook and the attached work sheets that were provided in the Participant Handouts, completing the eBook took at most 6 weeks.

Overall, most people participating seemed to find the the Safety eBook quite useful and would recommend it to others. (Appendix 6)

Outcomes

By the time the Safety eBook pilots were complete, 42 individuals had gone through the initial beta test and pilots. This included 7 different companies.

As stated earlier in this report, approximately 55% of the people surveyed said that they spoke more about health and safety in the workplace after they had completed this pilot project. And 39% were unsure if doing the pilot encouraged them to speak more about safety and health. Although the surveys demonstrated an increase in the discussion about safety and health in the workplace, it was difficult to say whether that was due to the use of the iPads as a learning method and raising awareness or whether it was based on the fact that these pilots enabled participants to work in study groups. Results showed that 67% of the people surveyed did enjoy using the iPad as a learning tool but 33% were unsure whether or not they would recommend it solely as a non-facilitated learning tool.

Within the Participant Handouts, there was an exercise that enabled individuals to conduct a Job Hazard Analysis. Although some participants found this assignment to be time consuming approximately 50% of those surveyed stated it was one of the exercises that stood out for them in the Safety eBook. (Appendix 9)

As part of this project and pilot, the participants were able to participate in study groups. Based on the survey results and with regards to interaction amongst individuals, 67% of the individuals found that working in groups was effective and that 72% found found that be able to discuss safety and health issues was also effective.

Dissemination

The CEW was originally working towards having the Safety eBook accessible by app through the Apple App Store, but due to the issues that arose as the pilots were being conducted, an alternative method was being discussed and researched.

Lessons Learned

The CEW has always prided itself on research and development of educational and functional resources especially when it comes to combining content and digital media to deliver a product.

The CEW content team and digital team worked in sync, along with industry reps and the advisory committee to develop a well rounded safety and health resource. Having input from the advisory committee members and industry reps, was integral to ensure that information was pertinent to the workplace safety and health and that delivery was comprehensible by users.

Having more participation from other organizations with regards to promotion and recruitment in the pilot phase would definitely have been useful. Recruitment of companies for the pilots was challenging. Educating companies on what benefits they would reap from this resource if used in their safety and health program or orientation of new employees was a difficult task as well. At the same time, once the pilots were underway again early this year, the delay in recruitment and of the pilots was probably beneficial in discovering the issues that arose with the Safety eBook causing individuals the inability to access the eBook.

With the issue happening when it did, it gave the CEW the opportunity to research further a resolve and the ability to produce a sustainable product to be used continuously by employers and individuals. The CEW researched other possible platforms that could be used to put the existing Safety eBook content on with some reconfiguration, or as well as other options that would make it possible to still use an App. (Appendix 7). The CEW provided three options to try to rectify the issue. (Appendix 8) The employers that were in the midst of conducting the pilots at the time the issue arose, were able to complete the pilots successfully.

Closing

The Taking it Direct to the Learner: Safety eBook project enabled the CEW to research and create a useful tool, along with electronic guides to coincide with the tool, to teach entry level and experienced employees about Safety and Health in the workplace.

The portability with using the iPads without the need for a facilitator, enables the user to learn anywhere that they have access to the internet, as opposed to just sitting in a classroom, at their own pace. The "study group" component is also a benefit for those who are able to meet in groups as this enables learners (users) to share stories, experiences and knowledge. It was also found that persons that who are not tech savvy and have not used an iPad before were able to also learn from experienced users. Persons who's second language was English, preferred group learning as well.

Although some users found that in class learning was still their preference, most learners enjoyed the Safety eBook and hopefully supervisors and users will continue to use the tool and encourage others to access the app and guides.

As always, it was a pleasure to work with the Research Workplace and Innovation Program team, and to develop a product that will bring more awareness to safety and health in the workplace.

Appendices
Appendix 1 – Raymond's Story
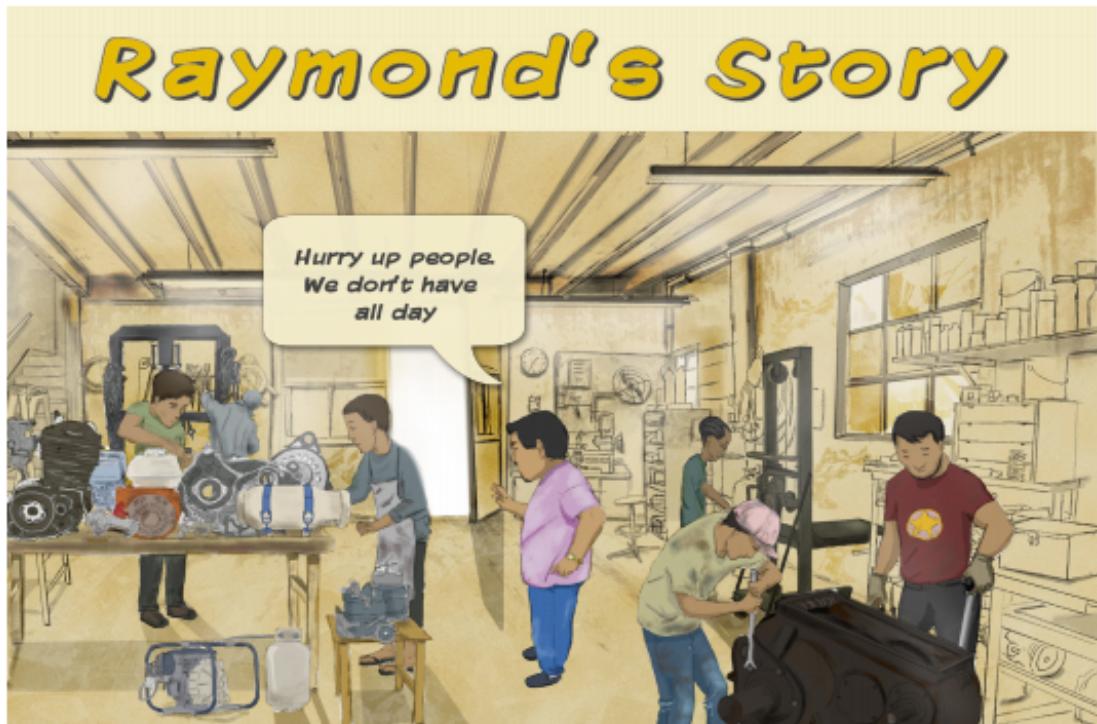
CHAPTER 1 FEEDBACK – Carté Beta Test
January 8, 2015

In attendance: 2 participants, Coil Department manager & supervisor for beta test; Environmental and Safety Manager and General Manager for orientation

General Comments
This session took longer than expected as the supervisor had just received the Guide and hadn't had the opportunity to read it yet so none of the preparation with the participants had happened. I needed to explain the project, process, expectations, etc. We decided to go ahead and do Chapter 1 after the introduction as participant's holidays had already been booked (we need to finish all the chapters before he goes on holidays).

Everyone except GM went through the chapter (he left after the initial explanations). They all liked and could relate to the activities. They also thought the language level was okay.

The two participants used earphones and went through the chapter independently. Even though they were told to talk to each other, ask questions, etc., they didn't. Environmental and Safety Manager and a Coil Department Manager shared an iPad. They helped each other out as they went through the activities. I also noticed that they talked about the information in the activities. For the next chapter, I'll ask participants to share one iPad to see if they interact more with each other.

There was some confusion around the 'Study Group' concept. They needed clarification about the process and how to do the assignment. Because the initial 'orientation' session with the supervisor hadn't occurred, participants had questions about talking to others in the plant (e.g. did they have to make arrangements through CD Manager, when could they talk to others in the plant and so on).

It was difficult for the supervisors to let the participants' problem-solve on their own. There was a tendency for them to jump in to help right away.

	Feedback	Actions
Getting started (supervisor)	Unsure whether this was clear enough as the supervisor didn't have an opportunity to prepare before this first meeting.	
Table of Contents	Didn't realize that you could tap on the chapter number to go to the chapter	Is it possible to add the 'tap' symbol to the page?
Introduction to the course (video)		
1.2 Thinking about safety at home	'I don't hear anything' – thought there would be audio throughout the chapter	

	Feedback	Actions
	One participant went ahead without tapping on the screen.	This might be addressed if participants used the same iPad
1.3 Thinking about safety at work	Didn't realize that if you got 'incorrect' you could select 'correct' and get an explanation for the answer.	
1.5 Why is safety important?	Environmental Safety Manager suggested having an x in the upper right-hand corner to close pop-up windows (she says that's the convention)	
1.4 What makes a culture of safety? • Pascal's Story • Video	Participant didn't realize he didn't tap on all the places he needed to until I was asking for feedback at the end of the session so he missed some of the story. Participant followed all the prompts.	Again, if they worked together, this might have been avoided.
Introduction to Study Groups (host video)		
Introduction to 'Let's Talk (host video)		
Let's Talk		
Assignment • Use of planning guide	Asked where the space was to write down their answers	
Supervisor Guide		Add statement in the Guide to remind participants about importance of reading instructions on the screen for each activity. Review instructions for 'Getting Started'. Make sure the Supervisor goes over the process for talking to others and doing the assignment.
Participant Handouts		Review what I wrote about how the study groups and assignment work to

	Feedback	Actions
		see if they can be made clearer. See if I can add space to write responses for Assignments.

creative • responsive • innovative

Interactive Safety eBook: Taking it Direct to the Learner

PROJECT PILOTS

INTERACTIVE SAFETY eBOOK

CEW (Centre for Education and Work) was supported by a grant from the Research and Workplace Innovation Program of the the Workers Compensation Board of Manitoba to research, develop, pilot and evaluate the effectiveness of a safety eBook for the iPad. The safety e-book contains interactive information with a variety of resources including video, audio, interactive graphs and charts, text, etc.

The project also includes a way of helping workplaces design informal "study groups" for participants learners to follow in discussing, evaluating and interacting with the e-book format.

Once this project is complete, the interactive resource will be made available through the Apple apps stores.

PILOTS – YOU SUPPLY THE PARTICPANTS AND WE'LL LEND YOU THE IPADS!
The CEW is looking for companies to participate in piloting this non-facilitated introductory safety and health course!
Our goal is to have 60 participants complete the safety eBook pilots.

This pilot is NOT to test or evaluate a company or participant's knowledge on Health and Safety, but to research the value of adult learning using an iPad and working in study groups.

CEW will:
* Loan 6 iPads to participating companies during the pilot
* Provide a Supervisor Guide, Participant Handouts and ear buds

Companies will:
* Select 2-3 participants per study group, provide an orientation and schedule sessions (1 or even 2 sessions per week would be best to accommodate our timelines and target number)
* Monitor participation as pilots progress during the course
* Complete a feedback survey
* Return iPads to CEW

The Safety eBook:
* Contains 6 chapters.
* Will take approximately 7-8 hours to complete. The first chapter, as an introduction, will take over an hour to pilot while each following chapter will take approximately an hour (including assignments and feedback survey).

ABOUT THE CEW

The Centre for Education and Work (CEW) is a non-profit organization that creates practical and engaging training solutions by combining proven adult learning theory and emerging technologies. We design custom adult training, specializing in online and blended learning-maximizing training value by minimizing time away from production. Visit our website at www.cewca.org
To participate, contact: *Mirja Cole @ mcole@cewca.org* or 204-989-7141

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CEW Safety eBook Participant Survey
Please complete the following course evaluation survey. This will take approximately 5 – 10 minutes to complete. Your feedback will help us improve the course.

Study Groups

1. Was working with a Study Group an effective way for you to learn?
- ☐ Yes
- ☐ No
- ☐ Somewhat

2. Would you have preferred an instructor for this course?
- ☐ No
- ☐ Unsure
- ☐ Yes (please explain

3. Did you learn from other members of your Study Group?
- ☐ Yes
- ☐ No
- ☐ Somewhat

4. Did you encourage others to talk in the Study Group?
- ☐ Yes
- ☐ No
- ☐ Somewhat

5. Would you recommend other training be delivered using Study Groups?
- ☐ Yes
- ☐ No
- ☐ Unsure

Learning Outcomes: Self Assessment

6. Can you discuss what a culture of safety looks like in your workplace?
- ☐ Yes
- ☐ No
- ☐ Somewhat

7. Can you identify rights and responsibilities around safety and health?
- ☐ Yes

☐ No
☐ Somewhat

8. Can you identify hazards and ways to manage them?
☐ Yes
☐ No
☐ Somewhat

9. Can you explain what to do if you get injured?
☐ Yes
☐ No
☐ Somewhat

10. Can you complete an informal job hazard analysis?
☐ Yes
☐ No
☐ Somewhat

11. Do you talk to others more now about safety and health?
☐ Yes
☐ No
☐ Somewhat

Course Elements

12. What did you think about the course? Choose the statements you agree with. You can choose as many as needed.
☐ The activity instructions were clear.
☐ I liked the different types of activities.
☐ The 'Let's Talk' section was helpful.
☐ The games in the last chapter were an effective review.
☐ I had enough time to complete the activities on the iPad.
☐ I had enough time to complete the chapter assignments.
☐ The length of the course was appropriate.
☐ I would recommend this course to co-workers.
☐ Other (please specify)

13. Which activity will you remember the most?

14. Did the Participant Handouts provide the information needed to complete the course?
- ☐ Yes
- ☐ No
- ☐ Somewhat

15. Was the iPad easy for you to use?
- ☐ Yes
- ☐ No
- ☐ Somewhat

16. Would you recommend other training be delivered on the iPad?
- ☐ Yes
- ☐ No
- ☐ Unsure

17. What suggestions do you have to improve the course?

18. What suggestions do you have to improve the Participant Handouts?

19. Additional Comments

p108 Participant Survey   SurveyMonkey

Q1 1. Was working with a Study Group an effective way for you to learn?

Answered: 18   Skipped: 0
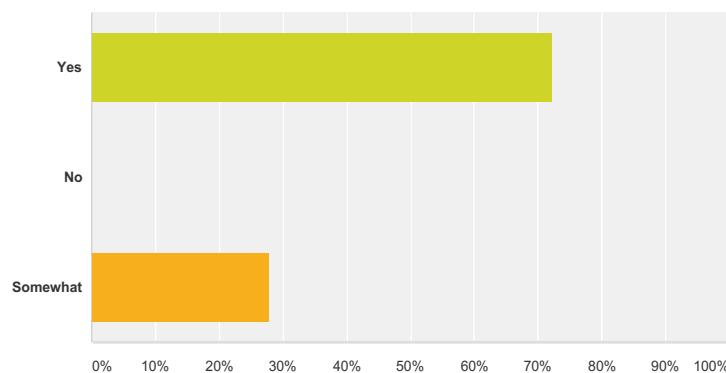
Answer Choices	Responses	
Yes	**72.22%**	13
No	**0.00%**	0
Somewhat	**27.78%**	5
Total		**18**

What is Digital Publishing Software?

*Digital publishing software is a set of tools and services that allow businesses and institutions create, publish, distribute, monetize and analyze **designer-generated** mobile Apps from within Adobe InDesign.*

OR more simply:

Software used to create content-centric Apps for tablets and phones.

Types of Digital Publishing:

There are two major types of digital publishing, **Design Driven DPS** and **Content Driven DPS** (web solutions). These can be combined within a single **DPS App**.

Design-Driven DPS - Purchase Content Updated Monthly   Content-Driven DPS - Free Content Updated Daily   Seamlessly transition between Design and Content DPS
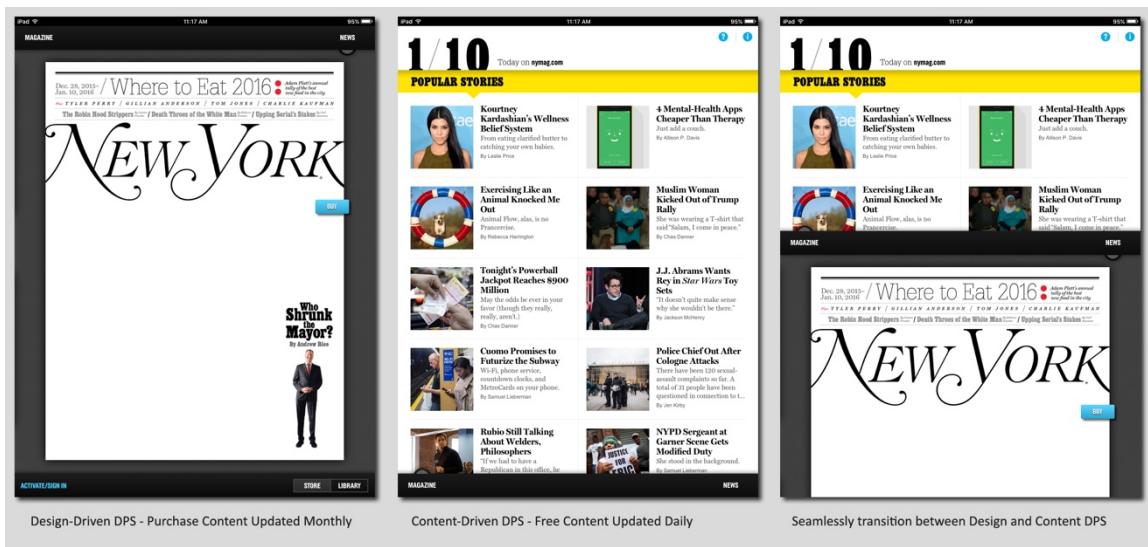
Design-Driven DPS
- Build in InDesign
- Extensive *interactivity* options (no animations)
- Built by *DESIGNERS* not Developers
- Pixel Perfect Results

Apps distributed via Mobile Store, Mobile Subscriptions
- App Store, Newsstand
- Google Apps Marketplace

Content-Driven DPS (Web)
- Web Interface to author content
- Template Driven
- Follows branding and standards
- Generates HTML-based articles

Apps distributed via Content Management Systems – CMS
- Drupal
- WordPress
- Adobe Experience Manager

What kinds of Apps Can Be Made?

Multi-Folio Apps
- *Most common* type of App
- Library of *folios/issues* for a customer to subscribe to via *library or store*
- Serve as a *destination* and/or *presence*
- *One touch* to content
- Can be updated from a *DPS Distribution Service*

Single Folio Apps
- This is a *one time* published App
- *App + Content* - Content is published directly in the App
- Often used for *annual reports* where further updates will *not* be needed

Benefits of DPS Created Apps

Content is immersive and interactive:
- Slideshows, video, audio, etc. (no animation)

Used for:
- Branding and affinity
- Reporting and communications
- Public and private solutions
- Subscriptions and periodicals
- Great analytics resource

Cost (The Bad):

- The industry considers these Enterprise-level solutions and therefore can be notably expensive. Take Mag+ at "$8,388 per year which is significantly cheaper than the same solutions being offered by Adobe which costs $6,000 a year for a SINGLE publication. There's also a fee of $.35 per download."
  (*Cheaper than a Heidelberg…*)
- Typical Apps can quickly run into the $1000s to author with most services
- Cheaper solutions begin to limit your interactivity and distribution - essentially flip books with no interactivity.
- Can be seen as an opportunity to introduce large companies to this new fast-growing mobile marketplace.

Suitability

Due to the rapidly increasing costs of development tools, DPS Apps are often too expensive for not for profit organizations. This kind of App development is best suited to large for profit corporate clients who are looking for a persistent mobile presence that want to retain audiences with regular, monthly updates or issues.

On the plus side, developing these Apps is relatively easy and requires no programming and can be created by the designer. Often the DPS App is adapted directly from an already existing InDesign print publication.

Mobile, catalogs, brochures, annual reports, magazines are well suited to DPS apps. Regardless of the project, an effective app should aim to create a deeper connection with the brand; increase loyalty, leads and sales.

Conclusion

Mag+ appears to be the cost-preferred alternative to Adobe DPS, followed closely by YUDU. On the cheapest end, PressPad and Issuu receive frequent mentions on the forums.

Adobe DPS is the clear winner from the standpoint of integration, but Mag+'s offerings are worthy of some further investigation. I believe the Mag+ service would be a cost-friendly, industry worthy alternative to Adobe DPS.

Major DPS

Adobe Digital Publishing Solution Works with agencies, technical partners
Adobe Digital Publishing Suite Tools, requires Adobe ID
Mag+

YUDU
GTxcel
BlueToad
Publitas
PressPad
Issuu
XFlip
MagLoft
easy 4 publish

Links

Adobe Digital Publishing Sticker Shock
Introducing the Adobe Digital Publishing Solution Beta
Strategies for Building DPS Apps
Best Digital Magazine Publishing Software
20 Excellent Digital Publishing Platforms For Mobile & Desktop
InDesign tutorial: Take a design from print to iPad (short)
Design Decisions for Digital Publishing Apps
Building a Mag+ Layout from Scratch (YouTube)
Digital Publishing With InDesign CC: Folio Workflow (YouTube)

Samples

Made With DPS 2015
Mag+ Clients
Explore YUDU
PressPad Clients
ISSUU Site

Appendix 8 – Options to Safety eBook resolutions

Initially the CEW conducted research to find out what resolutions would be possible, these included:

1. an attempt to load the Safety eBook to the Apple App Store,
2. use the Multi Edition App option which was quite costly or
3. to reformat the Safety eBook and provide a downloadable link.

The CEW chose option 3 to reformat the existing Safety eBook.

To troubleshoot and enable the e-book to work successfully involved intensive work and extensive testing to ensure CEW provide a quality product. Some minor modifications have been made to the functionality of the book but this in no way compromises the product. For example:

"Pascal's Story was made using a file called an OAM, created in Edge Animate. Think of OAM files like compiled flash files except these are open source HTML5 & Javascript.
The click to advance to the next "frame" in the comic panels would not work in the new format. The first part of each page played fine until the user was prompted to advance. This interaction was embedded inside the OAM file and this behavior can not be modified from within InDesign".

This type of issue resulted in development work to modify the way in which certain interactions could happen. There was also some changes made to the way in which the user navigates through the contents of the book. This resulted in further substantial development work. However, the UX for the end user, unless involved in the original pilots, is unnoticeable and easily navigated.

As explained above therefore, with manipulation and adjustment of the existing Safety eBook using EPUB, the ebook is now available and downloadable direct from a website. With this option, the CEW will also revise the Participant Handouts and Supervisor Guides to ensure users know how to access the resource. These will also be downloadable from a website with "How to" instructions provided.

Appendix 9 – Job Hazard Analysis Sample

Chapter 4 Handouts: Conducting an Informal Job Hazard Analysis

Job Hazard Analysis Form

Job Hazard Analysis Form

Job Name: PROP ASSEMALY.   Workplace: PLATING
Completed by: SADER.   Date: 6/9/16.

Job Steps (How is the job done?)	Hazards (What could go wrong?)	Ways to manage the hazards (How can it be made safer?)
1. PICK-UP PART (28 lbs)	- BENDING. - DROPPING	- SAFETY BOOTS - HOIST TO MOVE PART.
2. MASK PART.	- CUT WITH KNIFE.	- PROPER USE - PLASTIC KNIFE
3. PLATE PART (CHEMICAL BATH)	- SPLASH IN EYE - ON SKIN	- EYE PROTECTION - GLOVES - FACE SHIELD - APRON
4. REMOVE TAPE (MASKING)	- ABSORPTION OF CHEMICAL ON TAPE.	- GLOVES
5. PUT IN OVEN TO DRY.	- LIFTING	- 2 PERSON TO LIFT
6. REMOVE FROM OVEN	- BURN TO HANDS, ARM.	- GLOVES/OVEN - LONG SLEEVE - SHIRT.
7. GOES TO SHIPPING.	- HANDLING - BENDING - LIFTING	

Tip: Handouts from Chapter 3 can give you ideas. Look at 'Types of hazards', 'Tips to help you identify hazards', and 'Ways to manage hazards'.

An Introduction to Safety and Health: Participant Handouts   25

Appendix 10 – Financial Report Final

CENTRE FOR EDUCATION AND WORK			
Interactive Safety eBook: Taking it direct to the learner			
Final Report August 31, 2016			
	Budget	**August 31, ,2016**	**Variance**
Revenue			
WCB	$200,000.00	$200,000.00	$0.00
Total	**$200,000.00**	**$200,000.00**	**$0.00**
Expenses			
Salary and Benefits:			
Project Manager	$50,000.00	$50,500.00	-$500.00
Media Director	$25,000.00	$25,400.00	-$400.00
Technical Expertise	$16,000.00	$30,412.44	-$14,412.44
Content Expertise	$25,000.00	$25,000.00	$0.00
Financial Manager	$12,000.00	$12,200.00	-$200.00
Administrative Support	$8,000.00	$8,000.00	$0.00
Sub-Total	**$136,000.00**	**$151,512.44**	**-$15,512.44**
Material and Supplies			
Materials	$8,500.00	$8,500.00	$0.00
Operating Expenses	$30,000.00	$30,000.00	$0.00
Consultation Events	$9,500.00	$1,031.56	$8,468.44
Pilot Costs	$7,644.00	$600.00	$7,044.00
Sub-Total	**$55,644.00**	**$40,131.56**	**$15,512.44**
Equipment	**$2,856.00**	**$2,856.00**	**$0.00**
Travel, Accomodation and Meals	**$4,000.00**	**$4,000.00**	**$0.00**
Honouraria	**$1,500.00**	**$1,500.00**	**$0.00**
Total	**$200,000.00**	**$200,000.00**	**$0.00**
IN KIND EXPENDITURES			
CEW and Project Partners	$5,000.00	$17,942.00	-$12,942.00
Total	**$5,000.00**	**$17,942.00**	**-$12,942.00**

Attachment 1 – Supervisor Survey Results

Attachment 2 – Participant Handouts

Attachment 3 – Safety eBook Survey Results Graphs and Comments