**Purpose**

The purpose of the is instructional document is to guide AMHSA Members (member) on how to use AMHSA’s *Online Health and Safety Orientation Template* (PowerPoint slides).

After the Member has completed template, their customized online health and safety (H&S) training module will be available for distribution to their intended audience.

This document aims to provide step-by-step information on how to complete the template.

**Scope and Application**

If you have an existing PowerPoint H&S orientation that you would like converted to an online training course, please email it to [safety@amshsa.net](mailto:safety@amshsa.net) with the title ‘Orientation’.

AMHSA’s *Online Health and Safety Orientation Template* can be customized to what you would want to see, hear, and test. The template provides easy remove and replace options for text, pictures, and voice-overs per slide.

The template is not limited to the background and font size or style. You can modify these within the PowerPoint software’s abilities.

Please complete the presentation template and submit it to [safety@amhsa.net](mailto:safety@amhsa.net) with the title ‘Orientation’.

Allow AMHSA one week to convert the completed presentation slides to your online H&S orientation training module.

\*Please take caution to not to change OHS legislation as they are based on AMHSA recommendations/content.

AMHSA is available to support or create an online health and safety orientation course for you no matter what option you choose. The 3 starting points to create your online course will be at one of these stages:

* From scratch
  + Create a PowerPoint and send it to [safety@amhsa.net](mailto:safety@amhsa.net).

Subject line, “Convert to Online Orientation”.

* Existing PowerPoint
  + Send your existing PowerPoint slides to [safety@amhsa.net](mailto:safety@amhsa.net).

Subject line, “Convert to Online Orientation”.

* From the Template
  + Use AMSHA’s templates and send PowerPoint slides to [safety@amhsa.net](mailto:safety@amhsa.net).

Subject line, “Convert to Online Orientation”.

* AMHSA will create the course for you.
  + Email [safety@amhsa.net](mailto:safety@amhsa.net) to request for this service along with any details and questions.

Subject line, “Create an Online Orientation”

* + This service may require payment.

You can call AMHSA at any time with any questions at 1-800-267-9764.

**Administrative Information**

Please provide the following information to AMHSA to help build your online health and safety orientation training module.

* Name of municipality / company
* Primary contact
  + Name
  + Phone number
  + Email
  + Current health and safety orientation status; online, in-person, checklist, PowerPoint.

Use these quick-links to view instructions for a particular slide:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [1](#s1) | [2](#s2) | [3](#s3) | [4](#s4) | [5](#s5) | [6](#s6) | [7](#s7) | [8](#s8) | [9](#s9) | [10](#s10) |
| [11](#s11) | [12](#s12) | [13](#s13) | [14](#s14) | [15](#s15) | [16](#s16) | [17](#s17) | [18](#s18) | [19](#s19) | [20](#s20) |
| [21](#s21) | [22](#s22) | [23](#s23) | [24](#s24) | [25](#s25) | [26](#s26) | [27](#s27) | [28](#s28) | [29](#s29) |  |

**Using the Template**

Slide 1 - Remove and Replace

* Image
  + name of municipality/company with yours
  + logo of municipality/company with yours
  + Change target audience if applicable. It is currently set to address new “Employees”.
* Voice-over:
  + name of municipality/company with yours
  + If you do not have an exam remove que to take notes

Slide 2 – Remove and Replace

* Image – this slide is optional
  + Provide a 10 – 50 second video of a predominate figure in your municipality/company
    - Message should include their endorsement of this health and safety orientation.
    - Format of video is preferred to be MP4
* Voice-over:
  + No voice over on this slide is required, but you can if you wish to do so.

Slide 3 – Remove and Replace

* + Slide name of municipality/company with yours
  + logo of municipality/company with yours
* Voice-over:
  + name of municipality/company with yours

Slide 4 – Remove and Replace

* Image:
  + Slide Images/text as needed – information optional
* Voice-over:
  + Optional slide. Highlight stats as required

Slide 5 – Remove and Replace

* Image:
  + Slide name of municipality/company with yours
  + logo of municipality/company with yours
  + Policy image with yours
* Voice-over:
  + name of municipality/company with yours

Slide 6 – Remove and Replace

* Image;
  + Slide name of municipality/company with yours
  + logo of municipality/company with yours
  + Policy image with yours
* Voice-over:
  + name of municipality/company with yours

Slide 7 – Remove and Replace

* Image:
  + Slide name of municipality/company with yours
  + logo of municipality/company with yours
  + Policies list with yours
* Voice-over:
  + list of policies with yours

Slide 8 – Remove and Replace

* Image:
  + name of municipality/company with yours
  + logo of municipality/company with yours
  + Policies list with yours
* Voice-over:
  + list of policies with yours

Slide 9 – Remove and Replace

* Image:
  + name of municipality/company with yours
  + logo of municipality/company with yours
  + H and S checklist with yours
* Voice-over:

Slide 10 – Remove and Replace

* + Image: name of municipality/company with yours
  + logo of municipality/company with yours
  + JHA and Hazard ID checklist with yours
* Voice-over:
  + name of municipality/company with yours

Slide 11 – Remove and Replace

* Image:
  + Slide name of municipality/company with yours
  + logo of municipality/company with yours
* Voice-over:
  + name of municipality/company with yours

Slide 12 – Remove and Replace

* Image:
  + name of municipality/company with yours
  + logo of municipality/company with yours
  + Floor map with yours
* Voice-over:
  + Safety procedures with yours

Slide 13 – Remove and Replace

* + name of municipality/company with yours
  + logo of municipality/company with yours
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 14 – Remove and Replace

* Image:
  + name of municipality/company with yours
  + logo of municipality/company with yours
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 15 – Remove and Replace

* + name of municipality/company with yours
  + logo of municipality/company with yours
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 16 – Remove and Replace

* + name of municipality/company with yours
  + logo of municipality/company with yours
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 17 – Remove and Replace

* Image:
  + Replace image as needed with yours
* Voice-over:
  + name of municipality/company with yours

Slide 18 – Remove and Replace - Must have if employees are working alone

* Image:
  + Replace image as needed with yours
* Voice-over:
  + name of municipality/company with yours

Slide 19 – Remove and Replace

* Image
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 20 – Remove and Replace - Optional Slide

* Image:
  + Slide name of municipality/company with yours
* Voice-over:
  + Name of municipality with yours

Slide 21 – Remove and Replace - Optional Slide

* Image:
  + name of municipality/company with yours
  + Image as needed
* Voice-over:
  + policy details with yours

Slide 22 – Remove and Replace - Optional

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

Slide 23 – Remove and Replace - Optional

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

Slide 24 – Remove and Replace

* Image:
  + name of municipality/company with yours
  + logo of municipality/company with yours
* Voice-over:
  + name of municipality/company with yours

Slide 25 – Remove and Replace

* Image:
  + Slide name of municipality/company with yours
  + logo of municipality/company with yours
* Voice-over:

Slide 26 – Remove and Replace

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

Slide 27 – Remove and Replace

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

Slide 28 – Remove and Replace

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

Slide 29 – Remove and Replace

* Image
  + Slide Image/ Question details with yours
* Voice-over:
  + Instructions with yours as needed

**References**

* AMHSA’s *Online H&S Orientation Template vr. 2.0*
* AMHSA’s *Online H&S Orientation Sample – Grey Goose vr. 2.0*