**Voiceover Script**

**Distraction Tool**

Slide 1:

“This video serves to introduce the Distraction Tool developed by Ohio University and the Ohio Bureau of Workers’ Compensation. In this video we will discuss the purpose of this tool as how to use it”

Slide 2:

“Distractions are inevitable in all types of work, however they can lead to safety and production issues and should be minimized when possible. The goal of this tool is to identify what distractions currently occur during a specific task and to better understand the repercussions of these distractions. By identifying these things, we can reduce the amount of times employees are unnecessarily distracted during work and improve safety and production.”

Slide 3:

“Ideally, the form will be filled out by an observer watching an employee complete a task. While watching them, the observer will check the relevant boxes. However, this is often not possible and therefore the employee doing the task must fill out the form while working. This is not the ideal situation though because then the form may become a distraction, exactly what we are trying to minimize.”

Slide 4:

“At the top of the form, all the employees completing the form and/or completing the observed task should be documented. Also, the date the form is completed will be the start date and a projected finish date for when changes to reduce distractions during that task are minimized and re-observed. After the header, the page is split into two parts, on the left is the original task process and on the right is the revised task process.”

Slide 5:

“Starting on the left side, the task should be described and the reason for completing the form. Some examples include a production issue such as too many quality defects produced or a safety issue such as a near-miss. Underneath that there is a list of 11 distraction points. Whoever is completing the form should checkmark any distractions or results of a distraction that occur during the task. When the task is completed, the number of distractions should be tallied up along with the time it took to complete and recorded at the bottom.”

Slide 6:

“After the left side is complete, the team should re-group to discuss the results and come up with a plan to reduce distractions. As discussed earlier, distractions are inevitable, so the goal of this tool is not eliminate all distractions but reduce them and their negative repercussions. Once a plan is developed and implemented, the right-hand side should completed just as the left side was.”

Slide 7:

“At the bottom of the form is an area to summarize the effects of the tool on the task. Hopefully from utilizing the tool the distractions were reduced and the time to complete the task was reduced or at least stayed the same.”