



Training Solutions, Delivered!

REGULATORY REQUIREMENTS FOR REMOTE WORKERS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5114
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5114 REGULATORY REQUIREMENTS FOR REMOTE WORKERS FACT SHEET

LENGTH: 2:15 MINUTES

PROGRAM SYNOPSIS:

In today's technology driven and ever-changing world, the ability and necessity of working from home or at a remote location is on the rise. Generally referred to as "remote work", this working arrangement commonly finds workers performing their job duties from a "home office" or a "home-based worksite." There are many benefits of remote work for both the employee and employer; however, it is important that all parties understand their responsibilities related to the safety and health of remote workers. This program provides an overview of the regulatory requirements related to remote workers.

Topics include OSHA's general duty clause, the distinction between a home office and a home-based worksite, employer responsibilities related to remote work, OSHA inspection of a remote worksite and recordkeeping and injury reporting.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What the distinction is between a home office and a home-based worksite;
- What responsibilities employers have in regard to both home offices and home-based worksites;
- What OSHA's polices are applied to remote worksites;
- Why remote workers should report all work-related injuries to their employer right away.
- What precautions to take to prevent slips, trips and falls in the home workspace.

INSTRUCTIONAL CONTENT:

REGULATORY REQUIREMENTS FOR REMOTE WORKERS

- OSHA's general duty clause requires employers to provide all employees with safe and healthful working conditions that are free from recognized, serious hazards. This requirement extends to employees who work in home offices and home-based worksites.
- OSHA makes a distinction between a home office and a home-based worksite. A home office is the area of an employee's home where typical "office work activities" are performed, such as using a computer or telephone, filing, copying and similar activities.
- A home-based worksite is the area of an employee's personal residence where the employee performs the work of the employer, for example, sewing, wood working or product assembly and packaging.
- For home office workers, the employer must ensure that the home office area is free of recognized serious hazards such as fire hazards, slip and trip hazards and electrical hazards and that the employee's required work doesn't subject them to other hazards such as ergonomic hazards.
- However, the employee's house itself and the employee's furnishings are not regulated by OSHA.
- When it comes to a home-based worksite, OSHA recognizes that certain types of work can be hazardous and all OSHA regulations that apply to the materials, equipment and activities used by a worker to perform their employer required duties also apply to a home-based worksite.
- OSHA has a policy of respecting the privacy of private homes and typically will not conduct inspections of an employee's home office; however, OSHA will conduct inspections of home-based worksites if OSHA receives a complaint.
- The scope of any OSHA inspection in an employee's home will be limited to the employee's work activities.
- Employers who are required to keep records of work-related injuries and illnesses are also responsible to do so for injuries and illnesses that occur in a home office or home-based worksite. For this reason, remote workers should report all work-related injuries to their employer right away.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. a

4. b

REGULATORY REQUIREMENTS FOR REMOTE WORKERS
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. OSHA does NOT make a distinction between a home office and a home-based worksite.
 - a. True
 - b. False

2. An employee's house itself and the employee's furnishings are NOT regulated by OSHA.
 - a. True
 - b. False

3. OSHA will conduct inspections of home-based worksites if they receive a complaint.
 - a. True
 - b. False

4. Employers are NOT required to keep records of injuries and illnesses that occur in a home office or home-based worksite.
 - a. True
 - b. False