



Training Solutions, Delivered!

POLICIES AND GUIDELINES FOR REMOTE WORKERS

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

Item Number: 5115
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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.

5115 POLICIES AND GUIDELINES FOR REMOTE WORKERS FACT SHEET

LENGTH: 1:21 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 policies and guidelines that are typically put into place related to remote workers.

Topics include remote work agreements, safety checklists, expectations and requirements, inspections and hazard reporting and employee responsibility for a safe working environment.

PROGRAM OBJECTIVES:

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

- How remote work agreements and safety checklists are used to manage remote worker responsibilities;
- Why remote workers should take agreements, inspections and checklists seriously.

INSTRUCTIONAL CONTENT:

POLICIES AND GUIDELINES FOR REMOTE WORKERS

- Many employers utilize remote work agreements and various safety and health checklists as a way to manage their safety and health responsibilities for employees who work remotely.
- These types of agreements typically outline the employer's expectations for productivity and accountability for remote workers as well as the expectations and requirements used to ensure the employee's safety while working remotely.
- Remote worker agreements often include a detailed home safety checklist that must be performed and submitted to the employer before the employee is allowed to begin their home-based operations.
- The safety checklist should ensure that the employee's work area is free of obvious hazards, does not contain fire or electrical hazards and can be configured to conform with appropriate ergonomic practices and principles.
- Periodic re-inspections are typically required as well as a means by which a home-based employee can report any safety related issues or concerns.
- If you are a remote worker, take these types of agreements, inspections and checklists seriously. You have a personal responsibility and an obligation to your employer to maintain a safe and healthy working environment.

POLICIES AND GUIDELINES FOR REMOTE WORKERS

ANSWERS TO THE REVIEW QUIZ

1. b

2. d

3. a

POLICIES AND GUIDELINES 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. A remote work safety checklist should ensure that _____.
 - a. An employee's work area is free of obvious hazards
 - b. An employee's work area does not contain fire or electrical hazards
 - c. An employee's work area can be configured to conform to appropriate ergonomic principles
 - d. All of the above

3. Remote workers have a personal responsibility and an obligation to their employers to maintain a safe and healthy working environment.
 - a. True
 - b. False