



Training Solutions, Delivered!

SELECTING A LOCATION FOR A HOME WORKSPACE

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

Item Number: 5116
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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.

5116 SELECTING A LOCATION FOR A HOME WORKSPACE FACT SHEET

LENGTH: 1:18 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 considerations that are important when selecting the location of a home workspace.

Topics include selecting an area that is free of distractions, the importance of keeping a consistent location, electrical considerations and emergency exit routes.

PROGRAM OBJECTIVES:

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

- Why it is important to select a home workspace that is free of distractions;
- Why a home workspace should be kept in a consistent location;
- How to make a home workspace comfortable and safe.

INSTRUCTIONAL CONTENT:

SELECTING A LOCATION FOR A HOME WORKSPACE

- One of the most important considerations for a remote worker is selecting an appropriate location for the workspace. Comfort, productivity and safety are important considerations when locating a home office or home-based worksite.
- Select an area away from the main traffic flow of other people or activities in the home.
- Try to select a work area that is reasonably quiet and free of distractions.
- If possible, select an area that you can designate as your home office and keep it separate and apart from other home-based activities for the duration of your remote work.
- Consistently working in the same designated area improves your ability to concentrate on your tasks and control any safety hazards in the area.
- Repeatedly moving around the house, from the couch to the dining room table or to the bedroom, can keep a worker unsettled and unproductive.
- Make sure the temperature, ventilation and lighting in the area are adequate for the type of work you plan to perform.
- The selected work area should have enough electrical outlets to safely power your equipment and make sure there are at least two exit routes available in the event of a fire or other emergency.

**REMOTE WORKER:
SELECTING A LOCATION FOR A HOME WORKSPACE**

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. b

SELECTING A LOCATION FOR A HOME WORKSPACE
REVIEW QUIZ

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

Name _____ Date _____

1. The location you select for your home office should be in close proximity to other home-based activities.
 - a. True
 - b. False

2. Consistently working in the same designated area improves your ability to concentrate on your tasks and control any safety hazards in the area.
 - a. True
 - b. False

3. When selecting an appropriate area for a home workspace, you should make sure there are at least _____ exit routes available in the event of an emergency.
 - a. 1
 - b. 2
 - c. 3