



Training Solutions, Delivered!

FIRE SAFETY FOR REMOTE WORKERS

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

Item Number: 5119
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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.

5119 FIRE SAFETY FOR REMOTE WORKERS FACT SHEET

LENGTH: 2:41 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 fire prevention for remote workers.

Topics include ensuring the home is free of fire hazards, fire safety plans, escape routes and exits, smoke detectors, electrical safety, cooking safety and good housekeeping.

PROGRAM OBJECTIVES:

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

- Why fall prevention must be a key component of any safety program for remote workers;
- What two common fall hazards in the home are and how they can be controlled;
- Why all travel paths in the home must be clear of debris and illuminated adequately.

INSTRUCTIONAL CONTENT:

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- Fire safety must be included in any safety program aimed at remote workers. The remote worker safety checklist must include key fire safety elements and the remote worker must verify that the workspace is free of fire hazards.
- Every home should have a fire escape plan that includes multiple exit routes from the home and a meeting place safely away from the home.
- Be sure that any home workspace has two clear exit routes.
- Everyone in the home should understand and practice the escape plan.
- A fire safety plan must also ensure there are an adequate number of working smoke detectors in the home as well as in the designated workspace.
- All exit routes and doors must remain clear of obstructions.
- If one of the planned exits is a window, make sure it will open easily and that it is possible to exit the home through it.
- If the exit window is on an elevated floor, it will be necessary to have a fire safety ladder on hand and practice its use.
- Electricity is a common cause of house fires. It's a good idea to have an electrician verify that the home's electrical system is adequate to supply the home office area and there are enough nearby outlets to prevent the overuse of extension cords.
- Overloaded outlets, circuits or extension cords are a common source of electrical fires.
- Also, do not run power cords or extension cords under rugs and mats as they can be damaged and become a fire hazard.
- All plugs, cords, outlets and panels must be inspected and verified to be in good condition.

FIRE HAZARDS IN HOME SETTINGS

- There are some fire hazards faced in a home setting that are different than those faced in a traditional office setting.
- According to the National Fire Protection Association, fires related to cooking are the most common type of home fire.
- Cooking-related fires most often begin when a cooking appliance is left unattended and something flammable like oil or grease gets too hot. This is why it is essential to stay in the kitchen and keep an eye on what's cooking.
- Do not leave a lit stove burner or running microwave unattended while you work.
- Also, never leave any open flame such as a candle, or a heat source like a space heater unattended. Always unplug or extinguish these items when leaving the immediate area.

- Do not smoke anywhere in your home. If you must smoke, always do so outside and be sure to extinguish the butts in water before disposing of them.
- Finally, good housekeeping is critically important to fire safety. Keep all waste picked up and disposed of properly and store flammable materials away from any type of heat source.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. b

4. d

5. b

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REVIEW QUIZ

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

Name _____ Date _____

1. Fire safety must be included in any safety program aimed at remote workers
 - a. True
 - b. False

2. A fire safety plan must ensure there are an adequate number of working smoke detectors in the home as well as in the designated workspace.
 - a. True
 - b. False

3. Power cords and extension cords should be under rugs and mats to ensure they don't become trip hazards.
 - a. True
 - b. False

4. According to the National Fire Protection Association, fires related to _____ are the most common type of home fire.
 - a. Space heaters
 - b. Overloaded electrical outlets
 - c. Smoking
 - d. Cooking

5. Good housekeeping is NOT critically important to fire safety.
 - a. True
 - b. False