

## LONE WORKING POLICY STATEMENT

To provide a safe working environment for our staff by ensuring that all lone working is avoided where reasonably practicable to do so. Where this is not reasonably practicable, safe lone working will be facilitated through the following requirements:

- A Job Safety Analysis (JSA) will be carried out for all occasions and activities of the lone worker to identify the hazards and put appropriate control measures in place.
- When the JSA shows that it is not possible for the work to be done safely by a lone worker, arrangements will be put in place to provide back-up support or alternatives for the work to be completed safely.
- The JSA will be reviewed by the relevant Project Manager and signed off accordingly.
- A communication plan and route is to form part of the JSA outlining emergency procedures, monitoring frequency and reporting for both arriving at and returning from a work site. The findings from the JSA shall determine the level of communication and monitoring required of the lone worker by the business unit leader and or project manager responsible for the job.
- All staff that are required to work alone shall be assessed as competent to undertake the tasks required, and that they are not deemed at risk through any form of condition or disability or personal characteristic in context with the job at hand.
- Where a lone worker is working at another employer's worksite, the lone worker shall be inducted to that site by the controller of that site as well as follow all site requirements.
- Where a lone worker is working in a location where cell phone coverage is limited (e.g. remote locations) the lone worker shall have a Personal Locator Beacon (PLB) in their possession at all times for emergency situations and a satellite phone if working out of an office where these are located.
- Lone working will be undertaken during normal business hours unless arrangements have been made for extended hours with the project manager. Where lone working outside office hours is unavoidable, or the employee is staying at a location overnight, the project manager shall be notified of the location of the work and the expected time of completion. The lone worker shall then contact the project manager at the end of each day or when the work has been completed.
- All staff members that are required to work alone should have first aid training.

### Lone working

Where a person works by themselves outside the office environment without close or direct supervision or contact with other Calibre Consulting staff members

### Normal business hours

Between 8.00am and 5:30pm Monday to Friday

**Mark Campbell**

Executive General Manager

24 November 2014