

# Lone Working



STANDARD

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# 1 Introduction

This standard defines the minimum requirements for lone working.

Lone working means for example working; isolated at a distant work site, in a remote part of a building and alone in a workplace that is normally busy. Lone working excludes home working.

# 2 Requirements

The following shall apply:

- no individual shall work alone without an established “lone worker procedure” which in all material aspects comply with what is described below;
- an escalation procedure shall be established to initiate an emergency response to attend the lone worker;
- lone workers shall be given training on this standard to fully understand the risks and needed precautions; and
- lone working is strictly forbidden when working on live power installations, at heights (i.e. above two meters), in confined spaces and when working in areas with no mobile phone coverage.



## 3 Lone Worker Procedure

For all lone working, a process shall be in place whereby an appointed contact person or an automated system for lone worker tracking is informed of the following:

- locations of lone workers;
- reporting-in times or estimated time of arrival and departure at a remote site (the frequency of reporting-in should be determined on the basis of risk and changes of location);
- contact details; and
- travel/vehicle details (particularly important in the event of requiring emergency assistance).

An emergency instruction shall be in place to mitigate relevant risks related to lone working.

## 4 Personal Protective Equipment

The following PPE shall be issued to all Lone Workers when working at off-site locations with no fixed line phone:

- mobile phone.
- mobile phone charger (car, solar, etc)

## 5 Medical Fitness and Response

Where local legislation allows, employees shall be required to disclose any medical conditions that could affect their ability to work as a lone worker.

## 6 Risk Assessment and Planning

Prior to allowing lone working, the responsible manager shall ensure that a local risk assessment is carried out to determine if it is appropriate.



## 7 Monitoring and Review

Adherence to this standard shall be monitored by reviewing and keeping relevant records of:

- incident statistics;
- medical records;
- PPE-inspections; and
- training records.

## 8 Change information

<b>Revision</b>	<b>Description</b>
A	Initial release