|  |  |
| --- | --- |
| **OVERVIEW:** | Describes safe work considerations and practices associated with lone work |
| **Personnel required:** | * Minimum two people – the lone worker plus a designated support person on duty and available to receive agreed safety call-in reports and co-ordinate response in the event of lost contact or emergency * Note: Lone work is restricted to specific activities – consult task-specific SOPs to determine if lone work is permissible. |
| **Equipment required:** | * Minimum two forms of two-way communication (ideally with personal location transmission capabilities) * Adequately stocked first aid kit * Emergency shelter if heading into remote location * Clothing, footwear, tools & equipment appropriate to the task, location and conditions |
| **PPE required:** | PPE is dependent on the task |

**Authorised persons**

Lone work is only to be carried out by individuals deemed competent through a combination of:

* Task-specific training
* Lone-worker training in relation to risk assessment, communication protocols, emergency response
* Navigation skills appropriate to the area(s) worked
* Survival training in relation to nutrition, shelter, disorientation/injury response
* Medical, physical, mental fitness appropriate to the nature, terrain & duration of the task

**General rules**

1. Lone worker(s) must be provided with detailed work, reporting and emergency response plans appropriate to the task and location
2. Arrangements must be made in advance of lone work to ensure there is a designated support person on duty who knows:
   * who is working alone
   * where they are working
   * what they are doing
   * how long they are expected to be
   * how and how often they will report their location/status
   * what to do in the event of a failure to report
   * what to do in the event of an emergency
3. Lone workers must be equipped with two forms of two-way communication (ideally with personal location transmission capabilities. Worker(s) to ensure devices are fully charged and tested before setting out
4. Contractors must have systems/procedures in place to comply with the requirements of this procedure or must ensure they follow/comply with this procedure.

**Lone work procedure:**

1. Lone worker to contact designated support person at the start of shift/task
2. Lone worker and designated support person to confirm reporting protocols (method/ timing /emergency response)
3. Lone worker to confirm current location, intended task(s), intended route, expected time of completion, expected time of arrival at predetermined location (home/depot/hut etc).
4. Lone worker to carry out task(s) as per established safe operating procedure(s) and maintain reporting schedule throughout day (setting an audible alarm as a reminder is recommended)
5. Lone worker to contact support person on completion of the task and provide details of their intentions – exit work area & return home, travel to planned accommodation etc..
6. Lone worker to contact support person to confirm they have safely reached their destination and it is in order to end communication for the day.
7. Repeat for subsequent days as required

**NOTE:** Ensure that all training required under this procedure has been provided and recorded. This includes all emergency procedures for the workplace where the work alone activity is occurring.

Workers are to:

* Ensure that the contact person and the response plan has been activated prior to starting out the work alone activity
* Ensure that this procedure is implemented prior to working in isolation or remote areas alone.

**Communication Systems**

The following communication/monitoring systems are recommended to assist with communication:

* Mobile phone
* VHF Radio
* Satellite Phone/s
* Epirb

**End.**

**DISCLAIMER:**

The information provided in this document is intended as a general guide or template. Modification or the incorporation of additional material may be required to accurately reflect the recipients' operational systems and methods.  Predator Free New Zealand Trust takes no liability for workplace health and safety as a result of utilising or adopting this material.