
1. Purpose

The purpose of this procedure is to provide guidance and support for employees working alone or in remote locations.

2. Scope

This procedure applies to all Council employees who work alone or in remote locations, including independent contractors.

3. References

1. Occupational Health and Safety Act 2004
2. Council's Occupational Health and Safety Policies and Procedures.

4. Responsibilities

Managers/Supervisors

Shall ensure that before allowing employees to proceed to remote locations, a risk assessment must be completed on the activity/s being performed, including identification of any foreseeable risks involved and implementation of suitable control measures to provide for the safe execution of the work. – (Reference should be made to *Section 4.17*, Workplace Bullying and Occupational Violence Attachment 1)

Employees

Employee shall before proceeding to remote locations, are to be made aware of this procedure and are to comply with these requirements and any risk control measures put into place

5. Method

An employee is deemed to be working alone or in a remote location in the following circumstances:

- **If there is no two way radio communication; and**
- **Has no access to telecommunications; and**
- **If they are working on any road other than an Arterial Road*; and**
- **Where the employee is not in contact with a second person.**

*Arterial Road

An Arterial Road is defined as a road that has been declared as an Arterial Road under Section 14 of the Road Management Act 2004.

Section 4.18

Staff working alone or in remote areas

Employees shall:

- Contact their Manager/Supervisor/Designated Person when they enter or leave a remote location.
- Not undertake any activity, which normally would require two or more people to complete the task.

Manager/Supervisor/Designated Person shall:

- Maintain records of the names of any employee working in a remote location, the date and time and the duration of work. Records to be detailed in a diary or register.
- Ensure employees are provided with a vehicle equipped with a two-way radio and/or mobile phone and a basic first aid kit.
- Ensure employees are instructed in basic first aid principles.
- Ensure employees are instructed on these procedures.
- Ensure that anyone acting as a relief Supervisor/Designated Person is instructed on these procedures.
- Maintain a daily record of call-ins in a Diary. The record Diary shall show the vehicle plant number of the identified employee, call in time, date, expected location for the period in the remote location and the time leaving the remote location.
- Keep the Diary of daily call in records filed in a safe place for a period of three months.

Failure to Call In

- In the event that an employee working in a remote location does not make contact within 15 minutes of the agreed call in time, the Manager/Supervisor/Designated Person shall attempt to raise the employee either by two-way radio or mobile phone.
- If contact cannot be made, the Manager/Supervisor/Designated Person will take immediate action to have the employee contacted.
- Once contact is established and the employee/s safety is confirmed, the Manager/Supervisor/Designated Person shall make the appropriate notation in the Diary.

Employees working in gangs of two or more persons in remote locations shall:

- Be provided with a vehicle equipped with a two-way radio and/or mobile phone and basic first aid kit.
- Have at least one person in the gang trained and accredited in First Aid.
- Where appropriate and where provided with a Council vehicle, be provided with an emergency management plan, providing information such as a map identifying the remote area within the municipality, the location of the nearest medical facilities and the emergency contact numbers.



6. Related Documents

1. Section 3.06, *Hazard Identification*
 2. Section 4.15, *Dealing with Threats to Staff*
 3. Section 4.17, *Workplace Bullying and Occupational Violence*
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7. Attachments

1. Nil