

## **Lone Working Emergency Plan**

This plan applies to all employees and contractors on the worksite who are 'lone' working.

A lone worker is defined as one who performs an activity that is carried out in isolation from other workers without close or direct supervision.

### **CONTROL MEASURES TO MINIMISE RISK:**

#### *LONE WORKERS MUST*

1. Hold a copy of the site/hazard map and remain within pre-determined work area.
2. At all times, hold a copy of the Lone Working Emergency Plan.
3. Before visiting site, ensure that contact person at home/office is nominated and procedures are agreed, recorded below and followed. A copy of this to be held by the nominated person and carried by the lone worker.
4. Be physically fit and of sound mind.
5. Ensure there is no consumption of alcohol or drugs, other than prescribed by a medical practitioner, before or during attendance on site.
6. Ensure that equipment to be carried should include: mobile phone (fully charged), first aid kit, waterproof clothing, torch, whistle and a watch.
7. Ensure on sites where there is poor mobile phone reception that every effort must be made to avoid lone working. If this is absolutely necessary the worker must drive to the nearest point with reception in order to follow the above procedure. If there is no mobile phone reception, a suitable device such as a satellite based safety tracking shall be obtained.
8. Wear appropriate safety clothing at all times including stout footwear and hi-vis jacket/waistcoat.
9. Ensure vehicles are parked in a visible and easily located pre-determined position.
10. Ensure that use of machinery will only be permitted by prior agreement with site manager and on submission of a separate Risk Assessment specific to the operation and taking particular account of associated risks.
11. Adhere to HSA/FISA Guidelines for Lone Working.
12. Only approach other workers after making sure of their awareness of your presence and follow their instructions or adopt appropriate generic risk assessment procedures as instructed.

**Site name:** Attach map showing site boundary, work area boundary,

**Grid reference:** Access points, location of lone workers parked vehicle.

**Vehicle registration:** Make: Model: Colour:

**Lone worker name:** mobile: office/home:

**Nominated contact:** mobile: office/home:

**Nearest A&E hospital:** Telephone:

**Local Police/Other emergency services:** Telephone:

**List dates on site:**

**ETA on site: ETD from site: Work type:**

### Agreed phone in times

Workers engaged in lone working must notify the nominated contact person confirming their name, worksite location and mobile phone number, or details of other communication device arrangements;

- *On arrival on site and before commencing work;*
- *Every <<ENTER AGREED HOURLY FREQUENCY>> hours thereafter;*
- *On departure from the worksite;*

### Action to be taken if contact is not established at above times

Keep a written record of timings of all communications, names of individuals and agreed course of action;

**IMMEDIATE:** Attempt to phone lone worker and establish contact.

**30 MINUTES (1):** Contact lone workers office/home to establish whether there has been any contact.

**30 MINUTES (2):** Contact site manager to see if there has been any contact.  
If not, agree to commence emergency procedures.  
If site manager unobtainable, commence emergency procedures.

**30 MINUTES (3):** Contact emergency services (Police) and provide all relevant information from above.

**SUBSEQUENT CONTACT:** If lone worker subsequently calls in, ensure that all contacts made above are notified and stood down.

**LONE WORKER ACTION:** In the event of call out arising from false alarm, an incident report must be submitted to site manager within 24 hours.