

# TOOLBOX TALKS



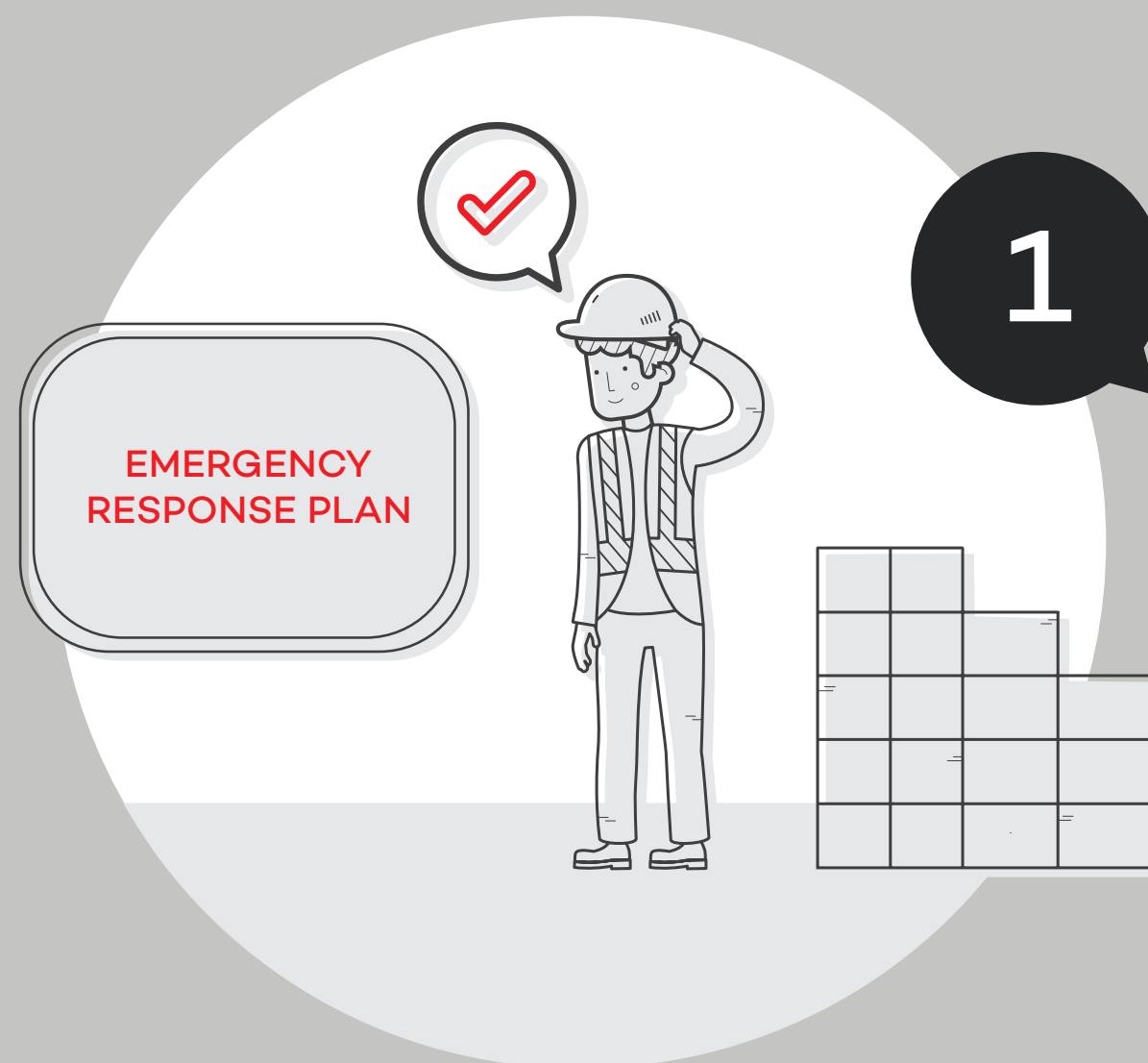
## OUT OF HOURS WORKING AND LONE WORKING



### LINE MANAGERS/ SUPERVISORS

- Ensure all employees undertake induction prior to undertaking any work activity.
- Assess work activities and highlight out of hours or lone working requirements.
- Out of hours and lone working is to be avoided wherever adequate safe working controls cannot be implemented.
- Lone working shall not be permitted for persons with a medical condition, or taking medication, which may preclude them from lone working.
- Out of hours working is considered at any time other than 07:00 – 17:30, Monday to Friday and any public holiday or holiday reserved by the business.
- Persons under the age of eighteen are prohibited from working outside normal working hours.
- To produce site specific Risk Assessments and Method Statements for all works that are non-routine or present non-routine hazards.
- Ensure the controls from the assessment are communicated and understood by all employees.
- Ensure an adequate means of communication and an emergency response plan is available and in operation before works commence.

1

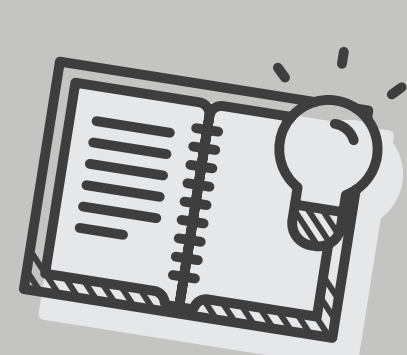


### EMPLOYEES

- Are to fully understand the controls required for out of hours work or lone working and have adequate means of communication before works commence.
- Must complete a site specific Risk Assessment and implement any necessary controls before commencing work.
- Are to fully understand the actions to be taken in case of an emergency.



2



### EMERGENCY ASSISTANCE

- Notification from Out of Hours or Lone Worker that emergency assistance is required.
- Line Management shall receive relevant information from Worker(s) with regards to emergency situation and site location
- Line Manager will summon assistance for Worker(s) that shall be requisite to the level of emergency

3

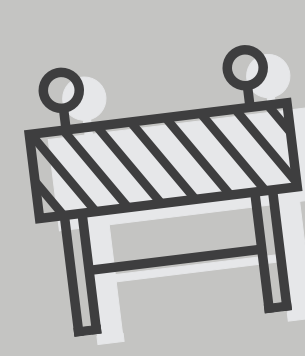


### NO CONTACT

Any occasion where Lone Workers cannot be contacted.

- Line Management shall send internal resources to the Workers' last known location
- Line Management shall send internal resources (minimum of 2 persons) to work locations detailed within the Workers' daily whereabouts information
- If a Lone Worker cannot be located, the emergency services **MUST** be contacted

4



### SUMMARY

- Assess work activities and highlight out of hours or lone working requirements (Risk Assessments)
- Out of hours and lone working is to be avoided wherever adequate safe working controls cannot be implemented
- Lone working not permitted for persons with an existing medical condition, or taking medication which may preclude them from lone working
- Out of hours working before 7:30 and after 17:30 Monday to Friday and public bank holidays
- Persons under 18 years of age are prohibited from working outside of normal working hours
- Adequate means of communication and an emergency response plan in place prior to commencement of works
- Ensure you fully understand the controls in place for lone or out of hours working

# TOOLBOX TALKS



FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT