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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **LONE WORKER** | Doc: SH-017 |
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***bd00032_During Normal Working Hours:***

* Notify your Supervisor of the activity and your location if you are to perform a task alone.
* Do not engage in potentially dangerous work out of the sight of other workers or supervisors.
* Do not enter a confined space without the authorisation and knowledge of a supervisor and without safety procedures being followed.

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***After-Hours Work:***

* Any work that is to be done outside of normal working hours must be authorised by management.
* Female staff are NOT to work alone or unaccompanied.
* A minimum of two (2) staff must be in attendance during after-hours work.
* If you have been authorised to work outside of normal working hours you must ensure that all security requirements, including the “call in” routine and the locking of the premises, are followed.