

# Working in isolation

<b>Document no.</b> SMS-06-SW-1267	<b>Work description</b> Working in isolation		
	<b>Scope</b> Communications & Control Systems (C&CS) personnel		
<b>Review date</b> 10/07/11	<b>References</b>		
	<ul style="list-style-type: none"> <li>• OHS Act 2000</li> <li>• NSW OHS Regulation 2001 - Clause 17 (Isolated Working)</li> <li>• SMS-06-GD-0223 Hazardous Rail Corridor Locations</li> <li>• SMS-06-GD-0297 Isolated Working</li> </ul>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
LINE MANAGER	First Aid Kit	4WD Training (where relevant)	Drivers License
<b>Tools and equipment required</b>			
N/A			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			

	<p><b>Warning</b> The following high risk work must not be conducted unaccompanied:</p> <ul style="list-style-type: none"> <li>• Working at heights, eg. working on ladders (higher than 1.8m), work requiring the use of a harness.</li> <li>• Working in confined spaces.</li> <li>• Working with hazardous plant, eg. oxy welder, chainsaw, angle grinder, circular saw.</li> <li>• Working with electricity that is not isolated or within the direct vicinity of exposed live circuits.</li> </ul>
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<b>General</b>	<p>Working alone or in isolation is when a person is on their own, when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker or member of the public for some time.</p> <p>This document addresses the processes for workers who are assigned to work alone or in isolation, under condition that may:</p> <ul style="list-style-type: none"> <li>• Present a risk of disabling injury;</li> <li>• In the event the worker might not be able to secure assistance due to injury or other misfortune.</li> </ul> <p>Persons that are involved in work activities that are carried out alone or in remote locations are to be instructed and trained in check-in procedures, the means of communications, first aid, regional familiarity and the use of four-wheel drive vehicle (where relevant).</p>
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<b>Communications</b>	<p>A reliable means of communication must be established and maintained for the duration of the work and may include land or mobile phones, radio systems and satellite communication systems.</p> <p>Instances where the person will be working in remote terrain alone, it is recommended that an EPIRB (Emergency Position Indicating Radio Beacon) be taken in conjunction with standard communications equipment.</p> <p>The means of communications will be determined by the risk associated with the work to be undertaken and the availability and functionality of the systems themselves.</p>
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<b>Contact procedures</b>	<b>Establish check-in</b>	<p>Where field work is to be undertaken in remote or isolated locations, establish a schedule for regular contact with the Network Operations Centre (NOC). This should be of maximum 1 hour intervals.</p> <p>Ensure that the contact is advised of the following:</p> <ul style="list-style-type: none"> <li>• When driving long distances: the destination, expected time of arrival (ETA) and a time frame of regular check-ins during the journey.</li> <li>• Location of worksite.</li> <li>• Scope of work to be undertaken.</li> <li>• Commencement of work.</li> <li>• Expected duration of work.</li> <li>• The means of communications.</li> </ul>
	<b>Establish check-in – driving long distances or to remote locations</b>	<p>Initiating an emergency response may pose a problem when an employee is driving long distances, as the precise location may not be known. In order to minimise this, the following safety protocols should be followed.</p> <p>Advise the NOC:</p> <ul style="list-style-type: none"> <li>• the destination</li> <li>• expected time of arrival (ETA)</li> <li>• time frame for regular check-ins (maximum 1 hour intervals)</li> <li>• the route of travel</li> <li>• any deviations from established route</li> <li>• identify current location at every check-in</li> <li>• the means of communications.</li> </ul>
	<b>Monitoring by NOC</b>	<p>With respect to monitoring staff that are working alone or in isolation, the following safety protocols should be followed:</p> <ul style="list-style-type: none"> <li>• Check-ins to be made by phone.</li> <li>• Records must be kept of the check-ins.</li> <li>• In the event that the nominated time for check-in has elapsed, the NOC should endeavour to communicate with the worker.</li> <li>• If the NOC cannot establish contact within 30 minutes of the nominated call in time, the NOC should initiate an emergency response.</li> </ul>
	<b>Final check-in (completion of work and return to depot or home)</b>	<p>When work has been completed and there is no longer any risks present with working alone or isolation, notify the NOC of status and sign off.</p> <p>In the event that extended return travel is required, regular contact must be continued until the worker is back to the depot or home location.</p>
	<b>Emergency procedures</b>	<p>The following procedure is to be followed when an emergency response is to be initiated:</p> <ul style="list-style-type: none"> <li>• The depot or on-call persons nearest to the last known location are to be contacted to aid in the search of the missing person.</li> <li>• If none of these personnel are available, contact the Emergency Services and provide the following details:           <ol style="list-style-type: none"> <li>1. The workers name</li> <li>2. Mobile phone number</li> <li>3. Vehicle details including registration number and vehicle type and colour</li> <li>4. The time of the last call-in and location</li> <li>5. NOC contact details.</li> </ol> </li> </ul>