


Safe Work Instruction	Issue date: 10/07/08
Working in isolation	Review date: 10/07/11

Document no. SMS-06-SW-1267	Work description Working in isolation		
	Scope Communications & Control Systems (C&CS) personnel		
Review date 10/07/11	References <ul style="list-style-type: none"> • OHS Act 2000 • NSW OHS Regulation 2001 - Clause 17 (Isolated Working) • SMS-06-GD-0223 Hazardous Rail Corridor Locations • SMS-06-GD-0297 Isolated Working 		
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
LINE MANAGER	First Aid Kit	4WD Training (where relevant)	Drivers License
Tools and equipment required 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.			

	Warning The following high risk work must not be conducted unaccompanied: <ul style="list-style-type: none"> • Working at heights, eg. working on ladders (higher than 1.8m), work requiring the use of a harness. • Working in confined spaces. • Working with hazardous plant, eg. oxy welder, chainsaw, angle grinder, circular saw. • Working with electricity that is not isolated or within the direct vicinity of exposed live circuits.
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General	<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"> • Present a risk of disabling injury; • In the event the worker might not be able to secure assistance due to injury or other misfortune. <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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Communications	<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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Contact procedures	Establish check-in	<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"> • When driving long distances: the destination, expected time of arrival (ETA) and a time frame of regular check-ins during the journey. • Location of worksite. • Scope of work to be undertaken. • Commencement of work. • Expected duration of work. • The means of communications.
	Establish check-in – driving long distances or to remote locations	<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"> • the destination • expected time of arrival (ETA) • time frame for regular check-ins (maximum 1 hour intervals) • the route of travel • any deviations from established route • identify current location at every check-in • the means of communications.
	Monitoring by NOC	<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"> • Check-ins to be made by phone. • Records must be kept of the check-ins. • In the event that the nominated time for check-in has elapsed, the NOC should endeavour to communicate with the worker. • If the NOC cannot establish contact within 30 minutes of the nominated call in time, the NOC should initiate an emergency response.
	Final check-in (completion of work and return to depot or home)	<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>
	Emergency procedures	<p>The following procedure is to be followed when an emergency response is to be initiated:</p> <ul style="list-style-type: none"> • 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. • If none of these personnel are available, contact the Emergency Services and provide the following details: <ol style="list-style-type: none"> 1. The workers name 2. Mobile phone number 3. Vehicle details including registration number and vehicle type and colour 4. The time of the last call-in and location 5. NOC contact details.