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| **This checklist may assist in the identification of risk of a person working alone** | |
| **Length of time the person may be working alone** |  |
| How long would the person need to be alone to finish this job? |  |
| What is a reasonable time for the person to be alone? |  |
| Is it reasonable for the person to be alone at all? |  |
| The time of day when a person may be working alone |  |
| Will the worker need to be alone to finish this job? |  |
| Is there increased risk at certain times of day? |  |
| **Communication** |  |
| What forms of communication does the person have access to? |  |
| Is voice communication essential for the safety of the person? |  |
| Will the emergency communication system work properly in all situations? |  |
| If communication systems are vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? |  |
| **The location of the work, First aid and Emergencies** |  |
| Is the work in a remote location? |  |
| Does the form of transport increase the risk? |  |
| Is the vehicle fitted with emergency supplies, such as adequate drinking water? |  |
| What is likely to happen if there is a vehicle breakdown? |  |
| Is lighting in entrances and exits to buildings and parking areas adequate? |  |
| Will the person be required to leave his or her vehicle for long periods of time? |  |
| What first aid equipment is available for immediate treatment? For example, a first aid kit in the vehicle. |  |
| If first aid equipment is vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? |  |
| Are security measures adequate, including alarm maintenance and testing scheduling, video or security patrols? |  |
| Are there procedures in place for post incident management, for example, debriefing or counselling? |  |
| If the person is working inside a locked building, how will emergency services gain access if the person is unable to let them in? |  |
| What level of first aid training is required for the person to be able to use the first aid equipment? |  |
| **The nature of the work** |  |
| Is there adequate information and instruction for the person to be able to work alone safely? |  |
| What machinery, tools and equipment may be used? |  |
| Is equipment and machinery maintained so that it is safe to use? |  |
| Is there high risk activity? For example heights, electricity, hazardous chemicals or equipment. |  |
| Is there likely to be work in a confined space (refer to UOW Working in Confined Spaces Guideline) |  |
| Is fatigue likely to increase risk (for example, with long hours driving a vehicle or operating machinery)? |  |
| Is there an increased risk of violence or aggression when workers are alone? |  |
| Can environmental factors affect the safety of the worker? For example, is the person likely to be exposed to extremes of temperature? |  |
| Is there risk of attack by an animal, including reptiles, insects and sea creatures? |  |
| Is there an effective system for checking that all protective clothing and equipment and emergency equipment is packed and in good working order? |  |
| Are there procedures for regular contact with the person who works alone? |  |
| **The competencies and characteristics of the person who is to work alone** |  |
| Are you aware of anything in the person’s ethnic, cultural or religious background that is likely to increase risk if he or she works alone. For example, long periods of fasting where the lack of food and water intake may increase the risk of ill health in very hot weather. |  |
| Is there anything that would interfere with the person’s ability to contact someone in an emergency? |  |
| Are there factors relating to the person’s age that are likely to increase risk? |  |
| What is the person’s general behaviour and level of psychological maturity? |  |
| Is the person physically capable of completing all work activity alone? |  |
| Are you aware of a pre-existing medical condition that may increase risk? |  |
| Is the person likely to make sound judgements about his or her own safety? |  |
| Is the person likely to cope in unexpected and stressful situations? |  |
| What is the person’s level of work experience and training? |  |
| Has the person had training to prepare them for working alone and, where applicable, in remote locations? For example, training for first aid, relevant administrative procedures, vehicle breakdowns, communications systems and bush survival. |  |
| If a road vehicle is used, is the person competent to drive in off-road situations? |  |
| Is there anything else that applies to your situation that is likely to increase risk for the person who works |  |