WORKING ALONE OR IN ISOLATION GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide guidelines relating to health, safety and emergency management when working alone or in isolation.

DEFINITIONS

Elevated risk
Activities that require workers to hold current high risk work licenses, where the Curtin Permit system is required to be completed prior to works and/or where the residual risk when completing the activity remains above the risk appetite on the Curtin Risk Reference Tables.

Remote
A place separated by time or distance from essential emergency and required services such that the location presents a significant increase in risk.

Residual Risk
The remaining risk level once all suitable controls have been implemented.

Working alone or in isolation
when a person is working on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker, supervisor or member of the public for some time.

This can include, but not limited to, working alone:

(i) regularly in an office, laboratory, studio or workshop outside of normal business hours or when everyone else has gone home;
(ii) on a farm, in a field or paddock;
(iii) in situations where they are called out at night; or, in bush land or other obviously remote locations, etc.

PROCEDURES

1) **Risk Assessment**
   All work performed alone or in isolation must be assessed for risk and be approved by a manager or supervisor.

2) **Communication**
   All persons approved to work alone or in isolation must ensure that reliable means of communication are maintained at all times.

3) **Travel Plans**
   An itinerary must be submitted to managers and supervisors for all work conducted alone or in isolation:
   - in remote or isolated locations;
   - involving travel:
     - outside the metropolitan area;
     - interstate; or
     - overseas.

4) **Working in isolation**

Line managers should familiarise themselves with the responsibilities to implement safety protocols for working in isolation as listed below:

a. All workers working in isolation are required to follow the [WA Government](#) and [Western Australian Department of Health](#) protocols related to mask wearing, physical distancing and guidelines on hand sanitising

b. All staff working in isolation and their line managers must download SafeZone app to their mobile phones and log-in when entering campus

c. In work areas with elevated risk, there should be at least two workers present at all times

d. If working alone in areas with elevated risk, the line manager should check in with the workers working in isolation at appropriate intervals

e. If a worker working in isolation is uncontactable, their line manager should alert the Safer Community Team for verification of worker safety by calling extension 4444

f. All workers working in isolation must log out of SafeZone and contact their line manager when leaving campus

5) **Emergency Response**

Appropriate emergency procedures must be established for all work performed alone or in isolation.

Minimum requirements for managers, staff and others

Minimum Requirements	Managers and Supervisors	Workers
All work performed alone or in isolation must be assessed for risk and be approved by a manager or supervisor.	▪ Review the risk assessment submitted and: ○ where you are <u>satisfied</u> that the worker is suitably qualified, trained and has adequately identified and controlled the risks associated with conducting the work alone or in isolation, approve commencement of the work ○ where you are <u>not satisfied</u> that the worker is suitably qualified, trained and has adequately identified and controlled the risks associated with conducting the work alone or in isolation, request the worker to re-submit their proposal/risk assessment or impose specific conditions of approval. ▪ Note: The approval should preferably be in writing and as a minimum, provide a brief description of the work to be undertaken, its location(s) and the times for which approval is granted. It should also include	▪ Complete a risk assessment of the proposed work to be undertaken alone or isolation and submit it to your supervisor or manager for approval prior to commencement. ▪ Repeated approval of the risk assessment for activities conducted alone or in isolation is not required to be sought: ○ when the same activity is repeated over time, in the same locations and provided that the assessment undertaken remains entirely applicable in each circumstance; ○ for activities conducted 'on-call' where it is not practicable to ascertain approval immediately prior to commencement and where the workers hold the requisite skills and knowledge to complete the works. The assessment should, as far as is practicable, consider all potential activities and

Minimum Requirements	Managers and Supervisors	Workers
	any specific conditions under which approval is granted. ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the [Health and Safety Website](#) or by contacting Health and Safety on (08) 9266 4900	risks associated with being 'on-call'. ▪ Workers are responsible for taking all reasonably practicable steps to ensure their own safety when working alone or in isolation. ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the [Health and Safety Website](#) or by contacting Health and safety on (08) 9266 4900
All persons approved to work alone or in isolation must ensure that reliable means of communication are maintained at all times.	▪ Review the communication strategy and procedures to ensure they are adequate prior to approving working alone or in isolation.	▪ Ensure that a reliable person is aware of your commencement and safe completion of the work or as otherwise required by the risk assessment undertaken. ▪ Where fieldwork is to be undertaken in remote or isolated locations, establish a schedule for regular contact with the University or other reliable person(s) and procedures for action to be taken when contact is not made in accordance with the schedule. This must be recorded on the [fieldwork risk assessment](#) and/or on the approval granted by the supervisor or manager. ▪ A reliable means of communication must be established and maintained for the duration of the work and may include land or mobile phones, radio communication systems, spot devices, satellite communication systems, and/or emergency location beacons. The means of communication will be determined by the risks associated with the work to be undertaken and the

Minimum Requirements	Managers and Supervisors	Workers
		availability and functionality of the systems themselves.
A Fieldwork Risk Assessment including a Journey Management Plan must be submitted to managers and supervisors for all work conducted alone or in isolation: ▪ in remote or isolated locations; ▪ involving travel: 　▪ outside of the metropolitan area 　▪ interstate; or 　▪ overseas	▪ Review and approve the Fieldwork Risk Assessment and Journey Management Plan.	▪ Ensure a Fieldwork Risk Assessment and Journey Management Plan is provided to your Manager/Supervisor for approval.
Appropriate emergency procedures must be established for all work performed alone or in isolation.	▪ Review the risk assessment to ensure that adequate emergency response procedures are in place ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the Health and Safety Website or by contacting Health and Safety on (08) 9266 4900 ▪ Escalate incidents/emergencies through the Safer Community Team 9266 4444	▪ Review the University's Emergency Management Plans and establish any additional measures required to ensure you are able to respond or be assisted in any reasonably foreseeable emergency situation and include in the risk assessment ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the Health and Safety Website or by contacting Health and Safety on (08) 9266 4900 ▪ In the event of a life threatening emergency, contact Emergency Services on 000 ▪ For all other emergencies contact the Safer Community Team on 9266 4444

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

Curtin Permit System

Curtin Risk Reference Tables

Curtin Safer Community Team

Emergency Management Plans

Health and Safety Policy

Health and Safety Management Standards

http://www.commerce.wa.gov.au/sites/default/files/atoms/files/working_alone.pdf

High Risk Work Licenses

Fieldwork Policy

Fieldwork Procedures

Fieldwork Risk Assessment

Journey Management Plan

Western Australian Department of Health

Western Australian Government

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

CONTACT DETAILS

Contact	Health and Safety Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health and Safety