

C R A G G Y R A N G E

VINEYARDS LTD

Policy Name:	Working Alone Policy	Department:	Human Resources		
Policy Owner:	Human Resources Manager	Approved By:	Chief Executive Officer		
Creation Date:	April 2016	Review Date:	April 2017	Version Number:	1

1. Purpose

1.1. The purpose of this policy is to provide measures to protect the health and safety of, and minimise risk to, any worker working at a workplace who is the only worker at that workplace, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency.

2. Scope

2.1 This policy applies to all workers of Craggy Range Vineyards who are working alone or after hours.

3. Definitions

PCBU

A PCBU means a person conducting a business or undertaking:

- whether the person conducts a business or undertaking alone or with others; and
- whether or not the business or undertaking is conducted for profit or gain.

Worker

A “worker” is defined as a person who carries out work in any capacity for a PCBU, including work as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company who has been assigned to work for the PCBU, an outworker, an apprentice or trainee, a person gaining work experience or undertaking a work trial, a volunteer or a person of a prescribed class.

Working Alone

Means a worker working at a workplace who is the only worker at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

Standard Operating Procedure (SOP)

A documented plan of prescribed safe work procedures to provide instructions on how to safely accomplish a specific task.

4. Policy

4.1. Working alone is prohibited when work involves:

- a) Confined space entry;
- b) An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or trouble shooting. A person who is able to recognise the hazards and perform rescue operations including artificial respiration shall be available and able to see the worker performing the work;

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— V I N E Y A R D S L T D —

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- c) Electrical systems rates at more than 750 volts;
 - d) Trenches;
 - e) A portable ladder that exceeds 6 metres in length and is not securely fastened, or work with a ladder that is likely to be endangered by traffic;
 - f) Machine and power tools that could cause critical injury, e.g. lathes, table saws; chain saws etc;
 - g) Quick-acting acutely toxic material as described by the Material Safety Data Sheet (MSDS); e.g. inorganics cyanides, fumigants etc.;
 - h) The use of supplied air respiratory equipment or self-contained breathing apparatus;
 - i) Risk from drowning;
 - j) Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line;
 - k) A vehicle, crane, mobile equipment or similar material handling equipment where the operator does not have full view of the intended path of travel;
 - l) Welding operations where a fire watcher is required;
 - m) Tasks which, based on the risk assessment is deemed to require more than one person.
- 4.2. Managers are responsible for ensuring assessments for working alone situation(s) and Standard Operating Procedures (SOP's) are developed, implemented, communicated and imbedded.
- 4.3. Managers will consult with the worker(s) who will be working alone to assess the conditions under which the worker is working, determine potential hazards/risks and ways to eliminate or minimise them, establish a means and schedule for communication with a contact person and provide for assistance in an emergency situation. The activities the worker will be doing need to be assessed for their level of risk; higher risk activities will require shorter times between communication with the contact person.

5. Procedure

- 5.1 Many jobs have working alone situations. Workers and their Managers must work together to develop safe work practices. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of an incident/accident can be minimised.

Managers and workers must evaluate together work alone assignments on a case by case basis, and must consider the following risk factors for working alone:

- a) Tasks and associated hazards involved in the work to be performed;
- b) Consequences resulting from a "worst case" scenario;
- c) Likelihood for other persons to be in the area;
- d) Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- e) Emergency response time;
- f) Workers training and experience;

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- g) Workers physical handicaps or medical conditions;
- h) Effects of implementing appropriate safeguards;
- i) Frequency of job supervision;
- j) The time or shift when the job is to be done;
- k) Whether the worker is accustomed to working alone.

Managers shall provide written procedures (SOP's) for the safety and security of persons working alone. SOP's should be reviewed annually when they are time sensitive and feedback from affected workers should be included.

SOP's shall include:

- a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- b) Procedures to eliminate or minimise the identified risks;
- c) Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;
- d) The length of time a worker may be out of contact with a Manager (i.e. the frequency of regular communications);
- e) Confirmation where and when working alone is permitted.

Workers who work alone must:

- 1) Participate in the hazard evaluation and risk management process concerning working alone;
- 2) Follow any SOP's;
- 3) Maintain regular communication with Managers.