TOOLBOX TALK: Working Alone

Toolbox talks are a great way to share important information that can keep your business and workers safe. Take a few minutes to read through this document with your staff and contractors.

Work that is isolated from the assistance of other people because of the location, time, or nature of the work.

Isolated work may involve isolated areas, on or off-site, during or outside normal working hours. Remote work may involve work where there are few people and where communications and travel are difficult.

Due to the nature of forest operations, there can be additional hazards and greater risks.

Potential hazards include:
- Emergency events
- Poor communication
- Fatigue and boredom
- Manual felling
- Working at night
- Adverse conditions- weather
- Reduced visibility

Use these controls to reduce risks

- Work arrangements
  - work in pairs or groups

- Implement a buddy system
  - regular communication
  - check they have returned home

- Implement check-in systems
  - Check in at agreed time using phone, radio or text

- Emergency communication
  - Personal Location Beacon, EPIRBs, devices to raise alarms

- Technology
  - GPS tracking, satellite phones, alarms, reminders

- Access to equipment
  - First aid, PPE, food and water

- Relevant training, documents and qualifications
  - Working Alone procedure, Safety Management System, OHP

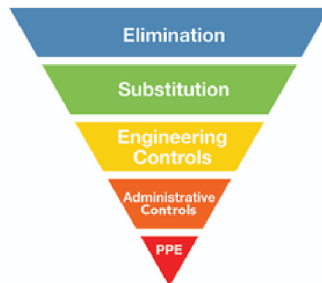Ensure a risk management process occurs for every job including:
- Identify hazards
- Conduct a risk assessment
- Eliminate hazards and minimise the risk
- Develop and implement a working alone procedure.

Each site and situation is different.

"A PCBU must manage and minimise risk to the health and safety of a worker associated with remote or isolated work"

Use the **Hierarchy of Control** to minimise risk:
- Eliminate
- Substitute
- Isolate
- Administrative controls
- PPE

Elimination
Substitution
Engineering Controls
Administrative Controls
PPE

Refer to key legislation and supporting documents for assistance:
- WHS Act 2011
- WHS Regulations 2011
- Safe Work Australia Guides
- TQ Working Alone Procedure