

# HASLIN

# Working in Isolation Procedure

**SEQ-PR-076**

## Document Revision Control

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2	14/11/2016	Update to Haslin's new branding





## Working in Isolation Procedure

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## Working in Isolation Procedure

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### 1. Purpose

The purpose of this procedure is to detail the process to be followed by Managers, Supervisors, Employees and Sub-Contractors when working in isolation.

### 2. Scope

This procedure applies to all Haslin Constructions staff and sub-contractors at all locations. The management of working in isolation at all locations should be in association with this procedure.

### 3. Applies to:

This procedure applies to all:

- a. company employees, including permanent, part-time, and fixed-term contract
- b. temporary employees
- c. independent sub-contractors

### 4. Definitions

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**Isolated** In Australia, "isolated" is often used to describe remote places away from cities or towns. In this procedure the meaning of "isolated" is as defined by the dictionary "to set apart; detach or separate so as to be alone." A person is isolated at work when they are on their own; when they cannot be seen or heard by others; and they cannot expect a visit from another worker or member of the public for some time. This person may be an employee or contractor

Due to the size and geography of the areas in which Haslin Constructions have contractual obligations many situations arise where an employee or contractor may be required to work in isolation.

Some examples are:

- Unoccupied remote work areas
- In large commercial buildings after normal office hours
- In remote areas where passing traffic or people are infrequent
- In metropolitan areas because of the time, location or nature of the work
- After hours work in office locations.

People who are in regular contact with the public or fellow workers are not isolated though they could be by themselves and may consider themselves to be working "alone." In these situations, this procedure will not apply. This does not diminish general requirements for these people and their Managers to adhere to existing safe systems of work. In some situations, it is often the contact with members of the public that present the greatest risks.

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### 4.1. References

WHS ACT 2011                      Section 17 & 18  
 WHS REGS 2017                Section 36 & 44 (*Duty of care*)

## 5. Responsibilities

### 5.1. Managers / Supervisors

It is the responsibility of the Manager / Supervisor to determine when an employee is deemed to be working in isolation by interpretation of the definition above.

## 6. Procedure

Managers will with the assistance of the HSEQ Manager arrange for any training requirements such as emergency first aid training, bush survival, etc.

Managers / Supervisors will supply a phone number to the Employee where they can be contacted any time or provide a number where a message can be left that will be promptly passed on. In cases where it is deemed that the employee is working in isolation the following will apply.

Who	What	Record
Manager / Supervisor	Identify all hazards associated with the isolated area giving special consideration to (but not limited to): communication, vehicle to be used, geographical conditions, climatic conditions, dangerous fauna and flora, time of day or night, PPE needs and training.	Done <input type="checkbox"/> Date ___/___
Manager / Supervisor	Brief employee on hazards identified and how to manage them. Typically, this brief would cover first aid, methods of communication, geographical and climatic conditions, social and local customs' etc.	Done <input type="checkbox"/> Date ___/___
Manager / Supervisor	Provide employee with a method of communication. This could be a mobile phone / Buttinski or similar test phone or instrument. Agreed contact numbers and when they can be used.	Done <input type="checkbox"/>
Manager / Supervisor / Employee	Ensure vehicle, tools and equipment including first aid kits are suitable for the area to be worked in. Consideration must be given to climatic conditions when determining what is suitable to take when working in isolation. In some instances, it may be necessary to carry extra food and an ample quantity of water. Extra clothing and a warm blanket must also be considered (desert conditions found in inland areas can be extremely hot during the day to freezing at night). Managers may develop checklists suitable for their particular locations with the assistance of the HSEQ Manager	Done <input type="checkbox"/>

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Who	What	Record
<p>Manager / Supervisor / Employee</p>	<p>Establish agreed call in times and strictly keep when in field. An agreed route to and from the job will be decided with no variations or off-road driving.</p> <p>Managers and Supervisors must ensure that the employee understands that if the calls in times are not met a search will be instigated for the employee after a pre-determined period has passed.</p> <p>These times will be dependent on conditions identified in the risk assessment, for example in severe weather conditions the search may be instigated one to two hours after the agreed call-in time.</p>	<p>Done <input type="checkbox"/></p>
<p>Manager / Supervisor / Employee</p>	<p>If the agreed calls in time and pre-determined time have lapsed, the Manager or Supervisor will instigate a search for the employee.</p> <p>The Manager or Supervisor will try to locate the employee by contacting people such as local service stations, fellow employees, customer contact, motels and hotels etc.</p> <p>Where practicable the Manager / Supervisor may make a preliminary search of the agreed route the employee should have taken. This search will be conducted along the main route and no off-road driving is to take place. The person conducting such a search will follow this procedure to avoid the risk of becoming a second victim.</p> <p>If these attempts fail to locate the employee then the police will be notified and asked to assist. The police will then take charge of the search and may advise the Manager or Supervisor to contact the employee's family to establish that the employee has not contacted them.</p> <p>Again, it must be stressed to people working in isolation that a search will take place if they do not meet agreed call-in times and that needless searches and the problems, they cause for all concerned will not be viewed lightly by Haslin Constructions or emergency services involved.</p>	

### 6.1. Communication Process

An effective means of regular communication to selected staff and location (e.g. office or depot) must be established. Accordingly, the frequency, type of agreed communication methods and contact details shall be defined. The travelling staff shall regular contact the selected staff or location (e.g. office or depot). At minimum, the contact process must include communication requirement contact when he/she:

- Has arrived on site
- Has completed the work assigned
- When additional time to complete the assigned work is required
- When leaving the site and return to base or moving to a different location
- In case of difficulties or emergency situation
- In accordance with any additional communication requirements set in the communication process.

### 6.2. Minimum required items for remote areas

For the purpose of these minimum requirements, the following are the definitions of remote areas:

- Any location more than 10km from a frequently trafficked road, house or other facility with telephone, radio or other forms of communications
- Any locations where it is unlikely to receive help
- Any off-road location other than a major or minor road.

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According to the location or destination, the following are the minimum items required when working in remote areas.

Minimum essential items:

- Vehicle Handbook
- Survival handbook / guide
- Communication processes (who to communicate, where when etc.)
- Next G phone
- Remote First Aid Kit
- Fire extinguisher (size according to the vehicle)
- Pocket knife (fold)
- Flashlight / torch and spare batteries (LED preferred)
- Triangle warning sign portable and reflective
- GPS with maps
- EPIRB / PLB 406 MHz - when other form of communications fails
- 2-way Radio (with emergency channel) and / or satellite phone (according to location / destination)
- Combination shovel and pick
- Tarpaulin 3 x 3 metre minimum
- Jerry can/s for fuel
- Light-sticks
- Insect repellent
- Sunscreen
- Whistle
- Antibacterial Hand Gel - 150 ml
- 2 Blankets
- Space Emergency Blanket (Usually included in the First Aid Kit)
- Wind proof matches
- Mirror (Acrylic material)
- Water 8/10 litres and small water bottle e.g., 1 litre - per person
- Esky 25 / 40 litres or portable fridge (if a portable fridge is used, then a second battery and an isolator must be installed)
- Reusable Ice Pack
- Candy bars - high energy or similar depending on the diet requirements (e.g. diabetes) - quantity 6
- Can food (e.g. tuna, baked beans, etc.) or similar depending on the diet requirements (e.g. diabetes) - quantity 6 x 500gm
- Toilet paper roll
- Rigger gloves
- Large plastic bags
- Rope heavy duty (e.g. recovery rope)
- Tyre repair kit - including an emergency tyre inflator and sealant can
- Inflatable exhaust air-jack
- Engine oil
- Additional water for radiator
- Large container/s to store some of the items above.

## 7. References

Nil