

Working alone?

Working alone can increase the likelihood of some workplace hazards or risks occurring and in those cases where incidents do occur, the consequences can be more severe. These risks can be effectively managed by ensuring the risks are understood & Employees are adequately prepared for the challenges that work-alone employees may face.

Complete this checklist with your manager to ensure your workstation is set up correctly for you.

Name of employee	
Name of assessor	
Location of workstation	
Date of assessment	

Check	Yes	No	N/A
Risk assessment			
Has a risk assessment has been undertaken covering issues such as length of time the person is working alone, time of day, location and the nature of the work?			
Have identified hazards been eliminated or adequately controlled?			
Information, instruction and training			
Has the person working alone been provided with adequate information and instruction to be able to work safely?			
Communication			
Is there is a system in place for communication with workers working alone?			
Does the working alone system ensure that workers have means of communicating in the event of an emergency? (For example mobile phones and/or duress alarms)			
If the means of communication is vehicle based, do the working alone procedures cover the person when they are away from the vehicle?			
Does the system require regular contact to be maintained with workers to ensure safety and supervision?			
Does the employer have knowledge of the location of all workers at all times during work shifts?			
Emergency supplies			
Is the worker provided with emergency supplies such as adequate drinking water and first aid equipment?			
Maintenance			
Are machinery and equipment regularly maintained?			



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