

## POLICY – WORKING ALONE

ID No: FBC-18-721

Version: 1.0

Applies to:

- Board of Management
- All staff, contractors, and volunteers

Applicable Legislation:

- Work Health and Safety Act 2012

### General

Working alone is working anywhere a person is unable to get immediate assistance from colleagues or other people. Working alone hazards may exist where workers are working by themselves, in isolation, without close supervision, or contact with colleagues.

This includes:

- Staff working by themselves in an office,
- Staff driving for work purposes,
- Staff supporting clients in their homes or other environments where clients may live or choose to be supported, or undertaking support activities in the community, or
- Allied health staff and similar professionals working one on one in office, home, or other facilities.

### Risks of Working Alone

Risks of working alone may include risk of:

- fire,
- equipment failure,
- injury,
- illness,
- security,
- aggression / violence,
- the capacity to safely undertake a task alone, or
- the impact of isolation on mental wellbeing.

Where working alone hazards are identified, controls must be put in place in order to adequately reduce the risk. Working alone controls must ensure:

- there is a means of communication available which will enable the worker to call for help in the event of an emergency;
- there is a procedure to ensure that regular contact can be made with the worker and the worker is trained in the procedure;
- there is a procedure outlining actions to be taken by the employer and / or the worker in the event of either not being able to be contacted;
- lone workers are capable of safely responding to emergencies and have access to adequate first aid facilities; and
- new workers are informed of working alone procedures during their induction.

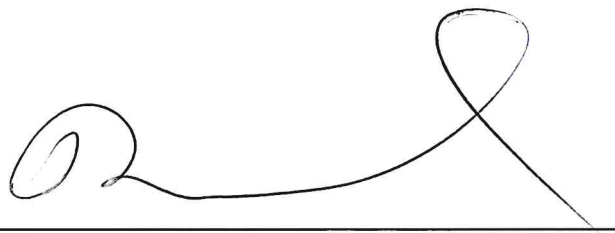
## Risk Mitigation Measures

To reduce or eliminate the risk of working alone Family Based Care Tasmania has the following safety measures in place:

- Rostering records and a 'Staff Movement Portal' which indicate where employees are expected to be each day and at what times;
- Ensuring lone workers are equipped with a mobile or tablet device;
- A geo-location system to verify the whereabouts of Direct Care Staff;
- Roster alerts on client care / support plans to inform if there are behaviours of concern;
- Controlled access through installation of effective barriers in offices – eg locking doors;
- Monitored CCTV of office buildings;
- Ensuring emergency exit signage is clearly visible in office buildings;
- Adequate lighting in office entrance / exit areas when dark;
- Regular maintenance of fleet vehicles and a Vehicle Declaration form outlining responsibilities of Direct Care Staff to maintain a road worthy vehicle;
- Staff training and procedure for reporting for all incidents, accidents, and hazards.

In the event of severe weather conditions, or emergencies, staff may be given a directive to refrain from travelling to, or working in, a hazardous or potentially unsafe area.

Authorised  
by:



---

President of the Board

Date:

21/02/2022