**WHS015 Lone Working**

*References:*

* *WHS Regulation 2011 ch.3 div.6 (remote or isolated work)*
* *WorkCover NSW – COP: How to Manage Work Health and Safety Risks (2011)*

**Purpose**

To identify the hazards and implement control measures to those activities that may require educators, coordinators or any staff to work alone at the service whether it be for the whole or part of their job.

In the early learning context, consider late closing time, employees that may stay back at the Centre, performing other tasks after hours, or early hours.

**Scope**

This procedure covers all lone working job activities carried out by staff at the Centre

**Responsibilities**

Management is responsible for:

* Identifying all the job activities in the Centre that involve working alone
* Undertaking a risk assessment on each of the activities
* Implementing and monitoring the necessary control measures

Staff that carry out lone working are responsible for:

* Following the necessary training, instructions and procedures relevant to the lone working activity
* Reporting any incidents or concerns as a result of lone working to Management

**Procedure**

* Job activities that involve lone working will be identified and a risk assessment carried out on each
* Where possible lone working will not be carried out and at least two members of staff will be available
* Where lone working cannot be prevented then robust control measures and safe operating procedures will be put on place to ensure the risks are reduced to the lowest reasonably practicable
* Staff will be given the necessary training and instruction on the safe operating procedures related to their lone working activities
* Any incidents occurring whilst staff are working alone will always be investigated to ensure the risks are still being maintained at a reasonable level
* Keep records of all risk assessments and incident reports