**WHS015 Lone Working**

*References:*

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

**Purpose**

To identify the hazards and implement control measures to those job activities that require workers to work alone whether it be for the whole or part of their job.

**Scope**

This procedure covers all lone working job activities carried out by workers of the Pharmacy.

**Responsibilities**

Management is responsible for:

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

Workers 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 be not be carried out and at least two members of workers 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.
* Workers will be given the necessary training and instruction on the safe operating procedures related to their lone working activities.
* Any incidents occurring whilst workers 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.