King’s Baptist Grammar School

WORK HEALTH & SAFETY ACT Policy 13 Working Alone.

Policy:

King’s Baptist Grammar School recognises that there may be times when employees are working in isolation. King’s Baptist Grammar School is committed, as far as is reasonably practical, to reduce the potential for injury that could result from such working alone.

Employees using King’s Baptist Grammar School when alone, at whatever time of day should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

Work that is considered hazardous should not be undertaken when working alone. If such work is essential, employees should, if reasonably practical, arrange to have a companion working with them.

Procedures:

1. Employees identified as working alone.
   1.1. Employees will let someone know when they are working alone in situations that may be considered hazardous and what time they expect to finish.
   1.2. Employees working in an area which does not have easy access to a telephone should either carry a mobile phone, arrange for an additional person to be with them or reassess the need to do the task at that time.

2. Employees working after hours.
   2.1. When employees are working alone outside normal hours they will ensure that the section of the premises where they are working is adequately secured whilst at the same time making sure that they are able to easily leave the building should the need arise.
   2.2. If possible, employees will ensure that there is someone with them when they need to work after hours.
   2.3. If possible, employees will avoid using radios, tape recorders or other machinery that may generate noise that could mask the noise of an intruder and if heavy rain or unavoidable noise does make it difficult to hear, employees will pay extra attention.
   2.4. Employees will check that the building is secure.
   2.5. If working at night, employees will check to see that the security lights are on.
   2.6. Should an employee feel that an intruder is present they will ring the police (131444), or on your mobile (112), since confrontation could be dangerous.
   2.7. Employees working in an area which does not have easy access to a telephone should either carry a mobile phone, arrange for an additional person to be with them or reassess the need to do the task at that time.

Date Implemented: 24/05/2013 Review Date ... 2016

Signed

Principal ........................................ Dated / /

Chairman WH & S Committee ........................................ Dated / /