



Working Alone or Remotely Policy

1. POLICY OBJECTIVE

The intention of this policy is to:

1. provide a safe and healthy working environment for BCT workers and visitors by specifying, as far as reasonably practicable, a means to:
 - eliminate hazards that may cause harm
 - reduce the likelihood of an undesirable incident occurring
 - raise an alert or alarm if an undesirable incident does occur
 - reduce the consequences of an undesirable incident for all stakeholders
 - respond quickly to an incident to minimise its impact
 - restore people, property and the environment to the state which existed before the event.
2. minimise the administrative burden on workers generated by procedures introduced to achieve these outcomes
3. encourage workers to continue to express their enthusiasm and passion for the work of the BCT through their involvement in a wide variety of activities and events
4. consider and respect the rights and concerns of all stakeholders including:
 - Workers
 - Visitors
 - Worker's families
 - The management and board of the BCT.
 - Other agencies working with the BCT

The Working Alone or Remotely Policy is a component of the BCT Work Health and Policy approved by the BCT Board.

2. SCOPE

This policy applies to any worker who intends to work alone or to a group who intends to work remotely and any visitor who intends to attend a remote location in connection with the BCT.

Working remotely for the BCT is always a relatively high-risk activity due to the nature of the work and the locations in which it is carried out. Working alone may pose a high or lower risk depending on the task/s being undertaken.

3. POLICY

The BCT has both a legal and moral obligation to maximise the safety and wellbeing of workers and visitors in the workplace. Working alone and/or remotely significantly increases the risk of emotional, financial and legal consequences for many stakeholders in addition to the physical and psychological impact on the worker/s directly involved. Working alone and in remote locations is therefore not preferred by the BCT. The nature of the business however, necessitates this approach.

The BCT has established the following controls to lower the risks identified in connection with working alone and/or remotely:

3.1 WORKING ALONE AND/OR REMOTELY APPROVAL REQUIREMENTS

A worker must have approval to work alone and at least one worker in a group must be approved to work remotely before undertaking an activity of this type.

The approval requirements for working alone and/or remotely have been defined in response to extensive risk assessments carried out on existing activities where a worker or workers are known to work without timely access to emergency assistance. The approval requirements for workers have been defined in order to:

- lower the likelihood of an incident occurring
- minimise the adverse impacts if an incident does occur.

Details outlining the approval requirements for various activities are listed in the Activity Approval Requirements for Workers document (CM9: DOC18/586554).

Contractors employed by the BCT are required to provide evidence of similar qualifications if they wish to work alone or unsupervised in remote locations on behalf of BCT.

3.2 RESTRICTIONS

An activity where the worker or workers are intending to work alone and/or remotely cannot go ahead under any circumstances if:

1. the worker, if working alone or activity supervisor is not approved to work alone and/or remotely
2. a worker or visitor is in possession of, consumes or is under the influence of alcohol or other impairing substance including prescription medications that may increase the likelihood that they will suffer harm or cause harm to others while participating in the activity
3. the worker who is intending to work alone is an apprentice, trainee or student gaining work experience.

An activity where the worker or workers are intending to work alone or remotely will require an additional risk assessment and approval by the ED of the BCT in the following circumstances:

1. If the predicted likelihood of environmental conditions in the workplace pose a medium risk or above.
2. The ratio of approved workers to non-approved workers and visitors is greater than 1:4.
3. A worker or visitor involved in the activity has an injury or illness that may increase the likelihood that they will suffer harm or cause harm to others.

3.3 RESPONSIBILITIES

3.3.1 Executive Director, Directors, Managers and Coordinators

The Executive Director, Directors, Managers and Coordinators must:

- ensure that resources are available and mechanisms are in place to enable workers to gain and maintain the qualifications required for approval to work alone and/or remotely
- ensure adequate safety equipment is available

- promote the importance of continuous rigorous risk management when working alone and/or remotely
- promote the importance of the using the Field Notebook and the TAKE5 procedures outline in the front page of Field Notebook supplied to all Field Staff.
- monitor compliance with and effectiveness of this policy and associated procedures and ensure adjustments are made if a concern arises.

3.3.2 Workers

Workers must:

- ensure they comply with the lawful and reasonable orders of the BCT contained in the Fieldwork Activity Agreement and others associated with this policy
- carry out rigorous risk management throughout the duration of the activity and make adjustments accordingly
- take reasonable care for their own health and the health of visitors that may be under their supervision
- notify the activity supervisor or do not take part in the activity if they are in possession of, have consumed, or are under the influence of alcohol or other impairing substance including prescription medications that may increase the likelihood that they will suffer harm or cause harm to others while participating in the activity
- notify the activity supervisor or do not take part in the activity if they have an injury or illness that may increase the likelihood that they will suffer harm or cause harm to others while taking part in the activity
- report hazards, incidents and near misses as they come to light using **Worksafe Online**.

3.3.3 Visitors

A visitor to BCT workplace must:

- take reasonable care for his or her own health & safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction aimed at protecting health and safety in the workplace
- notify the activity supervisor or do not take part in the activity if they are in possession of, have consumed, or are under the influence of alcohol or other impairing substance including prescription medications that may increase the likelihood that they will suffer harm or cause harm to others while participating in the activity
- notify the activity supervisor or do not take part in the activity if they have an injury or illness that may increase the likelihood that they will suffer harm or cause harm to others while taking part in the activity

4. BREACH OF POLICY

Compliance with this policy is mandatory. Any breach of this policy by a worker or visitor may result in disciplinary or legal action.

5. APPLICABLE LEGISLATION

Work Health & Safety Act 2011

Work Health & Safety Regulation 2017

6. DOCUMENT APPROVAL AND REVISION

Date	Version	Status	Comment
24/8/2018	1	Approved	Alan Goodwin – Acting CEO & ED