NSW GOVERNMENT | Education

FORM

Working alone – sample checklist

Health and Safety Directorate

To ensure health and safety when working alone a workplace should have:

- Administrative controls which provide a framework for working alone;
- Specific approval procedures for undertaking work alone or in isolation; and
- Processes for monitoring and reviewing working alone arrangements.

ADMINISTRATION REQUIREMENTS		
1.	Workplace procedures in place on after-hours access to the site.	☐
2.	Risk assessment conducted covering all aspects of working alone.	☐
3.	High risk areas/activities identified and restrictions defined.	☐
4.	Communication mechanisms in place (including contact list).	☐
5.	All employees familiar with workplace procedures. (information provided at induction and included in employee handbook)	☐

SPECIAL APPROVAL		
1.	Supervisor notified of work being undertaken alone or in isolation.	☐
2.	The type of work has been reviewed and where relevant, control strategies discussed.	☐
3.	Specific workplace controls implemented, including: • access to worksite and/or required areas • access to required plant, equipment or substances • access to phone and/or other communication devices • relevant people aware of work being undertaken.	☐
4.	Employees consulted to ensure no other safety concerns exist.	☐
5.	Supervisor approves working alone / in isolation.	☐

MONITORING AND REVIEW		
1.	Employees report back to supervisor regarding any incidents or safety concerns.	☐
2.	Any issues raised are investigated; corrective action is taken and communicated to all concerned.	☐
3.	Working alone arrangements viewed periodically to ensure ongoing safety.	☐