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WHS-PRO-024

Remote or Isolated Work Procedure

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Table of Contents

PURPOSE	3
SCOPE	3
REFERENCES	3
DEFINITIONS	3
FORMS	3
ACTIONS AND RESPONSIBILITIES	4
General Requirements	4
Risk Assessment/Risk Control	4
Training	4

PURPOSE

The purpose of this procedure is to manage the risks associated with remote or isolated work, and in minimising risks to the health and safety of a worker associated with remote or isolated work, must provide a system of work that includes effective communication with the worker.

SCOPE

Provide guidelines for the development and implementation of procedures for workers working in remote or isolated situations.

REFERENCES

- AS/NZS 4801:2001 Occupational health and safety management systems – 4.3.1 Planning identification of hazards, hazard/risk assessment and control of hazards/risks, 4.4.6 Hazard identification, hazard/risk assessment and control of hazards
- WHS Regulation 2011 Chapter 3, General Workplace Management Part 3.2, Division 6 Remote or Isolated Work
- Remote or isolated work Code of Practice – Managing the Work Environment and Facilities.

DEFINITIONS

Remote location

For the purposes of this procedure, a “Remote Location” is the organisation’s defined geographical region that is out of mobile phone range and where there is no land line telephone nor other means of communication. A “Remote Location” is not a specific building or place.

Isolated work

Any work where an employee may be required to carry out tasks on their own for periods of time where there is likely to be no personal contact with other people for periods of one hour or more and where a risk assessment indicates there could be a risk of incident and/or injury. This applies to workers working at a site, in a building or in the field.

FORMS

[Forms](#)

ACTIONS AND RESPONSIBILITIES

General Requirements

- Managers shall be responsible for the following:
 - Ensure risk assessments are carried out to identify situations where workers are required to work in isolation or in remote areas.
 - Implement procedures to ensure the safety of workers in remote or isolated situations.
 - Provide the necessary functional equipment for isolated and remote work.
 - Arrange training for all workers required to work in isolated or remote situations.
 - Monitor the effectiveness of procedures and implement improvements where indicated.
- Workers shall be responsible for the following:
 - Follow all the procedures established in the interests of their health and safety for isolated and remote work.
 - Report situations where health and safety risks may arise through isolated and remote work.

Risk Assessment/Risk Control

- Risk assessments shall be carried out to determine situations where workers are required to work in remote locations or in isolated situations.
- There are situations where workers may be working on a site at a considerable distance from other workers. It could be several hours between contact with other people, therefore, the risks associated with this situation need to be assessed and safe working procedures established to safeguard the person/s safety.
- Where an employee is required to work in isolation, the manager and/or supervisor will assess the risks in consultation with the employee.
- From the information obtained from the risk assessment, the controls that must be implemented to eliminate or reduce the possibility of an incident occurring can be defined.

Training

- The training requirements will be based on the likely work situation and will be determined by the risk assessment. It may include:
 - The region and the conditions of the remote location
 - The skills required to operate equipment
 - Emergency procedures
 - Routine communication procedures
 - First-aid