



Working alone

safety checklist

Check	yes	no	n/a
Risk assessment			
Has a risk assessment has been undertaken covering issues such as length of time the person is working alone, time of day, location and the nature of the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have identified hazards been eliminated or adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Has the person working alone been provided with adequate information and instruction to be able to work safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication			
Is there is a system in place for communication with workers working alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the working alone system ensure that workers have means of communicating in the event of an emergency? For example mobile phones and/or duress alarms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the means of communication is vehicle based, do the working alone procedures cover the person when they are away from the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the system require regular contact to be maintained with workers to ensure safety and supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer have knowledge of the location of all workers at all times during work shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency supplies			
Is the worker provided with emergency supplies such as adequate drinking water and first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance			
Are machinery and equipment regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Guidance note

- Working alone

Bulletin

- Travelling in remote locations

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