1. Policy Statement

Keltech is committed to ensuring the safety of all employees while working alone in the office or on the factory floor.

Within this policy "lone worker" refers to situations where staff during their duties work alone or are physically isolated from their colleagues. This could be because of the nature of the building even though there are other staff presents leaving them without access to immediate assistance.

Examples

- Cleaners
- Maintenance coordinators or personnel
- Workers who travel to interact with suppliers or customers
- Workers who temporarily work in buildings such as stores on their own
- Staff who work additional hours at weekends, mornings or evenings

2. Purpose and Background

- Alert staff to the risks presented by lone working but not to raise anxiety levels
- Provide a framework to manage potentially risky situations to reduce the risk
- Identify the responsibilities each person has in a lone worker situation
- Describe procedures which will minimize the risk
- Place priority on the safety of the individual

3. Risks of Lone Working

- Accidents and emergencies arising out of work tasks
- Sudden illness
- Equipment failure
- Fire or another emergency
- Medical condition
- Language – can the worker communicate effectively in the event of an emergency
- Equipment, materials or substances that a lone worker cannot operate or use safely

4. Lone Worker definition

Within this policy "lone worker" refers to situations where staff during their duties work alone or are physically isolated from their colleagues. This could be because of the nature of the building even though there are other staff present leaving them without access to immediate assistance.

5. **Organizational Commitment**

   Keltech policy is to minimize the situations where lone working occurs but the following supports minimize the risks involved:

   Building Security

   - Access to the building is controlled. (design of inside of main entrance door may need push bar fitted as method of opening if locked to outside)
   - Sign in / Sign out policy complied with
   - Emergency exits are accessible and familiar to the worker
   - Fire and intruder alarms are tested regularly and their operation and codes are familiar to the worker
   - There is access to a telephone and First Aid kit
   - The worker is trained in First Aid

6. **Personal Safety**

   - Plan to avoid lone working if possible
   - Plan for a reduction of risk by taking all reasonable precautions to ensure your own safety
   - Appropriate equipment is provided to allow the worker to raise the alarm if immediate assistance is required
   - Comply with the Sign in / Sign out policy
   - Last two employees on the site should leave together if possible

7. **Responsibilities**

   - Plan for a reduction of risk and take all reasonable safety precautions, eg mobile phone charged
   - Use all PPE and alert equipment provided
   - If using company vehicles ensure all pre – checks have been completed and signed off
   - If possible make your manager or a colleague aware of your movements
   - Safeguard the safety and health of other people affected by your work
   - Comply with the company's Health & Safety procedures
   - Use all tools, materials and equipment properly in accordance with the training provided
   - Do not misuse and equipment provided for Health & Safety Purposes
   - Report all accidents, injuries, near misses, dangerous occurrences or new risks