



Lone Working

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

Lone working means working by yourself without close or direct supervision and where there are no other employees present. It is important to note that no set duration marks you as a lone worker. You can be a lone worker for all of the time or for very infrequent periods. Lone working may be found in a wide range of situations, some examples are:

- ✓ **Working from home**
- ✓ **Working alone on site or in premises**, such as kiosks, petrol stations, cleaners and vehicle recovery personnel.
- ✓ **Working away from your normal place of work**, such as attending meetings off site, carrying out contract work, construction work or district nursing.

In most cases working alone is not in itself against the law, and it will often be safe to do so. In order to manage the risk of lone working, the law requires employers and others to think about and manage any health and safety risks before people should be allowed to work alone.

Lone working activities in this company are subject to risk assessments and safe systems of work, these can be made available to you upon request along with details of the control measures that you will be expected to adhere to.

Key Points to consider are:

- ✓ Do you know if you are a lone worker? If you are at all unsure, discuss with your line manager
- ✓ If you know that you are a lone worker, are you fully aware of the control measures in place to maintain your personal safety at all times
- ✓ Carry a personal alarm if one has been provided to you – check that these work!
- ✓ Avoid carrying unnecessary valuables on your person
- ✓ Ensure that you have access to a means of communication e.g. mobile phones, two way radios
- ✓ Do you know how often you are supposed to make contact with your appointed person?
- ✓ Would your appointed person know your whereabouts at all times?
- ✓ Do you know what to do if you get into an emergency situation?
- ✓ Do you know what to do if you ever felt threatened or in a dangerous situation?
- ✓ Report any defective equipment to your line manager
- ✓ Wear Personal Protective Equipment if required.
- ✓ Report all accidents to your Line Manager.

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____