

Occupational Health and Safety Working Alone Guidelines



Department of Premier and Cabinet

Category A

Normal office hours

The following guidelines explain what preventative actions should be taken if you carry out work related activities alone in an isolated office during the standard working day

Preventative Action	Responsibility
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CONTACTS:

Keep a listing of emergency telephone numbers close by	Employee
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MAINTENANCE:

Ensure all doors/locks etc are in good working order	Supervisor
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SAFETY:

Ensure your spouse/partner or a colleague is aware of your normal working hours as well as your expected time and route to return home - update them of any change	Employee
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Do not do anything that may result in an accident	Employee
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Do not change lights/tubes - contact Asset Management Section	Employee
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Be alert to electrical danger - ie cords on wet sinks, frayed cords etc (have them replaced)	Employee
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Be aware of placement of fire extinguishers	Employee
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Ensure all extension cords, computer leads are grouped against walls, behind desks etc and are not in pedestrian areas	Employee
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Do not lift or move large parcels/boxes - break them down to manageable sizes or seek assistance. Be aware of DPAC's Manual Handling Guidelines	Employee
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Never ignore strange noises	Employee
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Have access to all relevant health and safety information	Employee
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Preventative Action

Responsibility

SAFETY (Cont'd):

Report/record all accidents, injuries or hazards

Employee

Ensure passageways and works areas are uncluttered and not littered with boxes or used as 'ad hoc' storage

Supervisor

SECURITY:

Be alert for strangers who act suspiciously

Employee

Threatening customers - be familiar with the guidelines on "How to Deal with Threatening Customers"

Employee

Be alert for suspicious parcels, letters, boxes or other unusual packages

Employee

Ensure any on-site security door is securely fastened as per normal requirements

Employee

Have access to phone at all times

Employee

Ensure the office has a mobile phone

Supervisor

EVACUATION:

Ensure you are familiar with any evacuation plan

Employee

If you need to evacuate building advise relevant authorities of your whereabouts, as per evacuation plan, after you have vacated building

Employee

Prepare an emergency evacuation plan in consultation with police or emergency authorities

Supervisor

Ensure any emergency or fire doors are working correctly and that no storage matter or boxes would prohibit easy egress from building

Supervisor

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Preventative Action

Responsibility

FIRST AID:

Ensure office has a first aid kit and it is stocked appropriately

Supervisor

GENERAL:

Be aware of DPAC's free contracted counselling service available to staff and families (Seek assistance if required)

Employee

ILLNESS:

Have on hand the list of DPAC contact persons in case of accident/illness (and relief staff required)

Employee

Richard Osborne Moyer
Chair
Occupational Health and Safety Committee
Date: _____

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Category B

After hours work

The following guidelines explain what preventative actions should be taken if you carry out work related activities alone in general work areas outside normal working hours (6.00pm-8.00am weekdays or weekends and holiday periods).

Preventative Actions

Responsibility

CONTACTS:

Keep a listing of emergency telephone numbers close by

Employee

Ensure staff have access to mobile phones if they are working back

Supervisor

SAFETY:

Ensure partner/spouse/friend/colleague is aware you are working back

Employee

Advise partner/spouse/friend/colleague when you are leaving the office and the route you intend to take for journey home, together with your expected time of arrival

Employee

Be alert to electrical danger - ie cords on wet sinks in kitchen areas

Employee

Do not replace light bulbs/tubes

Employee

Never ignore strange noises or screams - report them to the police

Employee

If working alone out of hours is a regular occurrence ensure you alter your routine, ie hours, parking spot, walking route to/from building

Employee

If in any doubt call building security or police

Employee

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Preventative Actions

Responsibility

EVACUATION:

Be familiar with fire and emergency evacuation plan Employee

If you need to evacuate building do not use lifts and advise relevant authorities of your whereabouts after you have vacated building Employee

FIRST AID:

Be aware of location of first aid kit Employee

VEHICLE:

Advise appropriate people where your vehicle is parked Employee

Park vehicle in accessible area - as close to office location as possible Employee

Consider parking in a well lit area if returning to car after dark Employee

Ensure vehicle is locked and any personal contents stowed in vehicle boot so as not to invite car break in Employee

Return to car during day light and if necessary move same into a well lit area or closer to office Employee

Be alert to your surroundings - stay in well lit areas at all times Employee

Do not stop to talk to or give directions to strangers Employee

Always have keys ready as you approach your vehicle Employee

Upon return to vehicle ensure locks and doors have not been tampered with Employee

Check vehicle rear seat area to be assured no one is hiding Employee

Lock your car doors upon entry Employee

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Preventative Actions

Responsibility

SECURITY:

If living alone make arrangements to telephone colleague or responsible person, advising that you have arrived safely back from work - do this after you have entered your premises and verified your residence is secure	Employee
Be aware of suspicious strangers prior/post entering/leaving work premises	Employee
Do not offer building access for "stranded" strangers to use telephone, toilets etc	Employee
Do not offer use of mobile phones to strangers - be alert	Employee
Ensure all exterior doors are secured after entering premises	Employee
If ground floor accommodation used be aware of privacy from prying eyes	Employee
Do not use lifts after hours unless others are in attendance	Employee
When using stairs ensure you have key or code to stairwell doors	Employee
Be alert if telephone rings - if you don't know the caller advise them that you and your colleagues are in a meeting and it is more appropriate if you or other staff return their call tomorrow	Employee
If you have a incoming number display telephone make a note of incoming call number before answering call	Employee
Carefully think about the voice tone/conversation content in any after hours calls and consider if you should leave the building or alert police	Employee

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Preventative Actions

Responsibility

SECURITY (Cont'd):

If possible do not try to access ATM's to or from after hours work

Employee

Ensure a list of emergency and colleagues telephone numbers close at hand prior to commencing any work

Supervisor

Ensure adequate lighting to work area and all other areas you may need to access or to assist you when leaving building

Supervisor

Ensure all stair wells are well lit

Supervisor

Richard Osborne Moyer
Chair
Occupational Health and Safety Committee
Date: _____