



## Working Alone Policy

Updated: 21<sup>st</sup> November 2016

**“Working alone is working anywhere a person is unable to get immediate assistance from colleagues or other people.”**

***No worker for DNA Electrical shall “work alone” unless there is no reasonable alternative.***

If there is a situation where there is no reasonable alternative to an employee “working alone” then the following must be adhered to:

### **Mandatory requirements for someone working alone**

1. Only Registered Electrician’s or Registered Electrical Inspectors with a current practicing license shall “work alone”
  - a. This will ensure they have current First Aid & CPR training, current electrical safety training, and current testing training.
2. No Live Work shall be carried out.
3. Worker must test to ensure electricity is safely isolated (prove test prove method) prior to commencing work.
4. Workers are not permitted to work alone when
  - a. Working off extension ladders
  - b. Likely exposure to live mains cabling or live exposed electrical componentry
  - c. Needing to move/lift heavy items Using access equipment such as boom lifts or mobile scaffolding
5. Workers shall have cellphone access to ensure they can contact help if needed.

For the majority of the work carried out by DNA Electrical our workers would not be in a situation of having to “work alone” as there is usually always a building occupant or an apprentice with our worker.

### **Office team responsibilities**

1. If the person taking the job booking is aware that our worker will have to “Work Alone” they shall note the following on the job notes: “You will be likely working alone on this site – Please contact the office when you arrive on site”
2. On receipt of the workers call the Servicing/Project Manager or office staff member co-ordinating bookings shall ensure they call or text the electrician hourly to check in and ensure all ok.
3. If the office cannot make contact with a worker who is working alone, then GPS can be used to check on the location of the workers vehicle.
  - a. Escalate to a manager if repeated contact attempts are unsuccessful who will arrange to visit site
4. The electrician shall contact the office again when leaving site.

*Note: It is not always possible to identify if a worker will be in a “work alone” situation when taking a job booking as a homeowner may let the electrician in and then leave them alone for the rest of the time on site.*

**Worker’s responsibilities**

1. If a worker finds themselves in a “working alone” situation they should notify the office straight away.
2. Should there be an incident where first aid is required and the worker cannot administer it him/herself they shall ring an ambulance or if possible drive to the nearest medical centre.
  - The worker shall advise the office as soon as possible of this happening
3. No live work
4. Proper isolation and testing prior to commencing works
5. No working off extension ladders
6. No work where likely exposure to live mains cabling of exposed electrical componentry
7. No use of access equipment such as mobile scaffolding or elevated work platforms