Working Alone

Objective

The purpose of this policy is to ensure the safety and wellbeing of KFL workers who are required to work alone. It establishes procedures for regular communication and response protocols to minimize risks and ensure prompt assistance in case of an emergency.

Scope

This policy applies to all KFL employees and contractors who may work alone at any location or under any conditions. It outlines the responsibilities of both the worker and the designated Check-In Person to ensure effective communication and safety monitoring.

Policy

An individual is considered to be "working alone" if no one would notice should something happen to them.

Procedure

1.   Nominated 'Check-In' Person

KFL workers working alone are required to:

Have Two Forms of Communication:
- **Primary:** A mobile phone.
- **Secondary:** A radio transmitter (RT) for communicating with truck drivers or other operations.

Nominate a Check-In Person:
- The Check-In Person must be a KFL worker.
- Confirm that the Check-In Person understands their responsibilities.

Provide Essential Information:
- Ensure the Check-In Person has contact details for the nearest KFL personnel and emergency services.
- Inform the Check-In Person of the exact location, type of work, and estimated duration.

Regular Check-Ins:
- Text or call the Check-In Person every 30 minutes.
- Text or call the Check-In Person upon completing the work alone period.

2. Responsibilities of the Check-In Person:

Immediate Action if No Contact:
- If 30 minutes pass without contact, immediately call the worker.
- If unable to reach the worker:
  - Check on the worker in person, or
  - Contact the nearest KFL personnel as per the worker's instructions to request a check.

Escalation:
- If there is no response from contacts, call emergency services.
- Continue to call KFL contacts until the situation is resolved.

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3. Acknowledgment:

I acknowledge that I have read and understood this policy & procedure "Working Alone"

Name: **Sign:**   **Date:**

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