

# REMOTE OR ISOLATED WORK PROCEDURE

Version No	8.0
Issued	3 <sup>rd</sup> Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

## 1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, recognises its obligation to manage risks to the health and safety of workers who undertake remote or isolated work.

In accordance with this commitment, the Council will provide and maintain a system of work that includes effective communication with Council workers who work isolated from the assistance of other persons because of location, time or the nature of the work.

SIGNED .....  
Chief Executive Officer

Date: 3 / 9 / 2014

.....  
Chairperson, WHS Committee

Date: 3 / 9 / 2014

## 2. CORE COMPONENTS

The core components of our remote or isolated work procedure are to make sure:

- Hazard identification is undertaken for remote or isolated work activities, and that this process is documented.
- Workers that undertake remote or isolated work are provided with adequate training and information in relation to the work.
- Risk assessments are undertaken for remote or isolated work activities.
- Appropriate risk controls for remote or isolated work activities are implemented.
- The emergency response plan includes remote or isolated work activities.
- Emergency procedures for remote or isolated work activities are tested and improved where necessary

## 3. DEFINITIONS

Assistance	Assistance includes rescue, medical assistance and the attendance of emergency service workers; [as defined by the WHS Regulations 2012, (48)(3)]
Competent person:	<p><b>Competent person</b> means –</p> <ul style="list-style-type: none"> <li>(a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the <i>Plumbers, Gas Fitters and Electricians Act 1995</i>;</li> <li>(b) For general diving work – (R174 and 177)</li> <li>(c) For a major inspection and testing of mobile cranes and tower cranes (R235)</li> <li>(d) For inspection of amusement devices and passenger ropeways (R241)</li> <li>(e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252)</li> <li>(f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds <ul style="list-style-type: none"> <li>(i) A certification in relation to the specified VET course for asbestos assessor work; or</li> <li>(ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health</li> </ul> </li> </ul> <p>For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task [as defined by the WHS Regulations 2012, R5].</p>

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Emergency	An event that arises internally, or from external sources, which may adversely affect the occupant or visitors in a facility, and which requires an immediate response. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in Facilities]
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risk control measures which minimise must be implemented, so far as is reasonably practicable, by doing 1 or more of the following:</p> <p>(a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.</p> <p>(b) Isolating the hazard from any person exposed to it.</p> <p>(c) Implementing engineering controls.</p> <p>If a risk then remains, the remaining risk must be minimised, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains, the remaining risk must be minimised, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>Note – a combination of the controls set out above may be used to minimise risks so far as is reasonably practicable if a single control is not sufficient for the purpose</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
HSR	Health and safety representative
Off-site	Anywhere other than Council premises where work may be conducted e.g: workers' homes, any public locations, parks, gardens.
On-site	Any Council premises
Personal Protective Equipment (PPE)	Personal Protective Equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment [as defined in the WHS Regulations 2012, R5]
PCBU	Person Conduction a Business or Undertaking [as defined in the WHS Act 2012(5)]
Remote or isolated work	<p>Remote or isolated work, in relation to a worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work. [as defined by the WHS Regulations 2012, (48)(3)]</p> <p>For the purpose of this procedure, remote or isolated work occurs if you:</p> <ul style="list-style-type: none"> <li>• Work away from other persons; e.g.: <ul style="list-style-type: none"> <li>– Undertake road maintenance, repair or inspection alone</li> <li>– Operate or install, repair or maintain plant alone</li> <li>– Work in an office in a separate part of a building away from others</li> <li>– Work from home alone</li> <li>– Work when everyone else has left the Council premises and gone home</li> <li>– Are called out to work alone at night</li> <li>– Start very early in the morning and work alone</li> </ul> </li> <li>• Travel alone to areas where mobile phone coverage is poor/non-existent.</li> <li>• Drive long distances alone for work.</li> </ul>

## 4. PROCEDURE

- 4.1. The Senior Leadership Team will nominate a person to oversee the management of remote or isolated work activities across the Council.
- 4.2. The Works Manager will:
  - 4.2.1. Provide assistance to department managers and supervisors in relation to the identification and management of hazards associated with remote or isolated work.
  - 4.2.2. Maintain the CAPA Register in relation to remote or isolated work.

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- 4.2.3. Oversee training in relation to remote or isolated work.
  - 4.2.4. Maintain effective communication with workers on remote and isolated work issues
  - 4.2.5. Consult with workers on solutions to any issues/concerns that may arise
  - 4.2.6. Develop and implement audit activities in relation to remote or isolated work.
  - 4.2.7. Communicate relevant information to the management team and workers.
- 4.3. Identification of hazards associated with remote or isolated work
- 4.3.1. Department managers – will identify reasonably foreseeable remote or isolated work situations or tasks, in consultation with affected workers and or their representatives, prior to the commencement of the remote or isolated work.  
(This may be achieved as part of the Hazard profile process as outlined in the One System Hazard Management Procedure)
  - 4.3.2. Department managers - consult with other PCBU's whose workers may be undertaking remote or isolated work for Council, where their duties overlap, to identify hazards check that the risk assessment process is undertaken.
- 4.4. Risk assessment
- 4.4.1. The department manager will form a team to undertake the risk assessment of remote or isolated work activities. The team should consist of a competent person to lead the risk assessment process, workers who are involved in the activity to be assessed, a HSR (where one exists for the work group), the manager or supervisor and other stakeholders or experts, where relevant.
  - 4.4.2. The risk assessment will be conducted in accordance with Council's risk assessment process and consider, but not be limited to, the risks associated with:
    - a. The length of time the person may be working alone, eg how long would the person need to be alone to finish the job?
    - b. The time of day when a person may be working alone, eg Is there increased risk at certain times of day?
    - c. Communication, eg:
      - What forms of communication does the worker have access to?
      - Are there procedures for regular contact with the worker?
      - Will the emergency communication system work properly in all situations?
      - If communication systems are vehicle-based, what arrangements are there to cover the worker when he or she is away from the vehicle?
    - d. The location of the work, eg:
      - Is the work in a remote location that makes immediate rescue or attendance of emergency services difficult?
      - What is likely to happen if there is a vehicle breakdown?
      - The method of travel and associated risks eg: quad bike, motorcycle, 4WD, boat, etc.
    - e. The nature of the work, eg:
      - What machinery, tools and equipment may be used?
      - Are high risk activities involved? For example work where there is a risk of fall, work with electricity, hazardous chemicals or plant.
      - Is fatigue likely to increase risk (for example, with long hours driving a vehicle or operating machinery)?
      - Is there an increased risk of violence or aggression when workers have to deal with clients or customers by themselves?
      - Can environmental factors affect the safety of the worker? For example, exposure to inclement weather?
      - Is there risk of attack by an animal, including reptiles, insects and sea creatures?
      - Other potential emergencies associated either with the particular environment or activity?

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- f. The skills and capabilities of the worker, eg:
- What is the worker's level of work experience and training? Is the worker able to make sound judgements about his or her own safety?
  - Do the workers have any pre-existing medical conditions that may increase risk?
  - Can the risks of the job be adequately controlled by one person eg: are they working:
    - Where there is the risk of a fall
    - With electricity, hazardous chemicals and / or plant
    - Near or on the road way
    - In confined spaces
    - In excavations
 (In these situations it would be unlikely that working alone would be appropriate).

## 4.5. Risk control

4.5.1. Risk control measures should be selected in accordance with Council's Hazard Management Procedure and the Hierarchy of Control. The risk assessment / JSA should clearly indicate what control measures are to be used. Examples include, but are not limited to:

Elimination	Do not allow workers to work remotely or in isolation when legislative requirements identify specific controls (eg confined space) or the risk assessment indicates the risk is not controlled so far as is reasonably practicable
Substitution	Substitute less hazardous materials, equipment or chemicals for the task so as to minimise the risk
Engineering	Have the vehicles and plant maintained and serviced in line with manufacturers or regulatory requirements, Use guards to prevent access to dangerous parts (guards on Power Take Off shafts (PTO's) etc) or isolate the operator from the hazard (by the use of pressure switches on mowers etc).
Administrative	In addition to the specific controls outlined below: <ul style="list-style-type: none"> <li>• Develop safe operating procedures for the task, including emergency procedures and provide training.</li> <li>• Avoid assigning staff with a known medical condition to tasks that may put the person or others at risk.</li> </ul>
PPE	Provision and use of PPE relevant to the task and in accordance with Council procedures relevant to the task

## 4.5.2. Specific Controls – Buddy system

- a. If the risk assessment has identified situations where the worker should not work alone, for example jobs where there is a risk of violence or where work is carried out in confined spaces, then the first control measure to be implemented is to eliminate the risk by making sure workers do not work alone.
- b. Council workers should not work unaccompanied when:
- Undertaking tasks where there is a risk of fall and the degree of harm is significant
  - Working with electricity
  - Using hazardous chemicals
  - Operating any plant capable of inflicting serious injury, such as chainsaws, lathes, power saws or firearms
  - Working in confined spaces or in excavations >1.5m

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## 4.5.3. Specific Controls – Workplace layout and design

- a. If the risk assessment has identified situations where the workplace layout and design impacts on risk, then the risk assessment should take into account whether the work surrounds can be designed to reduce the likelihood of risk. For example, where there is a risk of violence, controls may include installing physical barriers, monitored CCTV and enhancing visibility.

## 4.5.4. Specific Control - Communication systems

- a. In controlling the risks of remote or isolated work an effective system of communication must be in place.
- b. The type of communication system chosen will depend on the distance from Council premises and the environment in which the worker will be located or through which they will be travelling.
  - Expert advice and local knowledge may be needed to assist with the selection of an effective communication system. The Works Manager may be able to assist in this requirement.
  - Where a worker is working alone in a workplace that has a telephone, communication via the telephone is adequate, provided the worker is able to reach the telephone in an emergency.
  - Mobile phones cannot be relied upon as an effective means of communication in many locations. The risk assessment needs to consider:
    - Coverage in the area where the worker will work should be confirmed before work commences.
    - Geographical features that may impede the use of mobile phones, especially at the edge of the coverage area.
    - Phone capabilities in terms of effective range from base.
    - Phone capability to sustain a signal for the entire period the worker is alone.
    - Batteries should be kept charged and have spares available.
    - If any gaps in coverage are likely, other methods of communication should be considered.
  - In situations where a telephone is not available, a method of communication that will allow a worker to call for help in the event of an emergency at any time should be chosen, for example:
    - Personal security systems, including those with non-movement sensors.
    - Radio communication systems.
    - Satellite communication systems.
    - Distress beacons.
    - Distress beacons include Emergency Position Indication Radio Beacons (EPIRB), Emergency Locator Transmitters (ELT) used in aircraft and Personal Locator Beacons (PLB) for personal use.

## 4.5.5. Specific controls - Movement records

- a. Department managers and supervisors should make sure a contact strategy for remote or isolated work is documented, implemented and tested. The contact strategy should make sure contact is made between the manager (or their delegate) and person working remotely or in isolation on a frequency based on the significance of the risks identified within the risk assessment. Good practice is for contact to occur every one hour as a minimum until the person completes the task and has stopped working in isolation or has returned to Council premises or has returned home.



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- b. When identified by the risk assessment, satellite tracking systems or devices that have the capability of sending messages as part of a scheduled call in system and have distress or alert functions may be appropriate controls.
- c. When travel is being undertaken, department managers and supervisors should make sure a travel itinerary has been documented and provided by the worker before the travel commences.

## 4.5.6. Specific controls - Training, information and instruction

Department managers and supervisors should make sure workers are provided with information and training to prepare them for working alone and, where relevant, in remote locations. Training may include but is not limited to:

- Training in the safe work instruction for the task
- Using communications systems
- Safe driving, particularly 4WDs, managing vehicle breakdowns, driving off-road vehicles or bush survival
- Managing potentially aggressive clients, as relevant
- First aid training and first aid equipment appropriate to the activities being undertaken and the location of the task.

4.5.7. The risk assessment should clearly indicate what control measures are to be used.

4.5.8. Any hazards that are unable to be immediately controlled within the risk assessment process should be transferred to the CAPA Register for further action and management. Work should not commence until selected controls are in place.

4.5.9. Each person involved in the job should sign their acknowledgement of the risk assessment prior to work commencing.

4.5.10. The department manager or supervisor should inform relevant persons about the control measures selected or corrective actions that have been implemented as a result of the hazard identification and risk assessment process for worker safety. Meeting minutes and risk assessments (where relevant) should demonstrate that this has occurred.

4.5.11. The department manager or supervisor should check that any new hazards that may have been introduced by the selected control methods are identified by:

- a. Monitoring and evaluating controls for effectiveness
- b. Recommencing the risk assessment process if:
  - New hazards are identified.
  - A measure does not control the risk it was implemented to control, so far as is reasonably practicable.
  - A change at the workplace has occurred that is likely to give rise to a new or different risk to health or safety that may not be effectively controlled.
  - The results of consultation indicate that a review is necessary or a health and safety representative requests a review.
- c. Communicating the outcomes of the risk assessment process within the department or work group and to the WHS committee, as required.
- d. Retaining completed risk assessments.

4.5.12. The Department Manager should coordinate activities with other PCBUs whose workers are undertaking remote or isolated work, so far as is reasonably practicable, if their duty of care overlaps.

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- 4.5.13. A risk assessment may be used repeatedly for generic tasks, providing that:
- No changes have been made to the work or working environment.
  - The hazards are the same.
  - The risk assessment is entirely relevant to the activity being undertaken.
  - It has been reviewed and signed off by relevant parties prior to the work commencing.

4.5.14. Any remote or isolated work that is not regularly undertaken or has been changed from a generic task may need a new risk assessment completed before the activity commences.

4.5.15. The risk assessment process and findings must be documented.

## 4.6. Incidents

4.6.1. Any person involved in an incident should take whatever steps are necessary to control the hazard (if safe to do so), seek any first aid or emergency assistance (if required) and report the incident to their manager as soon as reasonably practicable. The manager should direct action as required.

4.6.2. A rescuer or first aid officer should follow the control measures documented in the Council emergency plan for the work activity involving remote or isolated work.

4.6.1. If a notifiable incident occurs, namely

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

a report must be made by the *WHS Coordinator* to SafeWork SA:

- Report immediately by the fastest available means. The report can be made by phone or in writing (such as by fax, email or other electronic means).
- If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.
- The 24 hour Emergency Telephone number is 1800 777 209.

4.6.2. The Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the incident occurred is not disturbed until an Inspector arrives at the site or any earlier time that an Inspector directs.

4.6.3. If the activity is at a work site under the control of a host organisation, the incident should also be reported to the host organisation's relevant representative.

## 4.7. Emergency management

4.7.1. Emergency procedures developed for remote or isolated work should form part of The Flinders Ranges Council Emergency Response Plan and are subject to regular testing, monitoring and review as described by that document.

4.7.2. The *Chief Executive Officer* should make sure the Council emergency plan includes assistance for remote or isolated workers that covers rescue, medical assistance and the attendance of emergency service workers.

4.7.3. The management of emergencies in or on The Flinders Ranges Council premises (eg: fire, etc) should occur in accordance with site emergency procedures.

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- 4.7.4. If a worker fails to make contact with their manager or delegate at the nominated time when undertaking remote or isolated work:

The nominated times are when working remotely and isolated:

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1. Commencement of remote and isolated work
2. On every hour thereafter whilst remote and isolated (eg top of the clock unless by arrangement).
3. Completion of work day
4. When moving location.

## ALL OTHER AREAS

(For example this includes staff travelling and the Flinders Ranges Visitor Information Centre workers & volunteers)

1. Commencement of remote and isolated work
2. On every two (2) hour thereafter whilst remote and isolated
3. Completion of work day

The person receiving the contact will acknowledge the message eg response text. Remote worker to stay in the remote location until acknowledgement is received (eg don't enter a blackspot area).

The employee is to initiate contact and a log book will be maintained by the Works Department of the contact details (eg time, method, location) (Refer to Appendix 1).

Worker to advise contact person if they are entering a known blackspot area and that contact may be delayed.

- a. The manager or delegate should make an attempt to contact within 15 minutes by any means eg
  - Keep phoning, text messaging, radio calling.
  - using workers who are nearer to the remote worker to use mobile phone.
- b. If there is no response to these activities, the manager should communicate the situation to the Works Manager (or CEO). The Works Manager should determine further action to be taken.
- c. If this attempt fails, the manager or delegate should attempt to contact the worker by any means (eg: at hotel / accommodation where relevant, at off-site workplace, via next of kin / emergency contact; sending workers from nearest depot to search, etc).
- d. If contact with the worker has not been made within one hour, the Works Manager should make sure the emergency services are contacted and briefed. Any instructions issued by emergency services should be followed.
- e. The Works Manager should communicate with the CEO, Human Resources (HR) Manager and LGAWCS once emergency services have been briefed.
- f. The HR Manager should manage next-of-kin / emergency contact communication, dependent upon the emergency and offer counselling to workers, as required.



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- 4.7.5. If emergency services inform The Flinders Ranges Council that an emergency situation involving an worker has occurred:
- The manager or delegate should communicate the situation to the Works Manager (or CEO).
  - The Works Manager should decide on further action, as relevant to situation.
  - The Works Manager should communicate with the CEO, HR Manager, and LGAWCS and provide regular updates on the status and progress of the emergency event.
  - The HR Manager should manage next-of-kin / emergency contact communication, dependent upon the emergency and offer counselling to workers, as required.

## 4.8. Monitoring and evaluation

- 4.8.1. The department manager should make sure that the control measures implemented for work activities remain effective. This may require department managers or the nominated person to establish a schedule for:
- Periodic inspections and testing of remote or isolated work and associated processes and controls to make sure the control measures are fit for purpose, suitable for the nature and duration of the work, are operating and being used correctly, and
  - Checking that training and competency requirements are maintained, and
  - Checking that plant and equipment testing and maintenance has occurred.
- 4.8.2 Department managers should review and revise existing risk control measures, using the same methods as the initial hazard identification process:
- When the control measure does not minimise the risk so far as is reasonably practicable.
  - Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
  - If a new hazard or risk is identified.
  - If the results of consultation with workers indicate that a review is necessary.
  - If a Health and Safety Representative requests a review in accordance with the WHS Hazard Management Procedure.
- 4.8.3. The WHS Committee shall monitor the CAPA Register during its meetings. A report shall be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.
- 4.8.4. The Senior Leadership Team should review hazard and incident statistics related to remote or isolated work, audit results, legislative changes and other relevant information and direct action when required. Outcomes of discussion and actions undertaken shall be recorded.
- 4.8.5. The Senior Leadership Team should:
- Review statistics, audit results, legislative changes and other information relating to remote or isolated work and direct action when required. Minutes should record outcomes of discussion and actions undertaken.
  - Include the Remote or Isolated Work Procedure as part of the ongoing management review process and report the findings of internal audits, as relevant.
  - Set, monitor and review objectives, targets and performance indicators for the remote or isolated work process as relevant

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## 5. TRAINING

- 5.1. The Flinders Ranges Council training needs analysis shall identify the training needs for Council workers managing and undertaking remote or isolated work activities.
- 5.2. Council workers undertaking remote or isolated work shall be trained and/or assessed as competent for the activity being undertaken.
- 5.3. Council workers undertaking remote or isolated work shall be trained in:
  - 5.3.1. The requirements of this procedure.
  - 5.3.2. Developing a risk assessment, when that is part of their job function.
  - 5.3.3. The Risk Assessment / Safe Work Instruction for the particular task, including
    - a. Communication method and strategy and use of communication and tracking devices, as relevant.
    - b. The type of control measures required for the activity being undertaken
    - c. First aid and emergency procedures
    - d. Procedures for reporting hazards and incidents.
    - e. Other relevant Council procedures.
    - f. Any other relevant matter.
- 5.4. The Department Manager or Supervisor should make sure that the risk assessment is explained to the worker/s involved in the activity and is signed by each worker before any work commences.
- 5.5. Any person required to undertake remote or isolated work regularly should be trained in basic first aid.
- 5.6. PCBU's should be made aware of the Remote or Isolated Work Procedure during the contract tendering process.

## 6. RECORDS

The following records should be maintained:

- 6.1. Risk assessments
- 6.2. JSAs, SWIs
- 6.3. Risk assessments
- 6.4. Training and competency records
- 6.5. Plant and equipment maintenance records
- 6.6. Emergency plans and procedures
- 6.7. First aid records
- 6.8. Statutory notifications

Records are retained in line with the current version of GDS20.

## 7. RESPONSIBILITIES

- 7.1. The *Senior Leadership Team* is accountable for:
  - 7.1.1. Capital expenditure necessary to manage for remote or isolated work activities.
  - 7.1.2. Nomination of a person to oversee remote or isolated work activities across the Council.
  - 7.1.3. Verifying that legislative compliance is maintained by making sure the identification, assessment and control of hazards associated with remote or isolated work is in place.
  - 7.1.4. Checking that the Council emergency plan is in place, which includes the first aid and response procedures to be followed in an emergency, and is being practised regularly.
  - 7.1.5. Setting objectives, targets and performance indicators for remote or isolated work, as relevant.

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- 7.1.6. Checking Managers and Supervisors have been provided with training to make sure they understand and can:
  - a. Apply the requirements of this procedure to the areas and activities under their control
  - b. Maintain an adequate and reliable system for regular communication with persons working in isolation or remotely.
- 7.1.7. Monitoring the CAPA Register and enforcing close out of items when required.
- 7.1.8. Reviewing the effectiveness of remote or isolated work processes within the management review process.

## 7.2. The *Works Manager* is accountable for:

- 7.2.1. Providing assistance to Department Managers and Supervisors in relation to the identification and management of hazards associated with remote or isolated work.
- 7.2.2. Maintaining the CAPA Register in relation to remote or isolated work.
- 7.2.3. Having oversight of relevant training.
- 7.2.4. Providing assistance with prioritising solutions in consultation with workers and their representatives.
- 7.2.5. Developing and implementing audit activities in relation to remote or isolated work.
- 7.2.6. Communicating relevant data to the management team and workers.
- 7.2.7. Overseeing the inclusion of the emergency response for remote or isolated work into the Council emergency plan.
- 7.2.8. Maintaining legislative currency of procedures and systems in relation to remote or isolated work.
- 7.2.9. Initiating audit and review activities as required.

## 7.3 *Department Managers and Supervisors* are accountable for:

- 7.3.1. Checking that reasonably foreseeable hazards associated with remote or isolated work are identified, assessed and controlled, in consultation with workers or their representatives.
- 7.3.2. Implementing controls, in consultation with workers or their representatives, using the Hierarchy of Control and evaluating and reviewing them for effectiveness.
- 7.3.3. Communicating the outcomes of risk assessments within the department or work groups and across the organisation as required.
- 7.3.4. Checking that workers undertaking any remote or isolated work are provided with training to make sure they can undertake their tasks safely, use any equipment provided and can understand and implement any emergency response procedures
- 7.3.5. Monitoring that plant and PPE required for the work is fit for purpose, inspected prior to use and maintained by competent persons.
- 7.3.6. Undertaking inspections of work being conducted and taking appropriate actions where non-compliance is identified.
- 7.3.7. Making sure that there is a system in place for checking that workers undertaking remote or isolated work have returned from their tasks at the end of the day.
- 7.3.8. Checking that hazards identified or incidents that occur when undertaking remote or isolated work, are reported, investigated and control measures are implemented in accordance with The Flinders Ranges Council WHS Hazard Management Procedure.
- 7.3.9. Implementing any corrective or preventative actions required for remote or isolated work.
- 7.3.10. Consulting with other PCBU's, so far as is reasonably practicable, if their duty of care overlaps.
- 7.3.11. Closing out CAPA Register items within designated time frames.
- 7.3.12. Retaining records as required.

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7.3.13. Seeking expert advice when a need is identified.

7.3.14. Providing required reports to the WHS Committee or Senior Leadership Team.

7.4. *Workers* are accountable for:

7.4.1. Complying with the requirements of the risk assessment and relevant WHS policies and procedures whilst undertaking their tasks.

7.4.2. Attending training when required.

7.4.3. Following any reasonable instruction related to remote or isolated work activities.

7.4.4. Using any PPE and safety equipment provided.

7.4.5. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness as required.

7.4.6. Seeking assistance to manage any identified hazards when required.

7.4.7. Keeping next of kin or emergency contact details up-to-date with HR.

7.4.8. Maintaining contact with their Manager in accordance with the agreed contact strategy when undertaking remote or isolated work

7.4.9. Reporting hazardous situations or safety problems when undertaking any remote or isolated work, immediately to their Manager.

7.5. The *WHS Committee* is accountable for:

7.5.1. Facilitating co-operation between Management and Workers in matters relating to remote and / or isolated work

7.5.2. Monitoring the Hazard Register and referring issues to the Senior Leadership Team that require management direction or enforcement.

7.6. *Health and Safety Representatives* may:

7.6.1. Facilitate consultation between Department Managers and Workers in relation to any remote or isolated work that affects the workgroup they represent.

7.6.2. Request and assist in the review and revision, where necessary, of risk control measures related to remote or isolated work prevention activities

## 8. REVIEW

8.1. The Remote and or Isolated Work Procedure should be reviewed by the WHS Committee in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include, but is not limited to, a review of:

8.1.1. Legislative compliance issues

8.1.2. Audit findings relating to remote and / or isolated work

8.1.3. Incident and hazard reports related to remote and / or isolated work, claim costs and trends

8.1.4. Feedback from managers, workers, contractors or others

8.1.5. Other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

## 9. REFERENCES

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule for Local Government

WorkCoverSA Performance Standards for Self-Insurers

Code of Practice Managing the Work Environment and Facilities, December 2011

# REMOTE OR ISOLATED WORK PROCEDURE

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Next Review	Sept 2017
GDS	12.63.1.1

## 10. RELATED DOCUMENTS

WHS Hazard Management Procedure  
Contractor Management Procedure  
Emergency Management Procedure  
First Aid Procedure  
Incident Reporting and Investigation Procedure  
Plant Procedure  
CAPA Register  
Emergency Plan

## 11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0	Unknown	New Document
2.0	Unknown	Unknown
3.0	May 2002	Unknown
4.0	May 2003	Unknown
5.0	Unknown	Unknown
6.0	May 2007	Unknown
7.0	July 2010	Update to One System format
8.0	Sept 2014	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Expansion of Risk control section (4.5) to include specific controls from Legislative framework and COP

## 12. APPENDICES:

Appendix 1: Log Sheet





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## Appendix 1: Log Sheet

