



Working Alone Procedure

Document Controlled by: Principal
Safety Management System

Revision	Date Issued	Authorised By	Comment
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DIEBACK MAPPING & MANAGEMENT

INTRODUCTION

NPC Consulting's purpose is to establish and maintain a standard procedure for working alone in forested areas.

SCOPE

This procedure shall apply to all persons working alone, including contractors and sub-contractors for **NPC Consulting** operations.

EQUIPMENT

- Maps of work locations.
- Hand held non differential GPS
- Portable UHF radio.
- Next G telephone inclusive full in car kit and antennae.
- Standard PPE – hardhat, safety glasses, steel capped boots and high visibility vest or shirt where required.
- Registered Portable Locating Beacon (PLB)

RESPONSIBILITIES

- To email SAR Officer/client/supervisor prior to the beginning of each week with information on locations and times for that week.
- To make contact with the designated SAR Officer during the day (am/lunch/pm).
- To practice safe working techniques whilst driving and away from the vehicle.
- To keep batteries of the GPS, two-way radio and Next G phone charged.
- Ensure backpack contains GPS, first aid kit, PLB, drinking water, radio, phone, relevant maps and standard PPE is worn where necessary.
- To ensure that information is shared amongst relevant parties in order to carry out efficient Search and Rescue (SAR) in the event it is required.
- Communication by all parties involved is essential.

PROCEDURE

Fieldworker to contact SAR Officer/client/supervisor to provide the following information:-

- a) They will be working alone.
- b) Location of work (as precise as possible) including closest named roads, providing maps and reference points where necessary.
- c) Contact details including phone numbers and radio channel.
- d) Start, lunch and finish times for each day if and when required.

Fieldworker will:-

- a) Be in a location of phone reception to make relevant time contacts to SAR Officer/client/supervisor.
- b) Make contact with SAR Officer/client/supervisor at lunch and at the end of the day. Lunch will be between 1200 and 1300hours daily. **The 24-hour clock must be used.** The fieldworker must receive a reply from SAR Officer/client/supervisor at all times.

- c) Inform SAR Officer/client if there is a change in location or plans/schedule during the day.
- d) Inform SAR Officer/client/supervisor of any other changes that have not been communicated for example late starts, early finishes, working later than expected and if lunch is to be taken at a different time.

The SAR Officer/client/supervisor must:-

- a) Acknowledge that emailed information has been received.
- b) Be contactable at all times.
- c) Respond to all communications made by the fieldworker at all times.
- d) Make contact with fieldworker within 15 minutes of designated time that fieldworker has not communicated by (for example at 1315hrs if SAR Officer/client/supervisor has not been contacted by 1300hrs).
- e) Initiate the SAR if contact cannot be made with the fieldworker 30 minutes after the pre-determined time that contact should have been made (for example 1330hrs).
- f) Coordinate the SAR in terms of logistics and communications, initially at least.
- g)

Any changes to pre-determined plan must be communicated.

OUTCOMES

1. Fieldworker appropriately communicates all the information required to the SAR Officer/client/supervisor at the correct times, carries the appropriate equipment in the field and the day is **free of any incident** that might prevent them from returning home safely.
2. Fieldworker appropriately communicates all the information required to the SAR Officer/client/supervisor at the correct times, carries the appropriate equipment in a backpack but **an incident has occurred** during the day that has prevented the fieldworker from communicating at a pre-determined time or from leaving the field and returning home safely.

SEARCH AND RESCUE PROCEDURE

In the event of outcome two, an incident occurring, a SAR could be initiated. If this is the case the SAR Officer/client/supervisor must contact the relevant personnel (previously determined) who will be involved the Search and Rescue. These persons must be provided with the same information that the fieldworker has provided to the SAR Officer/client/supervisor in order to carry out an effective search. Communication of this information is vital to the SAR, and should occur between all relevant persons.

Personnel may be called upon are from different regions/areas, those that are closer to the location of work should be contacted first. Personnel are selected due to their experience and knowledge of areas where fieldworkers will be working. The SAR Officer/client/supervisor has a list of personnel whom can assist in the event of SAR being initiated. Specific SAR Officer/Personnel and other details may vary between jobs.

CONCLUSION

Fieldworkers will follow responsibilities and procedures. Field workers will also carry appropriate equipment including a registered Personal Locator Beacons (PLB) when working alone and away from the vehicle. It will depend on the circumstances and or the individual as to whether it is appropriate for the PLB to be used or for a SAR to be initiated in the event of an incident occurring. Either action will result in a search and rescue operation that will be undertaken to assist fieldworkers to return safely from the field.

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