

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment Record Remote and Isolated Work Policy Issue #: 1 Revision #: 0

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Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

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## Remote and Isolated Work Policy

### Objective:

The objective of this policy is to assist Convoy Transport Pty Ltd to comply with relevant current OHS Legislation, including Codes of Practice in respect of working remotely or in isolation and to reduce the risk of worker injuries or incidents.

### Scope:

This policy applies to all Convoy Transport Pty Ltd activities/jobs, on any workplace, where workers are required to work remotely or in isolation.

### Policy:

This policy outlines the commitment of Convoy Transport Pty Ltd to ensure that a safe system of work is in place to reduce the likelihood of injury to workers from hazards associated with remote or isolated work.

Convoy Transport Pty Ltd has developed a system to:

- Identify workers who are working remotely or in isolation;
- Assess the risk to those working remotely or in isolation. Consider the following:
  - Duration of task;
  - Time;
  - Existing communication systems;
  - Location;
  - Proximity to medical treatment facilities and emergency responders;
  - Nature of work;
  - Skills and experience of workers;
- Suitable controls will be selected for remote/isolated workers on a case by case basis:
  - Reducing time spent working remotely/in isolation wherever possible;
  - Develop list of tasks that are considered too risky for working in isolation;
  - Provision of efficient and functional communication equipment;
  - Provision of distress alarms/beacons or other equipment as necessary;
  - Mobile phones;

- Global Positioning System (GPS) locators;
- Reporting/checking-in procedures;
- Additional equipment is specific to the tasks as required;
- Review all controls whenever:
  - Control is no longer effective;
  - Before any change likely to introduce new or different hazards that current controls will not adequately address;
  - Identifying a further hazard or risk;
  - Results of consultation indicate a review is needed;
  - Requested by workers or Health and Safety Representative.



Amendment	Remote and Isolated Work	Issue #: 1	Revision #: 0
Record	Procedure		

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Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director
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## Remote and Isolated Work Procedure

The following tasks will form the framework to identify and mitigate risks in respect of remote and isolated work:

- Identification of situations where a worker may be working in isolation or remote locations;
- Identification of the associated hazards, such as time, place, nature of the work and outside intervention by members of the general public (e.g. risk of physical assault, verbal abuse);
- Assessment of the extent of the risk associated with the work;
- Establishment of control measures using the hierarchy of controls;
- Determination of how to ensure help and emergency services can be summoned quickly as and when required;
- Creation and maintenance of a reliable, efficient communication system for workers who are expected to work remotely or in isolation;
- Regular communication and consultation with workers who are working in remote or isolated situations;
- Documented methods to monitor and evaluate the effectiveness of the risk control measures.

Convoy Transport Pty Ltd is committed to meeting its obligation to manage risks to health and safety for their workers, including remote or isolated workers, following the current OHS Regulations.

### Responsibilities:

The Organisation is responsible for ensuring there is a safe system in place for workers who are required to work remotely or in isolation while undertaking activities for Convoy Transport Pty Ltd, by the requirements of current OHS Legislation.

Failure to comply with the requirements of this policy and the procedure will lead to disciplinary action, which may include possible dismissal, loss of contract and legal action for severe breaches.

At Convoy Transport Pty Ltd, the manager/supervisor is responsible to:

- Determine under which conditions working alone or in isolation is permitted by Convoy Transport Pty Ltd workers;
- Determine which types of duties undertaken while working in isolation;
- Define limitations and prohibitions on specific activities when working in isolation;
- Consult with workers when determining risk levels, control measures and communication systems;
- Maintain accurate records concerning workers who are on-shift and working remotely or in isolation, including timely completion and monitoring of Remote and Isolated Work Plans;
- Be familiar with and understand the Remote and Isolated Work Policy;
- Be familiar with and follow the Remote and Isolated Work Procedure and Remote and Isolated Work Plans;
- Respond quickly and appropriately to emergency situations and failure to 'Call-In' on schedule by workers.

Workers are responsible to:

- Ensure they work safely and do not endanger the health and safety of others in the workplace when working remotely or in isolation;
- Actively participate and cooperate with consultation processes and mechanisms and follow reasonable directions given by managers/supervisors in respect of working remotely or in isolation;
- Report and monitor any hazards they identify when working remotely or in isolation;
- Be familiar with and understand the Remote and Isolated Work Policy;
- Be familiar with and follow the Remote and Isolated Work Procedure and Remote and Isolated Work Plans;
- Complete and follow a Remote and Isolated Work Plan when appropriate and before undertaking remote or isolated work.

### **Risk Assessment and Control**

Complete a generic risk assessment. Review to ensure they apply to each workplace and develop a workplace-specific work procedure for these tasks. Support the implementation of appropriate controls by the development of procedures, information, training, and adequate supervision. If risk remains, PPE will also be used to reduce risk.

Risk controls will be maintained to ensure they are suitable for the task and that they remain effective for the duration of the job. **The Operations Manager/Managing Director** will be responsible for monitoring risk controls associated with remote/isolated work.

Convoy Transport Pty Ltd believes that some tasks may be too hazardous to be undertaken in remote/isolated conditions. These tasks include activities defined as "High-Risk Work".

Convoy Transport Pty Ltd will not permit workers to conduct extremely hazardous works without the following strategies in place:

- At least two workers present at workplace (Buddy System);
- Dedicate one worker to observing the task, and no other duties will be assigned;
- Emergency response and rescue procedure;
- Prior communication with local emergency response authority to inform them of the time/location of activities, the risks and potential rescue situations that could occur and expected time for emergency service personnel to arrive when alerted.

Complete a Remote and Isolated Work Plan for every activity that requires work in remote/isolation. The plan must be agreed between supervisors and workers and signed off by **The Operations Manager/Managing Director**. Complete the 'Call-in Log' section throughout the task.

Convoy Transport Pty Ltd will maintain all equipment (such as transport vehicles, power tools, powered mobile plant, earthmoving machinery etc.) as per legislative requirements. Complete the *Plant and Equipment Register/Maintenance Log* for all equipment assigned for and used during remote/isolated work.

Convoy Transport Pty Ltd will ensure workers are provided with safety and emergency equipment. Including:

- PLB;
- Communication equipment (to be kept on person, not in the vehicle);
- GPS locating devices;
- Vehicle break-down kit (high visibility gear, wet weather gear, reflective/high visibility cones, spare tyre, toolkits);
- Emergency contact information;
- First aid kits;
- Fire protection equipment; and
- Any other items required for specific tasks.

*Emergency Contact information must be relevant to the specific workplace and can be printed and laminated as necessary.*

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300070	Remote and Isolated Work Plan ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300071	Plant and Equipment Register/Maintenance Log ( <i>OHSMS Recording Forms</i> )
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