

# Lone working policy template

Policy Statement: [Company Name] is committed to ensuring the safety and well-being of all employees, including those who work alone. This policy outlines our approach to mitigating risks and providing support for lone workers to maintain a safe working environment.

1. Risk Assessment and Mitigation: a. Conduct a thorough risk assessment for all job roles that may involve lone working. b. Identify potential hazards and take steps to minimize or eliminate them. c. Provide appropriate training and equipment to address identified risks.
2. Communication: a. Ensure that all lone workers have a reliable means of communication with colleagues, supervisors, or emergency services. b. Lone workers should carry a fully charged mobile phone, two-way radio, or another approved communication device at all times.
3. Check-In Procedures: a. Establish regular check-in procedures based on the nature of the work and the assessed risks. b. Lone workers should report their status or location at specified intervals to their supervisor or designated contact person.
4. Emergency Response: a. Define clear procedures for lone workers to follow in case of emergencies, accidents, or incidents. b. Provide instructions on how to request assistance and what to do while waiting for help.
5. Training and Education: a. Provide comprehensive training for lone workers on safety procedures, risk management, conflict resolution, and any specific skills or equipment they may need. b. Ensure that lone workers are competent in using communication devices and emergency protocols.
6. Health and Well-being: a. Promote the physical and mental health of lone workers. b. Provide access to relevant resources, such as counseling or support services.
7. Reporting Incidents: a. Encourage all lone workers to promptly report any incidents, near misses, or concerns related to their work environment. b. Establish a reporting system that allows for anonymous reporting if desired.
8. Supervision and Support: a. Implement regular site visits, remote monitoring, or supervisor support for lone workers as appropriate. b. Ensure that supervisors are trained to provide guidance and assistance to lone workers.
9. Review and Update: a. Periodically review and update this policy to reflect changes in work practices, technology, regulations, and emerging risks. b. Ensure that all lone workers are aware of and understand the policy.
10. Compliance: a. Ensure that all employees are aware of this policy and comply with its requirements. b. Non-compliance may result in disciplinary actions.

[Organization Name] is dedicated to the safety and security of all employees, and we will continually assess and improve this lone working policy to protect those who work alone.

Date of Policy: [Insert Date]

Policy Owner: [Insert Responsible Department/Person]

Remember that this template should be customised to fit your organisation's specific needs, and you should consult with legal and safety experts to ensure compliance with relevant laws and regulations.