



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Standard Operating Procedure Lone Working SOP.HSEMS.03

Effective Date 10/ 01 / 2019

Procedure #: SOP.HSEMS.03

Issue : 1

Revision : 0

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Approved by:

Managing Director



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Standard Operating Procedure Lone Working

Prepared by:

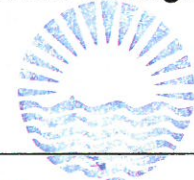

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Health, Safety and Environment Department Manager


Approved by:


Managing Director



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Issued by:


HSE Management System Representative

Effective Date: 10 / 01 / 2019

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1.0 Intent

- 1.1 This Standard Operating Procedure (SOP) defines the general rules and good practices required for lone working.
- 1.2 This SOP will help supervisors and all individuals who work alone to identify key risks and manage arrangements to avoid lone working or to work safely when lone work is required.
- 1.3 This procedure has been developed in line with the OSHAD CoP 30.0 Lone Working version 3.0 July 2016.
- 1.4 This SOP is applicable to all AADC staff and contractor workers.

2.0 Principles

- 2.1 In AADC certain workers are required to work alone in a diverse range of operational requirements.
- 2.2 It is important to minimise the need for lone working.
- 2.3 When workers work alone, all hazards and risks associated with lone working must be identified, appropriate control measures must be taken and be implemented to ensure the safety and health of workers.
- 2.4 To provide a framework to support supervisors in managing lone working activities and consultation with their workers.

3.0 Definitions

For the purposes of this document the following definition applies:

Term	Definition
Lone working	Lone working describes those workers who work by themselves without close or direct supervision
RA	Risk assessment

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4.0 Responsibilities

The respective Section Manager is responsible to distribute this procedure to all involved parties and monitor the implementation. Added responsibilities:

Role	Responsibilities
Supervisor	<ul style="list-style-type: none">• Conducts Risk Assessment (RA)• Identifies and coordinates all lone working activities and ensure contact arrangements with lone workers.• Regularly reviews arrangements to ensure that all measures are effective and continue to meet the requirements of the lone worker.• Maintains contact with lone workers using either a telephone, radio, possibly e-mail or SMS as available.• Ensures and implements that lone workers must answer section 5.3.1 before initiating any lone working activity.• Checks that a lone worker has returned to their base or home on completion of their work.
Lone Worker	<ul style="list-style-type: none">• Assists in conducting the RA and identification of potential risks of lone working.• Applies safe systems of work and any risk assessments and hazards controls.• Reports any matters of concern in relation to lone working, defects in equipment or the place of work and any unsafe systems of work to the supervisor.

5.0 Procedure

5.1 Planning and assessment

5.1.1 Supervisor / Authorized Person shall evaluate all possible lone working sites / activities to determine risks by using risk management practices.

5.1.2 Only trained and competent persons shall perform the lone work where



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appropriate.

5.1.3 Ensure that the hazards and risks associated with lone working are identified, assessed and appropriate measures are put in place to eliminate, control or minimise the risk.

5.1.4 Before initiating and / or leaving for lone work, supervisor and a lone worker shall consider the following factors to perform the work safely. If uncontrolled risks exist after assessing these factors then lone working shall be avoided. Factor to consider include:

- Length of time
- Time of day
- Work at remoted and isolated places
- In case of emergency response arrangements

5.2 Prohibited Work for lone working

5.2.1 All Live electrical work and testing in Power and Water units.

5.2.2 Entry into confined spaces where there may be inadequate ventilation i.e. tanks, manholes, pipes, ducts and flues, enclosed basement rooms.

5.2.3 Use of ladders which cannot be secured and require footing by a second person / working at height.

5.2.4 Use of dangerous machinery where there is a risk of entrapment, entanglement, crushing, impact or injury.

5.3 Lone worker shall know

5.3.1 Each worker who is about to embark on loan works shall ensure that has asked himself the below mentioned questions and satisfactory responses to all are known. Consider all required corrective actions as might be required to facilitate safe lone working.

Lone Work Questionnaire
Does the work involve an activity for which lone working is prohibited?
Is there a suitable communication system available, in order that worker is able to communicate with other team members and / or the supervisor.
Do access and egress to the area of work present any additional risk?
Does the work involve manually handling objects which are too heavy or awkward for one person?
If hazardous materials are involved, can their use be adequately controlled by one person?
If machinery and equipment are to be used or are in operation, do they present any hazards or risks? Can one person operate required equipment / machinery? Do the controls require more than one person for safe operation?
Are there any medical conditions which would put a lone worker at greater risk whilst doing the work?



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Availability of first aid equipment and awareness of nearby hospitals / clinics are known?

Does the person have any disabilities or health limits which would place him or her at greater risk when lone working?

Is there a risk of workplace violence to the lone worker?

Are emergency arrangements in place which is suitable for the lone worker?

Is appropriate PPE available and worn for specific work?

5.4 Emergency Planning and Health surveillance

5.4.1 Develop an emergency response plan when required.

5.4.2 A health surveillance program shall be considered when required but especially for working or handling hazardous materials.

6.0 References

6.1 OSHAD CoP 30.0 Lone Working version 3.0 July 2016.

6.2 OSHAD SF Element 2 – Risk Management – Version 3.0, March 2016

6.3 AADC Emergency Management and Response Procedure

7.0 Appendices

No Appendix for this SOP.

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