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Document Title	Working Alone Procedure
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Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring risks associated with working alone are identified, assessed and controlled to protect the health and safety of workers undertaking isolated or remote activities.

This procedure establishes the requirements for managing working alone activities and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel undertaking work activities without direct supervision or immediate assistance from other workers.

This includes remote work locations, forestry operations, national parks, workshops, client sites and other isolated work environments.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources, communication systems and emergency arrangements are available for working alone activities.
Operations Manager	Assess working alone risks, coordinate communication arrangements and respond to welfare or emergency concerns.
Supervisors	Verify appropriate controls are implemented before workers commence working alone activities.
Employees / Contractors	Comply with working alone requirements, maintain communication and report hazards, incidents or changes to work arrangements.

Procedure

Brendan McKenna Earthmoving shall ensure risks associated with working alone are assessed and controlled before work commences. The following requirements shall be implemented where personnel are required to work alone.

1. Assess Working Alone Risks

Working alone activities shall be assessed prior to commencing work.

This shall include:

- Identifying hazards associated with the work activity.
- Considering environmental conditions, weather and site access.
- Assessing communication availability and emergency response capability.
- Considering the worker's competency, experience and fitness for work.
- Determining whether working alone is appropriate for the task.
- Completing a Take 5 Risk Assessment where required prior to commencing work.

2. Establish Communication Arrangements

Effective communication arrangements shall be established before work commences.

This shall include:

- Informing the Supervisor or designated contact of the work location.
- Providing expected start, finish and return times.
- Confirming emergency contact arrangements.
- Ensuring mobile phones, radios or communication devices are operational.
- Activating GPS tracking or location-sharing systems where available.

3. Monitor Worker Welfare

Workers undertaking isolated activities shall maintain regular communication throughout the work period.

This shall include:

- Contacting the Supervisor or designated contact at agreed intervals.
- Reporting any changes to work location or conditions.
- Reporting delays in returning to base or completing work.
- Confirming welfare and safety during scheduled check-ins.
- Escalating concerns where communication cannot be maintained.
- Implementing emergency contact or welfare check arrangements where scheduled communications are missed.

4. Maintain Site Security and Emergency Preparedness

Appropriate controls shall be implemented to protect workers and manage emergencies.

This shall include:

- Displaying warning or restricted access signage where required.
- Maintaining access for emergency response where practicable.
- Ensuring emergency contact information is available.
- Carrying suitable first aid equipment.
- Understanding emergency response requirements relevant to the work location.

5. Report and Review Incidents

Incidents, communication failures and working alone concerns shall be reported and reviewed.

This shall include:

- Reporting incidents, hazards and near misses immediately.
- Reporting failures of communication equipment.
- Recording incidents in accordance with company procedures.
- Investigating significant incidents where required.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to working alone activities.

Record	Responsibility	Retention Location
Take 5 Risk Assessments	Employees / Supervisors	Site Records
Incident Reports	Employees / Supervisors	Incident Records
Communication Records	Supervisors	Project / Site Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-003 Take 5 Risk Assessment Procedure
- IMS-MP-001 Emergency Management Plan
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)