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## LEG-15 Lone Working Policy

### 1. Purpose

This policy aims to ensure the safety and welfare of employees, subcontractors, and contractors who work alone or in isolated conditions during Blackoak Contracts' operations. It sets out the responsibilities, risk management measures, and procedures to reduce lone worker risks.

### 2. Scope

This policy applies to all personnel who work alone, outside normal working groups or supervision, whether on site, off site, or at remote locations related to Blackoak Contracts' activities.

### 3. Policy Statement

Blackoak Contracts is committed to:

- Ensuring lone workers are protected from risks to their health and safety.
- Assessing and managing risks associated with lone working.
- Providing appropriate training, information, and equipment.
- Maintaining regular contact and monitoring of lone workers.
- Reviewing lone working arrangements regularly.

### 4. Responsibilities

#### 4.1. Managing Director

- Ensures implementation of the lone working policy and allocates necessary resources.

#### 4.2. Site Manager / Supervisor

- Identifies lone working situations and completes risk assessments.
- Implements controls to mitigate risks.
- Ensures lone workers are trained and have necessary equipment.
- Maintains regular communication with lone workers.

#### 4.3. Lone Workers

- Follow safe working practices and report hazards or incidents.
- Maintain contact with supervisors as instructed.
- Use provided communication devices and safety equipment properly.

### 5. Risk Assessment

- All lone working tasks must be assessed for risks before starting.
- Consider hazards such as site conditions, equipment use, environmental factors, and personal health.



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- Control measures may include scheduling work during daylight, using communication devices, or buddy systems.

## 6. Control Measures

- Ensure lone workers have access to a mobile phone or radio at all times.
- Establish regular check-in times or monitoring systems.
- Provide personal protective equipment (PPE) appropriate to the task.
- Restrict lone working in high-risk tasks or hazardous environments.
- Ensure emergency procedures and contacts are clear and accessible.

## 7. Training and Information

- Lone workers will receive training on safe working practices and emergency response.
- Information on site hazards, communication protocols, and reporting procedures will be provided.

## 8. Emergency Procedures

- Lone workers must know how to raise the alarm if an emergency occurs.
- Supervisors must act promptly on missed check-ins or reports of incidents.
- Emergency contacts and first aid arrangements must be readily available.

## 9. Monitoring and Review

- Lone working arrangements and risk assessments will be reviewed periodically or after incidents.
- Feedback from lone workers will be used to improve safety measures.

## 10. Policy Review

This policy will be reviewed annually or when significant changes in work practices occur.

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