

Planning Considerations

- Always have **back-up communications plans** - Cell phones cannot be the primary means of effective communications.
- **Visit lone workers where practicable** - Particularly for junior employees or contractors/visitors who are new.
- If the worker/visitor is **not a native English speaker**, make special arrangements for emergencies.
- **Golden Hour Response** – In remote locations consider the need for rescue helicopter support and the plan should include the ability to summon a rescue helicopter.
- **Night Rescue** – Rescue helicopter night vision equipment is enhanced if a signal can be made with a strobe light or high-powered LED flashlight.

Minimum Requirements

Preparation

- **Understand the hazards** in the area you're working in
- Understand current **weather condition & weather forecast**.
- **Have the right equipment** for the task & conditions, including appropriate clothing, Personal Protective Equipment and Personal Locator Beacon
- **Have appropriate communications** for the task.
- Have a **first aid kit**.
- Understand site specific **emergency procedures**.
- Have a map or GPS capability (where applicable)

Check-in/Check Out

- Ensure employees, contractor, or visitor **check-in daily** to keep updated on changing risks & conditions.
- **Scheduled check-ins** by radio or cellphone should be made for tasks that last more than three hours.
- If a lone worker or visitor is **30 minutes past check-in/check-out** time the manager should:
 - Attempt to contact the worker/visitor.
 - Contact the notified point of contact to see if the worker/visitor has contacted them.
 - Check vehicle monitoring systems to find worker/visitor location (where applicable)
 - Send other workers to the last known location.
 - Be prepared to activate emergency procedures.
- **Checking out** should occur at the completion of the task or at the return home by the lone worker or visitor.

Sole Charge Workers

Where workers are the sole employee on farm they should:

- **Keep partners or family aware of their schedule and locations**, and who the farm contact is if they exceed their check-in times.
- Keep Business Managers aware of their movements, particularly when working **after-hours or during adverse weather**. Contact can either be through cellphone, text, email, or social media.
- Keep a **location board at the office and/or farmhouse** so that searchers know movements, contact details and/or where to look

WORKING ALONE GUIDELINES

