

Remote Location / Working Alone

**Work by individual staff members at remote locations or closed sites.
Response process and risk assessment.**

1. General:

The work takes place at undeveloped areas, closed retail sites or demolished locations. If there is work on these locations for an individual working alone, a special risk assessment has to be carried out. A second staff member must be present during this risk assessment. This second person is responsible for controlling the time duration of the arranged response cycle.

2. Fieldworker and Contact person:

Fieldworker: _____ Mobile Number: _____
 Vehicle Number Plate: _____ Vehicle Model: _____
 Office Contact Person: _____ Phone Number: _____
 Is there any other work taking place at present on the site? Yes No; If yes, what?

3. Notification Cycle:

The following template must be completed at regular intervals determined by the field worker. If the allocated time expires, the responsible office worker has to try to contact the fieldworker on his mobile phone. If this is not successful, the office worker has to start a separate arranged rescue plan. For "site" please fill in the number from part "4. Location" on this form.

Notification cycle: from arrival at (00:00) hours			Office:		
Arrival:	Time	Site	Receive;	Time	Site
1 Notification					
2 Notification					
3 Notification					
4 Notification					
5 Notification					
6 Notification					
7 Notification					
8 Notification					
9 Notification					
10 Notification					

4. Locations:

Sites must be listed in the same sequence as visits have been planned

Name of Site: 1.
Number, Street 1.
Place, Zip 1.

Name of Site: 2.
Number, Street 2.
Place, Zip 2.

Name of Site: 3.
Number, Street 3.
Place, Zip 3.

Name of Site: 4.
Number, Street 4.
Place, Zip 4.

Short description of the work at each location:

1. _____
2. _____
3. _____
4. _____

In addition to the following risk assessment the consultant has to carry the work plan and the current guidance (e.g.) with him.

Only suitable and inspected tools are allowed. The tools have to carry the sign of regular examinations.

Please note: **this form does not replace the documents JSA, ATW, necessary permits or other documents required.**

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5. Risk Assessments:

Risk for the employee, third party or the environment through (list only and example, must be completed/continued):

Risk	No	Yes	If Yes, action taken
Ground (e.g. rabbit holes)	<input type="checkbox"/>	<input type="checkbox"/>	
Weather (e.g. black-ice)	<input type="checkbox"/>	<input type="checkbox"/>	Spikes, Salt
Insects	<input type="checkbox"/>	<input type="checkbox"/>	
Crushing hazards	<input type="checkbox"/>	<input type="checkbox"/>	PPE
Isolation of Energy Sources	<input type="checkbox"/>	<input type="checkbox"/>	LO/TO
Others	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

The minimum required PPE that must be worn during work by the fieldworker. It is also to assess whether additional PPE has to be worn at this location / during this work or as a outcome of the JSA.

Hard Hat <input type="checkbox"/>	Gloves <input type="checkbox"/>	Glasses <input type="checkbox"/>	Ear Protection <input type="checkbox"/>	Vest <input type="checkbox"/>	Boots <input type="checkbox"/>	Other <input type="checkbox"/>
Skin Protection <input type="checkbox"/>	Long Sleeves <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Necessary Documents (to be completed):

HASP – Health And Safety Plan

JSA – Job Safety Analysis

ATW

Permits

6. Countersigning of the steps from page 1:

Herewith, the fieldworker (FW) and the contact person (CP) confirm, that they have followed the control steps from page one.

Signature (FW):

Signature (CP):

7. Response after finish:

After the work is finished, you have to respond:

1. by telephone

Signature (FW):

Signature (CP):

2. in person

Signature (FW):

Signature (CP):

8. Comments after work has been completed:

After the work has been completed, fieldworker confirms that:

Work has been completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The facility is in a safe condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Produced waste was properly treated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Comments:		