

1. Purpose

Aurora Labs recognises the level of risk associated with operations and tasks will increase when they are undertaken by employees who work alone or after hours. Working alone or after hours increases risk because of a reduced ability for the provision of services and resources that can assist with the control of risk.

This policy outlines the guidelines for undertaking work after hours or alone. Aurora Labs is committed to ensuring the health, safety and welfare of its employees and for other persons who may be affected by our activities.

2. Applicability

This policy applies to any employee at Aurora Labs required to work alone at any period and where a situation arises that they may have to work after hours.

3. Policy

3.1. WorkSafe Western Australia defines Working Alone as follows:

A person is alone at work when:

- 3.1.1. they are on their own,
- 3.1.2. they cannot be seen or heard by another person; and
- 3.1.3. they cannot expect a visit from another worker or member of the public for some time.

3.2. The term "working alone" is also interchangeable with "working in isolation". Working Alone guidelines are aimed to assist staff, who by time, location or the nature of work are working or likely to be working alone. Typical examples include, but are not limited to:

- 3.2.1. working in the building after hours
- 3.2.2. working in a location with no outside contact e.g. printing room
- 3.2.3. working alone undertaking hazardous activities e.g. lab, maintenance, workshop.

3.3. What does the legislation require?

The Occupational Safety and Health Act 1984 states that: An employer shall, as far as is practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards.

In addition to this with respect to working alone, the Occupational Safety and Health Regulations 1996, Regulation 3.3: Communication with isolated employees requires;

- 3.3.1. a means of communication to enable an employee to call for help in the event of an emergency; and
- 3.3.2. have a procedure for regular contact with this employee.

4. Procedure

- 4.1. Staff must not carry out high risk work whilst alone. This includes, not working with:
 - 4.1.1. high voltage discharge in the electrical cabinet of printers.
 - 4.1.2. hot works – e.g. welding.
 - 4.1.3. grinding.
 - 4.1.4. working at heights (the potential to fall from one level to another is considered working at heights in the WA regulations) – e.g. filling powder hoppers.
 - 4.1.5. using the forklift - e.g. to move compressed gases in cages.
 - 4.1.6. laser alignment or using the laser test rig.
- 4.2. General working hours are between 7:00am and 5:00pm Monday to Friday. All employees working outside of these hours on a recurring basis must obtain prior approval from their manager.
- 4.3. When leaving and locking up the workshop employees will need to notify a member of the management team that they have locked and left the premises safely.
- 4.4. A **communication plan** between you and your manager should be established on a regular basis and documented **via email**. This will set out your intended out of hours work times, a schedule for contact via telephone or other agreed method (SMS), and set out numbers to contact in an emergency or if the Manager/key contact is unable to successfully contact the employee. A review of any working policy or procedure should be read, understood and signed by each employee on an agreed basis (yearly or more frequently if applicable).

e.g. Out of Hours Spreadsheet

Name: **Rebekah Letheby**

Date	Start Time	Intended Finish Time	Time first contact	Time 2 nd contact	Time Exit Contact
28/7/17	4:00pm	8:00pm	SMS 6:00pm		SMS 8:00pm
30/7/17	6:30pm	8:00am	SMS 6:50pm	7:45am in person	SMS 9:00pm