
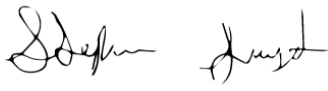
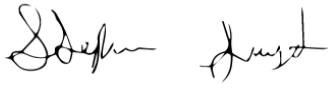




Lone Working
Standard Operating Procedure
QEHS P 019 (V2)

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	07/06/2022
Reviewed by		Director	21/06/2022
Approved by		Director	21/06/2022

COMPANY PROPRIETARY INFORMATION

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Date	Version	Context	Initial
24-05-2021	1	Procedure implemented into Management System	KR
03-06-2022	2	Cover page changed and ISO logos added. Some changes to wording and format	BG

P 019 Lone Working SOP

Quality, Environment, Health & Safety

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1.0 Introduction/Purpose

This procedure describes the control measures in place for Lone Workers working on behalf of the Evergreen Fields Ltd.

2.0 Scope/Application

This procedure applies to all employees of Evergreen Fields Ltd. while conducting their work duties.

3.0 Reference Documentation

Reference	Document Title	version
	Safety, Health & Welfare Act 2005	

4.0 Terms and Definitions

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Quality manual	Document specifying the QEHS management system
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

5.0 Responsibility

The relevant management representative shall identify the OH&S Hazards in relation to Lone Working. This shall be used to develop control procedures to reduce the risks that may be present as a result of Lone Working, as outlined in this procedure. This shall be communicated to relevant Employees.

The senior management of Evergreen Fields Ltd. shall review and approve this procedure and will provide the necessary resources for its successful implementation.

All employees who work alone must:

- Take reasonable care to look after their own safety and health.
- Safeguard the safety and health of other people affected by their work.
- Co-operate with Evergreen Fields Ltd. safety and health procedures.
- Wear provided PPE at all times during the workday/task.
- Use tools and equipment properly, in accordance with any relevant safety instruction and training they have been given.
- Not misuse equipment provided for their safety and health.
- Report all accidents, injuries, near-misses, and other dangerous occurrences.

6.0 Process

6.1 Communication

Employees should ensure that:

- They have their mobile phone on their person, switched on, with the ring tone set to an adequate audible level at all times during the working day/task.
- Their mobile phone has adequate battery charge to ensure it remains switched on during the working day/task.

Evergreen Fields Head Office shall make controlled periodic calls to employees during the workday/task to ensure employees are safe.

Employees shall contact Head Office at any time where they feel:

- Threatened or unwell.
- They are/or may be entering a hazardous area.
- Have been in an accident/near miss.

Head Office will provide advice and immediate support to the employee.

Where an employee is under duress or feels threatened in a potentially violent situation, the employee should:

- If safe to do so, call Evergreen Fields Ltd. Head Office or a member of Evergreen Fields Management team.
- Use the following code words “**Smelly Sludge**” to inform Head Office/Management that they are in a compromised situation. Head Office will provide advice and immediate support to the employee using the company vehicle Fleetmatics Tracker to pinpoint their location.

6.2 Safe Working Procedures

Employees are provided with and trained up in Evergreen Fields Ltd. safe working procedures including the following:

- Safety Statement – provides safe working methods and risk assessments
- Safe Operating Procedures – provides guidance on safe procedures to be followed for specific tasks (e.g., Drivers Handbook).
- All provided safety documentation shall be followed by employees at all times.
- For Evergreen Fields Ltd. Commercial Vehicles drivers are required to complete daily vehicle checks and to record this on their check book. Any defects should be reported to Evergreen Fields Ltd. Head Office immediately.
- Where employees feel that existing procedures do not cover all risks or that a new hazard is present, they should contact Evergreen Fields Ltd. Head Office/Management for guidance before proceeding.

6.3 Emergency Equipment

All Evergreen Fields vehicles and Evergreen Fields sites are equipped with:

- First Aid Kits
- Fire Fighting Equipment

6.4 Emergency Preparedness

All employees are provided with Emergency Procedures. These are to be followed in the case of an accident/near miss.

- The Emergency Procedures give guidance on the appropriate steps to take in the event of an emergency as well as contact details and reporting requirements.
- The Emergency Procedures are as follows:
 - QEHS P 009 Emergency Plan Procedures
 - QEHS P 006 Accident/Incident Reporting Procedure
 - QEHS P 011 Evergreen Fields Head Office Emergency Plan
 - QEHS F 016a Accident/Incident Report Form

6.5 Vehicle Tracking Alarm

All Evergreen Fields Commercial Vehicles are fitted with a Fleetmatics GPS tracking device. This provides real-time tracking of the vehicle's location. This system provides Evergreen Fields Ltd. management with an automatic alarm when there is inactivity for more than 1 Hour. In this instance, Evergreen Fields Ltd. management will attempt to contact the employee via their mobile phone to check that they are ok. If the employee cannot be reached, Evergreen Fields Ltd. management will immediately raise the alarm to support the employee. This may involve direct support (Evergreen Fields Ltd. management or an assigned individual will proceed immediately to the location identified) or Evergreen Fields Ltd. management will contact the Emergency Services to request support).

If the employee is able to answer their mobile phone and are under duress or in a threatening situation, they are reminded to use the code words "**Smelly Sludge**" to alert Evergreen Fields Management of the situation. Head Office will provide advice and immediate support to the employee using the company vehicle Fleetmatics Tracker to pinpoint their location.

7.0 Review

This document is to be reviewed on an annual basis or as required by senior management.

This procedure shall be reviewed by the Evergreen Fields Ltd. senior management:

- In the event of an accident/incident/near miss
- In the event of any change to legislation and/or contractual requirements
- On an annual basis