

NATIONAL GUIDELINES FOR

# Working Alone or in a Remote Locality



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## FOREWORD

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The Commonwealth Safety Management Forum (CSMF) set up a working group of member organisations to develop national guidelines to assist Agencies who have staff working alone, or working in remote localities. A number of Agencies with a particular interest in this area formed the working group with Environment Australia providing the chair and the secretariat. A list of members of the working group appears at Attachment E.

## OBJECTIVES

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The objective of these guidelines is to assist Agencies in developing their own policy and to raise awareness of both the dangers associated with working alone or in remote localities, and the associated responsibilities of Agencies managers and staff.

# INTRODUCTION

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These guidelines should be read in conjunction with the *Occupational Health and Safety (Commonwealth Employment) Act 1991* to ensure that all persons who work alone, or in remote localities, are aware of all occupational health and safety issues related to the performance of their duties when working alone or in remote localities.

These guidelines are not prescriptive and have been designed to assist Agencies to make their own decisions in the particular circumstances in which they operate. The guidelines are aimed at providing Agencies with a framework to assist them in developing their own policies.



# DEFINITIONS

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## Working Alone

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Working alone is defined as work carried out in an area where normal means of contact with another individual are not generally available, so that the potential risk of any existing hazard/s is increased to an extent where extra precautions need to be taken. This may involve working in an isolated area, on or off-site, including local or regular work sites, either during or outside normal working hours.

The major danger in working alone is sustaining an illness or injury that precludes self-rescue. The most common working alone situations arise during nights, weekends, and holidays. However, personnel may work in areas with no other personnel during normal working hours, as well. Individuals who fall under the category of working alone should make provision for having their welfare monitored by another individual. The level of monitoring necessary is determined by the degree of hazard (based on the probability and severity of the risk) of the work, or the work environment.

## Remote

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Working in remote localities is defined as working in localities considered remote from civilisation due to;

- distance
- terrain
- access
- time
- communication links

and/or where there are few people, and communications and travel are difficult, or where assistance is a long distance away. (An example would be leaving a vehicle on a well-trafficked road and moving into the bush.)

# DEFINITIONS

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## Characteristics of Remote Location

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- distance from major population centres
- difficult to access eg; road condition or time to get there
- climatic conditions eg; extremes - heat/cold rain/flood
- communication only by radio/satellite phone
- few people
- difficult terrain



The responsibilities relating to working alone or in remote localities are shared by:

- Management
- Area/Team Managers/Supervisors
- Employees/Fieldworkers
- OHS Officer
- Health and Safety Representatives



# RISK FACTORS / HAZARD ASSESSMENT

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Before any trips are planned there are a number of risk factors that need to be taken into account by Agencies when developing their own policy for specific locations.

A risk matrix has been developed to assist in identifying the degrees of danger or risk associated with particular locations, modes of transport, accommodation, health and medical, communication and personal security. Please refer to Attachment A - Risk Matrix.

Some of the factors that need to be considered are:

- availability of first aid/emergency assistance
- violence/security
- hazards that may result from contact with native or introduced fauna and flora
- implementation of practicable hazard control measures, including informing participants about the hazards, providing appropriate personal protective equipment, implementing specific work procedures, and providing suitable first aid equipment
- communicable diseases (including TB and Hepatitis A and B)

Emergency Management Australia (EMA) is a Commonwealth Government agency responsible for reducing the impact of natural and man-made disasters in the Australian community. EMA produces many publications designed to help communities prepare for a wide range of emergencies. These include:

- Emergency! A step by step guide to what you need to know
- Standard Emergency Warning Signal – Each State and Territory produce brochures
- Bushfire Action Guide
- Cyclone Action Guide
- Earthquake Action Guide
- Flood! Warning, Preparedness and Safety
- Landslide Awareness (also covers landslide survival)
- Protecting Caravans and Light Structures in High Winds
- Severe Storm Action Guide
- Earthquake Awareness for Australians
- Living with Landslides
- Protecting Caravans From High Winds
- Severe Storms – Facts, Warnings and Protection
- Surviving Cyclones
- Tsunamis
- Hazards, Disasters and Survival

Further information is available on EMA's web site at <http://www.ema.gov.au>

State/Territory Emergency Services are also a valuable information source for emergency planning advice and assistance.

## FITNESS TO UNDERTAKE DUTY

Working alone and/or in remote areas can be both physically and mentally demanding. The fitness of participants should be taken into consideration when planning any trip. The psychological and physical condition of each participant should be determined for any trip, and personal/family issues should be taken into account, particularly where a person is recommended for a long posting in a remote area.



# FITNESS TO UNDERTAKE DUTY

The following information may assist Agencies in assessing and determining suitable participants:

## Physical

- Medical assessment on appointment paying particular attention to duties to be performed
- Annual checks for staff regularly working in remote areas
- Hazard assessment for occasional remote work

Health Services Australia (HSA) has advised that there are several levels of assessment available, and that it is advisable to assess staff over 40 years of age in more detail. A detailed comparative table of the assessment options are on the following page.

Current medical assessment	Health status assessment	Additional testing for staff over 40 years	Additional fitness assessment (if likely to be rejected)
Basic public service entry testing	Health assessment with particular attention paid to cardiovascular, respiratory and locomotor systems, visual acuity and hearing. Includes an ECG and spirometry to assess heart and lung function.	Cholesterol testing for Diabetes and Liver function	Tri-Level Aerobic Fitness Test

## FITNESS TO UNDERTAKE DUTY

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Costs for assessments vary. For more information regarding costs contact Health Services Australia (HSA) in your State or Territory or visit their website at <http://www.healthoz.com.au>.

Any outcomes of these assessments can be used to assess a person's suitability to carry out the duties of a position. These will assist the Agency should it need to redeploy staff because of medical reasons.

Agencies should consider what procedures are in place if a person fails to meet, or continues to fail the assessment criteria, and the impact on the individual and/or the work area.

## Psychological

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For Agencies with staff working in remote locations either permanently or on a long term basis, use of psychological assessment by reputable providers is advisable to determine suitability for appointment to the position.

### Psychological Guidelines for Remote Area Work

Psychological assessment can be valuable in determining the selection of staff for remote area work, in that it can assist in screening out potentially unsuitable candidates while maximising the recruitment of suitable individuals. The usual process of psychological assessment includes psychometric testing and a clinical interview, and can be tailored to suit an organisation's individual requirements.

It is recommended that the following areas be assessed with individual candidates for remote postings:

- attitudes to stress / coping resources
- personality characteristics
- life skills
- interpersonal skills
- motivation

# FITNESS TO UNDERTAKE DUTY

Psychological assessment is performed in two stages, approximately one week apart. This method allows for psychometric testing to be conducted on the first appointment, followed by a structured clinical interview on the second appointment. Information gleaned from psychometric testing results is used to guide the direction of the structured interview, thereby probing the more relevant areas in a detailed manner.

Note: Some Agencies may require accompanying spouses to undergo appropriate testing. For more information please contact Health Services Australia in your State or Territory.





## People issues

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Where officers are required to take long field trips into a remote area, whether alone or in a group, they need to consider their personal and family issues. The following are suggested:

- settle any personal differences
- contact the Agency on regular schedules
- contact home on regular schedules
- set personal goals for the field trip and work towards them
- take books or appropriate hobbies to prevent boredom
- take an interest in fellow travellers
- be considerate of others
- enjoy the experience
- remember safety first and last
- finish the trip as positively as when starting
- return home safely

In Australia, where conditions of both climate and weather can be extreme in remote locations, careful planning of any field trip is required.

The following checklists may assist:

## General planning with stakeholders

- size and composition of the field party
- personnel to travel
- fitness of personnel to travel
- general health of field party
- First Aid personnel - qualifications required for the journey

## First Aid supplies

- |                            |  |
|----------------------------|--|
| survival kit               | emergency equipment                        |
| firearms                   | fire extinguisher                          |
| ropes                      | whistle                                    |
| supplies - food/water/fuel | toilet paper and personal hygiene items    |
| torch and batteries        | clothing and personal protective equipment |
| thermal blanket            |  |

## Hazard assessment - (see Risk Matrix at Attachment A)

Journey details - limits on travel times and breaks/route to travel

Check road and weather reports for conditions of roads

Heed all road and traffic signs

Advise police/appropriate authority when you leave and your estimated time of arrival

Transport - checking of vehicles and/or other transport - spares

Consider whether satellite navigation equipment is required

Methods of communication - with each other - with locals - with base

Permits, permission to enter and other local etiquette

Local arrangements - camp site - bush and indigenous protocols

Camp site issues water/hygiene/ablutions/smoking/ alcohol/safety/lighting

Flora and fauna of area and possible hazards

Employees regularly participating in remote field trips should undertake certification in First Aid and cardiopulmonary resuscitation (CPR).

St John Ambulance Australia hold specific Remote Area First Aid (Level 2) training in most locations, for which a certificate is awarded. The certificate is valid for three years. A First Aid Level 2 Certificate is a prerequisite for the Remote Area First Aid course. The course provides an understanding of the priorities of leadership and casualty care in remote areas and adds decision making to the First Aid Level 2 course.

Details may be obtained from St John Ambulance in each State and Territory or from their website <http://www.stjohn.org.au>.

The following should also be considered:

- higher level training for marine/island work
- St John First Aid Level 2 or equivalent minimum for employees
- easy access to appropriate St John First Aid Kit (or equivalent) which includes additional remote area items and a first aid manual (see Attachment B)
- supplementary information for first aid situations in extreme cold and heat conditions
- any incident or accident, whether or not resulting in an injury, should be reported as soon as possible
- each fieldwork party should, if possible, have at least two participants with current certificates in First Aid to St John Level 2, or equivalent. Where a fieldwork party splits into two or more smaller groups, and will not be in the same area or on the same islet, the team leader should, if possible, ensure that a First Aid officer is included in each group
- management of medical emergencies and major trauma cannot be adequately covered by a First Aid kit. The field First Aid kit should only be seen as supplementary to the essential requirements of training in first aid for field trip members and reliable round-the-clock communication facilities
- communication procedures in case of emergency
- emergency procedures

## Medications

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Some officers undertaking field trips may be on regular or take-as-required medication. It is vital that they carry adequate supplies of such medication and if a pre-trip planning checklist is adopted for the trip, prescription medications should be included. Ultimately this is the responsibility of the individual officer but inadequate precautions can have serious repercussions for others. Appropriate storage and security should be provided for such medication.

Note on the use of analgesics: The Comcare *Approved Code of Practice for First Aid in Commonwealth Workplaces (Book 16, 1999)* directs that analgesics should not be made available by employers for employees unless a medical practitioner advises the employer that analgesics are necessary for specific employees.

The following should be considered:

- water purifiers
- vaccinations - relevant, up-to-date for the locality.
- some equipment or materials which cannot be considered first aid may be considered medically necessary for some field trips. These would include, for example, sunscreens, broad-brimmed hats and adequate supplies of fresh water.

Fields trips may be by foot, air, road, rivers and sea. Each mode of transport requires its own special planning and preparation. Each Agency will have its own particular situations. Whether travelling by air, road or boat to remote communities, staff should ensure, where possible, they should not continue any part of the journey in vehicles which appear to be unsafe or are unregistered.

### Emergency procedures

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All Agencies should have emergency procedures. These procedures should be taken into consideration for the type of field trip being taken.

### Air

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Charter flights, helicopters, and scheduled airlines may be used. Depending on the location and destination, aircraft are expected to be equipped with appropriate navigational and communication equipment.

In many situations, when travelling remotely or alone, it may not always be possible to use commercial scheduled flights. In these cases, sensible precautions should be taken. When using chartered flights, observing the aircraft, ground activities and airline personnel before boarding the aircraft is good practice. Look for oil leaks, bald tyres, cracked windows or other signs of poor aircraft maintenance. Check for the presence and condition of life saving vests and other safety equipment, or signs of lack of alertness or other problems in pilots and cabin crew. If it is not possible to travel with a commercial airline and charter flights must be used, insist on a detailed safety briefing before take off.

# MODES OF TRANSPORT

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At all times during aircraft travel, safety and emergency procedures should be studied and followed. Seat belts should be worn throughout the flight and the nearest exit point noted in case of an emergency evacuation. Care should be taken to observe health related advice, particularly for conditions such as deep vein thrombosis (DVT), which can affect travellers on any mode of transport where it can result from long periods of immobilisation or inactivity.

Avoid flying where ever possible if the traveller has a head cold or 'flu'. Modern jet aircraft are only pressurised to 6000 feet, and barotrauma is a condition that results due to air pressure variations. The risk is higher when a traveller has upper respiratory tract conditions that affect the ear's ability to adapt to pressure changes.

## Land

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Field trips must be planned and authorised by the appropriate delegate before departure.

See Attachment C - Planning Long Distance Journeys by Car Check List. Basic details of any field trip should include:

- time and date of departure
- expected time of arrival
- major towns, communities and roads to be covered
- names of those in the party
- agreed communication schedule - radio or telephone
- time and date of return



Before approving any travel, the delegate should ensure that the drivers possess a current driving licence, and are capable of operating the type of vehicle to be used, its communication equipment, recovery and repair systems. (Field staff could be asked to demonstrate their ability to change a tyre, operate the winch system, operate the communication system and carry out a pre-departure check).

Whenever possible, staff should not travel to remote locations alone. In special circumstances, before giving approval, the delegate should consider the following:

- the health and level of experience of the officer
- potential hazards in the area
- current weather and road conditions
- potential for another staff member to accompany the officer



An appropriate vehicle should be provided for all field work in remote locations, depending on the terrain, road surfaces and weather.

When driving through sand it is advisable to reduce tyre pressure to regain traction.

Specific equipment may be required in tropical or desert areas eg. air conditioning, power steering, satellite phone and global positioning system (GPS) and basic safety equipment.

A log book should be maintained for all vehicles, and only vehicles that have been serviced and maintained regularly should be used for remote field trips. A pre-departure check should be carried out by the driver to include the following:

- tyres (including the spare tyre/s)
- brakes
- oil
- first aid kit
- all lights
- battery
- windscreen wipers
- communication equipment

Essential tools such as a high-lift jack, tyre pump, pressure gauge, tyre levers, puncture repair kit should always be carried, and spare parts such as fan belt, radiator hoses and fuses should also be included. A checklist covering these items should be available for each vehicle.

In very remote areas, consideration should be given to carrying EPIRB equipment in the vehicle.

In case of a breakdown in a remote area, **officers should remain with the vehicle.**

It is also suggested that a basic survival kit be carried at all times see Attachment D.

A suggested maximum driving time in one day, excluding rest breaks, would be a maximum of 5 to 6 hours or 400 to 500 kilometres. It is advisable to avoid this maximum on a daily basis by planning trips on non consecutive days as far as is reasonably practicable and/or curtailing driving duty on days where public contact or other duties are scheduled. To avoid fatigue, breaks for main meals should follow the driver's usual routine. In addition allowance should be made for a ten minute break every two hours to allow the driver to get out of the car and walk around.

## Use of Agency vehicles

Each Agency should have in place a policy covering the use of Agency vehicles. Staff intending to use Agency vehicles should familiarise themselves with the policy and adhere to its provisions.

## Safety Training

Attendance at defensive driving or advanced driving courses by staff who are required to drive regularly as part of their duties is highly desirable and recommended.

## Health of the driver

A staff member who is aware of any health problem which may affect their driving safety (such as reduced physical tolerance or prescribed medication) has the responsibility under the *Occupational Health and Safety (Commonwealth Employment) Act 1991* to report this to their supervisor so the appropriate arrangements can be made.

## Owner Drivers

In limited circumstances a delegate may give approval for the driver to use a specific vehicle owned by the driver for official purposes.

Where approval is given for the use of a private vehicle for the purpose of a long distance journey, the planning and safety implications of these guidelines apply and Attachment B - Planning Long Distance Journeys by Car Checklist should be followed. The driver is responsible for the roadworthiness of the approved vehicle and for investigating and accepting the insurance implications of the arrangement.



## Water

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Travelling by water can present special difficulties and risks. Weather conditions can change rapidly over water, making for hazardous conditions on even seemingly benign and relatively small bodies of water such as lakes, rivers and reservoirs.

The consequences of an accident not only include possible drowning, but in certain waters such as in Northern Australia, or tropical oceanic waters, hazards also include venomous sea snakes, crocodiles and box jellyfish. Matters to consider include:

- only qualified boat handlers should operate craft
- craft should be registered and well maintained
- craft must have adequate and appropriate life saving vests and other safety equipment such as first aid kits, emergency signals (flares etc), communication equipment and EPIRB equipment as appropriate to the location and likely conditions
- craft must be appropriate for the type of conditions to be navigated
- loading should not exceed craft specifications and should take account of conditions likely to be encountered
- possible requirement for higher level First Aid eg; injections for snake bites when working on remote islands.

# PERSONAL PROTECTIVE EQUIPMENT

When embarking on a field trip to work alone/in a remote area, appropriate personal protective equipment should be used. Each Agency should assess its own needs or requirements for particular field trips.

The following examples may assist:

- where appropriate, personal protective clothing, footwear and equipment should meet OH&S, Worksafe and ASA (Australian Standards Association) standards
- appropriate footwear for the conditions
- experience and common sense should be used to determine requirements for equipment and clothing
- appropriate clothing to suit the climatic conditions
- items such as hats, sunglasses, sunscreens and insect repellents may be required in hot climates.



One of the key features which affects the degree of hazard or risk involved in working alone or in remote localities is the ease of communication, or the ability to summon help in emergency situations.

Communications not only refers to the use of specific equipment, but also the protocols in place to ensure that staff working either alone or in remote localities have regular planned contact with other staff as a check against accident or mishap.

- Where practicable, a communication device should be taken on fieldwork.
- Communications solutions may include serviceable field radios, VHF transceivers, nearby phone links, mobile phone, CB-radio, Flying Doctor radio or satellite communication.
- Flares and matches should be taken on field trips as a precautionary measure.
- Fieldworkers should be given training in the use of communication devices to be used in their work.
- Some Agencies have specific standards such as the Mobsat satellite communications system which provides immediate access to established telephone networks as well as a global positioning system.
- Regular daily (or more frequent) call-in schedules should be agreed prior to the start of a trip and strictly observed.
- Staff working alone, even if not remote, should employ similar contact schedules.
- Any changes to the schedule and itinerary should be notified.



Mobile phones are not effective in some extremely remote areas. UHF radio offers a 24 hour emergency channel which covers all remote areas. The channel for this will depend on the location. If CREST (citizens radio emergency station which organise this emergency channel) can't be reached, most of the local landowners are on UHF. Listings of local landowners can be obtained from local shires.

The carrying of EPIRB equipment for use in emergency situations is recommended, especially for remote areas or difficult terrain.



## Employer responsibilities for workers who work alone

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All government employers should provide and implement a plan to ensure, as far as reasonably practicable, the safety of employees from risks arising out of working alone.

The development of such a plan should be undertaken in consultation with the health and safety committee and with employees who may be required to work alone.

The plan should document methods to be taken to ensure as far as is reasonably practicable employees' safety, including providing emergency assistance.

Employers should establish an appropriate incident/accident reporting system.

Employees should not generally work alone in:

- laboratories where chemical substances are handled or housed, or where there is a risk of injury from the work being carried out
- areas where power, or hand-held tools, that could cause injury are used
- areas where moving machinery is used.

Where it is necessary, however, for employees to work alone in such areas, agencies should ensure that employees are fully qualified and trained in the use of chemical substances and equipment, and put appropriate mechanisms into place to ensure that employees comply with this requirement.

Where employees work alone, a means of communication to gain assistance in an emergency must be available. The following list of control measures should be assessed based on the needs of each Agency and work location.

- the buddy system
- periodic personal checks by another person
- periodic telephone contact or central monitoring
- electrical alarms, panic buttons and personal alarms
- video surveillance
- safe transportation home or safe access to the car park where the employee's car is situated.

Employees have a responsibility to undertake a medical assessment to determine whether they have a medical condition that would put them at risk while working alone. If so, they are advised to communicate that to their supervisor.

## Not Remote but Outside Normal Hours

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Employees working alone should not be exposed to significantly higher risks than others who work together. Precautions should take account of normal working conditions and foreseeable emergency situations, eg. fire, equipment failure, illness and accidents.

Agencies should ensure that employees are thoroughly familiar with the Agency's working alone policy. Each task proposed for working alone should be examined by management in terms of the risk factors to determine the degree of exposure involved.

Circumstances to take into account when assessing tasks for employees to perform alone include:

- the time and distance the employee is from sources of help in an emergency
- the length of time the worker is out of contact with supervision
- the degree of access to communication
- the presence of hazards associated with the work being performed
- the presence of hazards associated with the environment in which the work is being performed.

Employees working alone should advise a spouse, family member, co-worker or supervisor that they shall be working alone and when they expect to return.

## Emergency Situations

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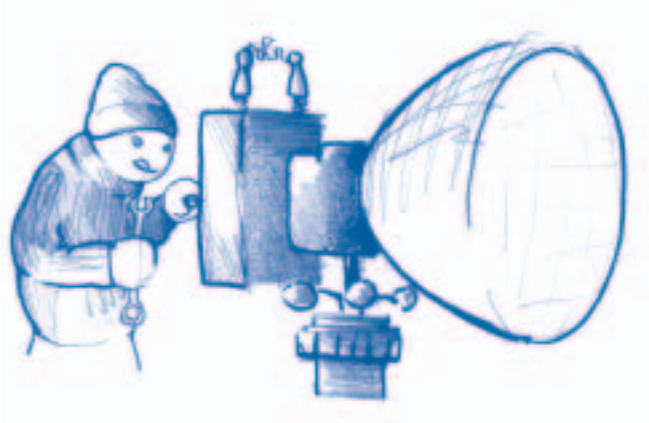
In the evenings and at weekends, many office doors which provide an exit from buildings during normal working hours are locked for security reasons. All means of escape required during normal working hours must be available wherever a person works in the building outside normal working hours. However, the mechanism for opening doors on exit routes may be different outside normal working hours. All employees must be made aware that aspects of their route out of the building in an emergency may be different.

Employees working alone should be capable of responding correctly in emergency situations. Emergency procedures should be established in agencies and the appropriate persons given clear and concise training and instructions on how to implement them.



Agencies should ensure that adequate help can be made available quickly in an emergency. Suitable systems should be devised to monitor the conditions of employees working alone and include at least a check at the end of the working period. Systems can include:

- procedures where a member of supervisory staff periodically visits and visually monitors employees working alone
- procedures where regular contact between the employee working alone and a member of supervisory staff or the security office is maintained using either a telephone or radio, eg. where emergency work is being undertaken by a call-out maintenance officer
- automatic warning devices which raise the alarm in an emergency and are activated by the absence of activity from the employee working alone.



Control measures may also include:

- planning emergency exits
- ensuring back doors or secondary doors are locked
- providing 'panic button' alarms that send a call for help at the push of a button
- providing two-way radio (often used by security staff)
- motion sensing alarms (in the areas of the office/building where there are no others working)
- installing phones in isolated areas such as store rooms
- pre-program phones to dial the emergency number
- installation of good outside lighting
- installation of video equipment
- providing escorts to vehicles.

Employees working alone who suspect someone is lurking outside, attempting to break in or have broken in should call the police immediately.

## Equipment

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Equipment which may be heavy, awkward, unstable or large should be handled by more than one employee and should not be handled by an employee working alone. In addition, more than one person may be necessary to operate essential controls for the safe running of equipment.

## Fitness

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Both routine work and foreseeable emergencies should be considered when assessing whether an employee is medically fit to work alone. Emergencies may impose additional physical and mental burdens on the individual.

## Training

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Training is particularly important where there is limited supervision in order to control, guide and help in situations of uncertainty. It is critical to avoid panic reactions in unusual situations, and employees working alone need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. Agencies should establish clear procedures to set limits as to what can and cannot be done whilst working alone, and, where appropriate, when to stop the work and seek advice.



## First Aid

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Appropriate first aid arrangements must be available for employees working alone. While access to a first aid officer may not be possible, first aid kits should be located in appropriate areas, clearly identifiable and accessible to all employees working alone.



## REFERENCE LIST FOR GUIDELINES

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- Aboriginal and Torres Strait Islander Commission
- Airservices Australia
- Australian National Antarctic Research Expedition (ANARE)
- AusAid
- Australian Faculty of Occupational Medicine
- Bushwalkers Wilderness Rescue
- Cocos Keeling Island
- DASFLEET
- Department of Employment Training and Youth Affairs
- Department of Health and Aged Care
- Emergency Management Australia (EMA)
- Environment Australia
- Environmental Research Institute of the Supervising Scientist (ERISS)
- Health Insurance Commission ACT
- Kakadu National Park
- NRMA
- Public Service and Merit Protection Commission
- Roads and Traffic Authority (NSW)
- Snowy Mountains Hydro-Electric Authority
- Sleep Apnoea Research Association
- St John Ambulance Australia
- Western Mining Corporation



The Risk Matrix is an assessment of location, transportation, accommodation, health, communication and personal security that an officer may encounter when working alone or in a remote location. These are to be assessed prior to departure, and in the case of weather, for instance, should be based on the normal weather encountered for that time and place, but taking into account the risk of extreme events.

### Example

This is an example in relation to Location Characteristics on pages 44 and 45.

First examine the matrix on pages 44 and 45. Select the relevant risk factor for each characteristic.

For example, characteristic A: Climatic Hot/Cold is in this case considered to be the same as the present workplace, so the risk factor is 1. A tick is inserted in column one against characteristic A on page 44.

However, for characteristic D: Road Conditions the risk factor is considered to be 2 and a tick is placed in column two against characteristic D.

Should a characteristic not be relevant for a category type (eg usually only one or two types of transportation would be used on any trip, and the others such as over-snow vehicles may not be relevant), the least risk factor will still need to be inserted. That is, a tick will still have to be placed in column one.

To calculate the risk factor, multiply the number of ticks by the number in the column it comes under. In the sample, column one is  $1 \times 5$  totalling 5, and column two is  $2 \times 3$  totalling 6, and so on.

Place the total of all columns ( $5 + 6 = 11$ ) in the total box on the right, and determine the rating from the list above. That is, 11 is in the range 9 -16 and therefore equals rating 2. This means that the risk rating for the category Location Characteristics is a rating of 2.

Then turn to page 56 and place a tick in rating 2 for Location Characteristics. This procedure is repeated for all categories.

After all categories have been completed and ratings allocated on page 56, a similar process as set out above is used to ascertain the Combined Risk Rating. That is, the number of ticks in each column is multiplied by the number at the head of the column and the answer placed in the sub-total row. The sub-total row is then summed, and the total figure placed in the total row. By comparing this number to the Combined Risk Rating chart, the level of combined risk and the recommended review process is revealed.

### *IMPORTANT NOTE:*

*If any relevant characteristic scores a risk factor of 5 then, despite the rating for that category overall not being a 5, executive management review should take place. This is to overcome the inherent averaging effect of this type of rating scale and to ensure any relevant high risk factor is given due consideration by senior management.*

## Risk Matrix: Location Characteristics

	A Climatic Hot/Cold	B Weather Conditions	C Altitude* <small>Persons who suffered a stroke should remain below level 4 subject to medical advice place</small>	D Road Conditions	E Water Conditions Quality & Availability	F Food Conditions Quality & Availability
1	Same temp range as present workplace	Fine - clear skies	Sea level to 2,000 feet	Sealed	Good quality available everywhere	Good quality available everywhere
2	Temp greater than or equal to 20°C or Temp less than or equal to 10°C	Light clouds	2,001 to 6,000 feet	Main roads only sealed	Good quality available in major centres only	Good quality available in major centres only
3	Temp greater than or equal to 30°C or Temp less than or equal to 0°C	Rain	6001 to 8,000 feet	Side roads- well graded	Good quality available in containers everywhere	Good quality available in containers everywhere
4	Temp greater than or equal to 40°C or Temp less than or equal to 10°C	Rain storms, dust storms and fire/lightning/floods	8,001 to 10,000 feet	Side roads not graded/sealed but badly potholed	Poor quality available in major centre only	Poor quality available in major centre only
5	Temp greater than or equal to 50°C or Temp less than or equal to -20°C	Wet season cyclonic/blizzard	10,000 to 28,000 feet	Black soil/wet/rough boulders	All water to be purified	Food may need to be cooked/purified

## Risk Matrix: Location Characteristics

	G Language Personal Communications	H Local protocols
1	Officer speaks local language fluently	Officer understands the local protocols completely
2		
3	Speaks some local language - would get by with language book	Officer has contacted the appropriate people
4		
5	Speaks no local language - interpreter required	Officer has no experience in local protocols

	No.
A	
B	
C	
D	
E	
F	
G	
H	
Total	

Totals Range	Rating
0-8	1
9-16	2
17-24	3
25-32	4
33-40	5

## Risk Matrix: Personal Security

	A Personal Assault /Robbery	B Property Theft/Damage	C Police	D Military	E Country/political Stability
1	Occurs yearly or less	Occurs yearly or less	Professionally trained and in sufficient numbers	Professionally trained and in sufficient numbers	Stable
2					Some instability
3	Occurs monthly	Occurs monthly	Professional and volunteer force	Professional and volunteer force	Volatile
4					Very volatile
5	Occurs frequently	Occurs frequently	No trained professionals	No trained professionals	Extremely volatile

	No.
A	
B	
C	
D	
E	
Total	

Totals Range	Rating
0-5	1
6-10	2
11-15	3
16-20	4
21-25	5



## Risk Matrix:Transportation - 1

	A Scheduled Airline Service (including Helicopters)	B Airline Charter or Hire (including Helicopters)	C Road Vehicles Agency vehicle and 4X4	D Hire Vehicle and 4X4	E Over snow vehicles includes ski doos and large 4x4 over snow
1	Major airline using large modern jet aircraft in a well-resourced aviation industry	Licensed Charter operator meeting all world's best practice standards under agency contract	Immediately available - registered and fully equipped - with driver	Immediately available - registered and fully equipped - with driver	Immediately available - registered and fully equipped - with driver
2	Commuter airline (less than 35 seats) in a well-resourced aviation industry, or a major airline in a less well resourced industry	Licensed Charter operator meeting all world's best practice standards	Available but no driver available	Available but no driver available	Available but no driver available
3	Large scheduled helicopter service, or a commuter airline in a less well-resourced industry	Licensed Charter operator meeting most world's best practice standards	Available and registered but not fully equipped	Available and registered but not fully equipped	Available and registered but not fully equipped
4	Small scheduled air operator (10 seats or less) fixed wing or helicopter in a well-resourced industry	Licensed Charter operator meeting few world's best practice standards. (Usually a less well-resourced industry)	Limited availability (suitability for area)	Limited availability (suitability for area)	Limited availability (suitability for area)
5	Small scheduled operator (10 seats or less) in a less well-resourced industry	No licensed carriers available. Private aircraft hire.	No vehicle available	No hire vehicle available	No vehicle available

	No.
A	
B	
C	
D	
E	
Total	

Totals Range	Rating
0-5	1
6-10	2
11-15	3
16-20	4
21-25	5

## Risk Matrix:Transportation - 2

	A Boats Agency Boat	B Hire Boat	C Air Boats	D Animal Hire Camel/Donkey/ Horse/Elephant	E Foot Transport
1	Immediately available and equipped to standard	Immediately available and equipped to standard	Immediately available and equipped to standard	Available and meet Requirements	Able to walk long distances with pack ie 30 kilometres
2	Available within a week - to standard	Must be hired with driver	Must be hired with driver		
3	Available within a month - to standard	Some available but poor quality	Some available but poor quality	Some available but poor quality	Limited ability to walk long distances
4	Available after three months	Availability unknown	Availability unknown		
5	Not available	No hire available	No hire available	Low quality available	Not able to walk long distances

## Risk Matrix:Transportation - 2

F Travellers Ability to Swim	
1	High level of swimming and floating ability
2	Reasonable level of swimming and floating ability
3	Low level of swimming and floating ability
4	Not able to swim but able to float
5	Not able to swim or float

For Characteristic F if Travellers ability to swim is within risk factors 3, 4 and 5, then the person must wear floatation/safety device at all times on water.

	No.
A	
B	
C	
D	
E	
F	
Total	

Totals Range	Rating
0-6	1
7-12	2
13-18	3
19-24	4
25-30	5

## Risk Matrix: Accommodation

	A Accommodation Type	B Location	C Crime Rate	D Level of Hygiene Facilities ie toilet/shower or bath	E Accommodation Type Subject to Inclement Weather
1	Hotel/resort / serviced apartment	CBD	Low	Very high	No known risk
2	Longstay accommodation/ pub/motel/ bed and breakfast/ guesthouse	Suburb location within city/ country town	Medium	High	Small risk
3	Boarding home/hostel/ billeting	Country	High	Medium	Medium risk
4	Mobile home/ caravan	Permanent set up within compound - remote	Very high	Low	High risk
5	Camping (tents)/ treehouse/ straw huts etc indigenous to area	Extremely remote	Extreme	Nil	Extreme risk

## Risk Matrix: Accommodation

	F Building/ Accommodation Material Type
1	Concrete or brick and glass (solid construction)
2	Brick veneer/timber
3	Plastic mould, aluminium/ permanent tents
4	4x4 camp top, tents/ or poor quality construction
5	Previously burned or bombed/ natural items/straw

	No.
A	
B	
C	
D	
E	
F	
Total	

Totals Range	Rating
0-6	1
7-12	2
13-18	3
19-24	4
25-30	5

## Risk Matrix: Health and Medical

	A Medical Facilities	B Doctors	C Evacuation	D Health & Disease Malaria	E Dengue Fever	F Ross River Fever
1	Readily available/high level medical kit carried	Readily Available/within travelling group	Readily Available	Not present in area	Not present in area	Not present in area
2	High level medical kit carried			Present in designated work area	Present in designated work area	Present in designated work area
3	Only available in major centres	Only available in major centres	Only available in major centres	Local epidemics	Local epidemics	Local epidemics
4	Flying Doctor	Flying Doctor	Flying Doctor	Area epidemics	Area epidemics	Area epidemics
5	Not available	Not available	Not available	Endemic to whole region	Endemic to whole region	Endemic to whole region

## Risk Matrix: Health and Medical

	G Typhoid	H TB	I Hepatitis (All types)	J Animal Attacks	K Stings and Bites
1	Not present in area	Not present in area	Not present in area	No dangerous creatures	No animals/insects present
2	Present in designated work area	Present in designated work area	Present in designated work area	Minor injury could occur	Minor injury could occur
3	Local epidemics	Local epidemics	Local epidemics	Attack could result in mid-term injury	Attack could result in mid-term injury
4	Area epidemics	Area epidemics	Area epidemics	Attack could result in long-term injury	Attack could result in long-term injury
5	Endemic to whole region	Endemic to whole region	Endemic to whole region	Attack may be fatal	Attack may be fatal

	No.
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
Total	

Totals Range	Rating
0-11	1
12-22	2
23-33	3
34-44	4
45-55	5

## Risk Matrix: Communication

	A Domestic Phone Calls	B Mobile Phone Analogue/Digital/ Satellite	C Satellite Communications ie. ship to shore	D Radio Communications	E Restrictions on equipment
1	24 hour access everywhere using credit card/phone card	Present equipment suitable (within range) and already licensed	Present equipment suitable	No licensing required	No restrictions
2	24 hour access major centres only using credit card	Present equipment available but need licence	Present equipment available but need licence	More than 3 months delay	Limited to types HF/VHF/FM
3	Local credit card access	Local equipment easily available	Local equipment easily available	More than 6 months delay	Limited number of frequencies
4	Local currency access only	Local equipment available but delay involved	Local equipment available but delay involved	More than 9 months delay	Fixed radio only
5	No public telephone access	None available	None available	More than one year delay in licensing or installation	No radio available



# Risk Matrix: Communication

F Radio Schedules	
1	Not required
2	Required once per day
3	Required morning and night
4	Required more than twice per day
5	Not available

	No.
A	
B	
C	
D	
E	
F	
Total	

Totals Range	Rating
0-6	1
7-12	2
13-18	3
19-24	4
25-30	5

## Risk Matrix: Combined Risk Evaluation

	1	2	3	4	5
Location Characteristics					
Personal Security					
Transportation - 1					
Transportation - 2					
Accommodation					
Health and Medical					
Communication					
Sub Total					
TOTAL					

## Combined Risk Rating

Totals Range	Rating	
0-7	Minimal	
8-14	Low	
15-21	Moderate	Middle management review required
22-28	Significant	Executive management review required
29-35	High	Executive management review required

### IMPORTANT NOTE:

If any relevant characteristic scores a risk factor of 5 then, despite the rating for that category overall not being a 5, executive management review should take place. This is to overcome the inherent averaging effect of this type of rating scale and to ensure any relevant high risk factor is given due consideration by senior management.

# ATTACHMENT B

## Outdoor Activities First Aid Kit - St John Ambulance Australia

CODE	DESCRIPTION	QTY	USE
2010	Universal Dressings	2	Major wound cover/compression
2150	20 x 7.5cm Wound Dressings	2	Moderate/large wound dressing
2140	10 7.5cm Wound Dressings	4	Moderate/small wound dressing
2200	8cm Dressing Length	1	Self-adhesive strip - cut to size
2240	Assorted Shapes (50)	1	Minor cuts and abrasions
2260	Knuckle Shapes (10)	1	Minor cuts and abrasions
2250	Wound Closures (10)	1	Sharp cuts - holds skin together
2160	Eye Pads	4	Emergency cover for both eyes
2100	Burns Sheet	1	For burns after cold water treatment
1040	15cm Conforming Bandage	2	Secure universal dressings
1030	10cm Conforming Bandage	2	Retain medium dressings
1010	5cm Conforming Bandage	2	Retain small/medium dressings
1000	2.5cm Conforming Bandage	2	Retains small dressings
1060	Heavy Crepe Bandage 10cm	1	Sprains/strains
1120	2.5cm Adhesive Tape	1	Secure dressing
1130	5cm Hypo-allergenic Tape	1	For sensitive skins
1180	Triangular Bandage	4	Emergency dressings/slings
5030	250ml Antiseptic Liquid	1	Wound cleaning
2040	Gauze Swabs	4	Wound cleaning

# ATTACHMENT B

CODE	DESCRIPTION	QTY	USE
4010	Kidney Dish	1	Holds dressings/ instruments
4030	Gallipot	1	Hold dilute antiseptic
2300	Cotton Buds 100	1	General use
5010	Antiseptic Soap	1	Cleaning hands
3190	Disposable Towels	6	General cleaning
3160	Nailbrush	1	General cleaning
3010	Scissors 12.5cm	1	Cut dressings /bandages
3120	Safety Pins	10	Secure bandages/slings
3080	Emergency Shock Blanket	1	Prevent loss of body heat
2290	Alcohol Swabs	20	Cleaning area around wounds
3042	Disposable gloves	4	Prevent cross-infection
3072	Splinter Forceps	1	Removing foreign objects
3090	Splinter Remover	1	Removing splinters
5111	Saline 10ml Steri-amp	3	Eye irrigation
3221	'Staying Alive'	1	First aid Handbook

Guideline only - you may need to consult your own organisation's policy for further advice.

It is noted that St John Ambulance state that these kits are designed for average outdoor usage and are not recommended for use where prolonged and frequent excursions into remote areas are anticipated. Additional advice should be sought in these instances.

### Agency Procedures

- Movement Requisition or Application for Motor Vehicle Allowance completed and approval sought from delegate
- driver's licence current
- comprehensive insurance current (for use of private vehicles only)
- vehicle registration current (for use of private vehicles only)
- driver has read the guidelines for use of Agency vehicles.

### The Vehicle

- suitable for the proposed route and expected conditions
- servicing schedule - none required during period of journey
- provision of extra equipment such as radiator water, spare parts (fan belts, radiator hoses), oil and fuel where required
- departmental breakdown/driving information in the car.

## Does the journey and work schedule include provision for:

- driver rest breaks - at least 10 minutes every 2 hours
- any expected adverse road or weather conditions
- observance of the recommendations on maximum driving hours (in the Land topic on page 22)
- does the travel plan take into consideration other workload factors such as interviews and meetings
- is the driving to be shared

## Driver Fitness/Medication

- are there any health related factors which may affect the drivers ability which should be discussed with the supervisor

## Supplies

- UV protection (sunglasses, hat, sunscreen lotion)
- drinking water necessary in case of a breakdown

## Communications

- driver has informed other staff of route and expected time of arrival
- is it necessary to carry a mobile phone or phone card

Guideline only - you may need to consult your own organisation's policy for further advice.

Adapted from: Dept Human Services and Health Guidelines for Safe Long Distance Driving; Attachment (1) - Checklist for planning long distance journeys by car.

## Basic Survival Kit

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- a checklist for vehicle/vehicle equipment/ first aid kit/survival kit?
- water and water purification tablets
- small first aid kit
- emergency whistle.
- a compass
- a mirror to attract attention
- non-perishable survival food
- small stove eg Trangia and fuel (methylated spirits)
- eating utensils
- insect repellent
- SF 30 sunscreen
- waterproof matches - two boxes
- candles - four
- torch and spare batteries
- lip balm - commercial or aqueous cream
- note pad, pencil and sharpener
- vinegar (essential if in coastal northern regions during stinger season)
- blanket
- combustible material eg newspaper
- soap/face washer
- ground sheet - tarpaulin
- paper towelling
- toilet rolls
- spare batteries for radios carried
- plastic capes

## Working Group Members

The following people were involved for the entire program

- John Smith (Chair)
- Annette Irvine
- Jackie Dunstone
- Audrey Robb
- Melinda Johnston
- Environment Australia
- Aboriginal Hostels Limited
- Private Health Insurance Administration Council
- Australian Bureau of Statistics
- AusAid

Other members who contributed to the guidelines at various stages:

- |                             |   |                     |
|-----------------------------|---|---------------------|
| • Keith Butler              | Australian Communications Authority                             | June '98 - Sept '98 |
| • Katt Wilmot (Secretariat) | Environment Australia   | June '98 - to End   |
| • Steve Doepel              | Aboriginal and Torres Strait Islander Commission                | Oct '98             |
| • Marjorie Firth            | Department of Employment, Education, Training and Youth Affairs | Oct '98 - May '99   |
| • Sue Gillis                | Environment Australia   | Aug '98 - June '99  |
| • Merle Hampton             | Aboriginal and Torres Strait Islander Commission                | June '98 - Sept '98 |
| • Ralph Lahey               | Aboriginal and Torres Strait Islander Commission                | June '98            |
| • Ross Murley (Secretariat) | Environment Australia   | June '98 - June '98 |
| • Jarmila Seymour           | AusAid  | June '98 - Sept '98 |



