

Role	Responsibilities
Mt Arthur Coal	<ul style="list-style-type: none"> Comply with all related legislation to ensure systems are in place to manage potential workplace health and safety (WHS) risks arising for workers working from remote or isolated locations.
Supervisor shall:	<ul style="list-style-type: none"> Adopt a risk-based approach to ensure workplace risk associated with remote work is minimised, as far as reasonably practical, for workers and others by: Providing effective communication devices (PED, mobile phone and two-way) for workers performing remote or isolated work alone. Ensuring the workplaces are monitored in the event of illness or injury to remote workers. Providing safe systems of work, which include 60 Seconds 4 Safety, risk assessment (JHA) (if required), travel itineraries, emergency procedures and training in the use of emergency or first aid equipment, where applicable. Ensure workers complete and submit the online Working Alone In Remote And/Or Isolated Areas Checklist form Ensuring the workers are informed when determining effective controls. Providing and maintaining safe plant and structures and adequate facilities for workers carrying out remote or isolated work. Complying with safe systems for remote or isolated work.
Workers shall:	<ul style="list-style-type: none"> Ensure they fill out and submit the online Working Alone In Remote And/Or Isolated Areas Checklist form Complete and communicate with their primary contact and secondary contact their communication plan Ensure they carry the required communication devices throughout the job including <i>PED, Mobile Phone and 2-way Radio</i> Ensure they maintain regular contact and communications with their primary contact, when working from remote areas or in isolation. Maintain movement records, if travelling in or between remote areas. Make sure they receive adequate training, especially if they are working in isolation with specialist equipment. Comply with all instructions provided, including information in this procedure. Comply with Mt Arthur Coal safe systems of work. Participate in the development of Work Instructions and emergency procedures contact arrangements. Ensure that work is undertaken in compliance with 60 Seconds 4 Safety or approved JHA/ risk assessment (where required). When returned from planned work, close out the online Checklist form.
Primary Contact	<ul style="list-style-type: none"> Understand and agree to the workers communication plan for when they are working alone in remote and/or isolated areas Ensure worker knows and maintains contact as per their communication plan Pay attention to the planned return from planned work time, and if not informed by worker of a new time, contact them if they aren't back by their planned time. If unable to get in contact with the worker, trying all forms of communication from their communication plan, then activate the sites emergency management system Ensure worker closes out the online checklist form once returned from planned work.
Statutory OCE (Production 11)	<ul style="list-style-type: none"> On activation of a working alone PED alarm, conduct an initial investigation in conjunction with ERT / site access personnel and then activate the sites emergency management system if the alarm is valid. On activation of site emergency management system by the Primary Contact, work with the ERT and Primary contact to initial investigation and emergency response.
ERT / site access Personnel	<ul style="list-style-type: none"> On activation of a PED alarm, notify Production 11 immediately, provide assistance with PED location, initial investigation and emergency response. On activation of site emergency management system by the Primary Contact, work with the Statutory OCE and Primary contact to initial investigation and emergency response.
Dispatch personnel	<ul style="list-style-type: none"> Once notified and aware of a PED alarm, validate that production 11 has been notified.

6.1 Guidelines for risk assessment and planning

6.1.1 Planning factors

When following for working alone in remote and/or isolated locations, the following planning factors could be considered:

- Known 'hazardous' areas on site where personnel are required to carry out work. For example – areas with the potential for spontaneous combustion, edges of excavation faces, other high-risk areas etc.
- Tasks that are performed alone or in isolated locations for varying durations of time, where the worker is out of the visual and audible range of other personnel

- Work performed after hours or on weekends
- Weather conditions
- Road conditions (e.g. flooding, traffic, maintenance)
- Positive communication plan and methods (taking into account – known black spots and limitations, hand-over process, single point of contact, routine check-in is in place and recorded)
- Navigation methods (e.g. site maps and routes, GPS locators)
- Emergency response (including site-based personnel, public emergency response, etc.)
- Food and water requirements
- Vehicle fit-out requirements (e.g. long-range tanks, self-recovery equipment, spare tyre availability, first aid kits)
- Offsite emergency response teams (e.g. have offsite emergency services been contacted and provided with details of work locations for offsite emergency response) – this could include maps, contact details and potential rescue requirements.
- Two-way radio strength coverage map as per Appendix 1, to determine the potential ‘black-spots’ that would impact the communication by radio

6.1.2 Risk control measures

After identifying the hazards and the level of risk for each hazard, appropriate controls need to be implemented.

Where no single measure is sufficient, a number or combination of risk controls is usually required. These include:

- Developing Work Instructions for remote or isolated work, if the work is repeated on a regular basis.
- Ensuring workers develop travel itineraries and Complete a Working Alone In Remote And/Or Isolated Areas Submission Form, listing 2 contact persons on the form. The form can be printed off and given to workers supervisor.
- Establish contact procedures for when workers arrive at the work destinations in remote areas, including agreed emergency procedures to be activated if contact is not made within agreed timeframes.
- Provide workers with hand-held 2-way radios, mobile phones And Personal Emergency Device (PED) which have global positioning systems (GPS) that have an optional tracking feature (available from the Site Access Centre (SAC)).
- Ensure that workers are not fatigued, by providing ample rest breaks and recovery time, when traveling long distances, especially to remote work locations
- Consult with workers to ensure they have sufficiently prepared quantities of water or food appropriate to the remote or isolated location and work being planned.

Mandatory communication devices:

Device	Explanation
Hand held 2-way radios	Two way radio allows for worker to maintain contact with the pit, and will be able to call an emergency over the two way if required, or respond to an emergency.
Mobile Phones	Allows for the worker to maintain contact with their primary contact throughout the job, and to call the site emergency services if out of the pit/remote areas.
Personal Emergency Device (PED)	Specific working alone Personal Emergency Device (PED) are available from the Site Access Centre (SAC). In the event of an emergency after the SOS button on the PED has been activated, the site access centre, Dispatch as well as production 11 will be notified with GPS coordinates of the PED.