

Safe Work Method Statement

Job Task Summary:

Remote and isolated workers

This SWMS relates to any situation which could result in workers travelling or working on their own. It also includes workers who as part of a team are working in remote locations. **Note: In accordance with the policies below, DRA does not endorse workers operating by themselves.**

Definitions:

Remote or isolated workers may be isolated from help because of where or when they are working, or the nature of the work they are doing and may include a larger team.

A *remote location* is defined as outside cellular phone coverage or more than 1 hour by road from the nearest suitable medical facility.

Working alone means that a person:

- is on their own;
- cannot be seen or heard by another person; or
- cannot expect a visit from another worker

Is this High Risk Construction Work?

Where there is a risk of a person falling more than two metres?	No
At workplaces where there is any movement of powered mobile plant?	No
Involving demolition of an element of a structure that is load-bearing	No

Excludes: Workers with approval to work from home.



Safe Work Method Statement

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by: Tony Griffiths. Read in conjunction with other relevant [SWMS](#).
Review October 2021 by Safety Team

Site: All sites. **In addition, it is mandatory to conduct a [Safety 5](#).**

Date: September 2021

PPE (Mandatory): DRA field clothing including DRA long sleeve shirt, non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).

Other PPE as required by relevant SWMS/Safety 5.

DRA Policies

1. DRA will develop and communicate a risk management plan for operations conducted in remote areas.
2. DRA will not approve members, contractors and volunteers working on their own.
3. As a minimum, at least two workers are to be assigned to a task and they are to ensure neither is working alone.
4. In remote areas, workers are to have direct access to a satellite-based communications system.
5. When workers are deployed into remote areas, DRA is to maintain a system which allows 24/7 proactive monitoring of communications.
6. Whenever practicable, drivers are to be encouraged to carpool especially over long distances.
7. DRA will develop an emergency response plan when workers are tasked to remote areas.
8. DRA will provide induction, information, training and supervision of this SWMS.

R1 Risk without controls

R2 Risk with controls

Safe Work Method Statement

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	Person responsible	R2
Pre-deployment	<ul style="list-style-type: none"> Worker unable to use Gap Guardian or InReach devices or Satellite communication (when relevant) 		<ul style="list-style-type: none"> Implement online training Conduct training in the field if necessary 	NTM MC, STL, Project Leader	
Working alone	<ul style="list-style-type: none"> Motor vehicle accident physical trauma Severe lacerations Crush/impact injuries Sprains/Strains, cuts and abrasions Fatigue Vehicle breakdown Getting lost 		<ul style="list-style-type: none"> Deployment plans are to ensure carpooling whenever practicable. Single driver itineraries over long distances may be approved with appropriate rest and overnight stops. DRA will not approve tasks where members are required to work alone. Members and supervisors are to ensure that individuals are never left working alone. 	DRTM NDDRT NDFO NPM NMM MC STL Members Safety Officers	

Safe Work Method Statement

<p>Remote area operations</p>	<ul style="list-style-type: none"> • Motor vehicle accident • physical trauma • Severe lacerations • Crush/impact injuries • Sprains/Strains, cuts and abrasions • Fatigue • Vehicle breakdown • Getting lost 		<ul style="list-style-type: none"> • Develop and communicate a risk management plan • Plans are to include an emergency response plan • DRA to implement proactive monitoring plan • Prior to undertaking a remote location trip, ensure that an itinerary & call in log is with supervisor & includes: <ul style="list-style-type: none"> ○ Date and time of proposed start ○ Emergency plan ○ Locations to be visited and ETA ○ Date and time proposed end of journey ○ Contact details of any other parties involved and accommodation details • Workers must inform their supervisor of their departure to and from the event via a phone call/SMS or Garmin InReach Tracker or similar reporting system • Members must be familiarised with the operation of communications equipment. • The following minimum equipment is to be taken when operating in remote areas. <ul style="list-style-type: none"> ○ A remote area first aid kit ○ Insect repellent ○ Garmin In Reach Tracker ○ Sun protection (e.g. hat, sunscreen) ○ Sufficient water (2 litre per person per day) ○ Suitable communication equipment for the area (mobile phone, satellite phone, 2-way radio, EPIRB, Garmin In Reach Tracker) ○ Emergency contact list / nearest medical help and hospitals i.e. medical plan • DRA is to establish procedures for monitoring of personnel travelling from home locations. • MC and STL are to ensure that team members are familiar with the operation of Gap Guardian and InReach equipment. • The IMT is to monitor movements of deployed personnel within the AO. 	<p>DRTM NDDRT NDFO NPM NMM MC STL Members Safety Officers</p>	
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Safe Work Method Statement

			<ul style="list-style-type: none"> Where necessary, when an agreed elapsed time is exceeded, the monitoring personnel are to take appropriate action including notifying police. 		
	<ul style="list-style-type: none"> Extreme weather events 		<ul style="list-style-type: none"> The emergency response plan is to address actions in the event of extreme weather events resulting in fires, floods and severe storms especially relating to access and evacuation. Plans are to address Go/No Go triggers in the event of extreme weather events 	DRTM NDDRT NDFO NPM NMM MC STL Members Safety Officers	

Safe Work Method Statement

OTHER JOB REQUIREMENTS			
List staff skills/competencies and licences required for safe job performance:			
□			
List items of plant/equipment/tools required:			
□			
Relevant codes of practice, legislation standards or critical risk controls that may be applicable:			
<ul style="list-style-type: none"> • Relevant codes of practice, legislation standards or critical risk controls that may be applicable: as adopted by State and territory jurisdictions (less WA and Vic)¹ 			
Maintenance checks, site/workplace inspections required:			
•			
Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: N/A <input checked="" type="checkbox"/>			
Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work	Yes	No	N/A <input checked="" type="checkbox"/>

¹ A court may rely on the codes as evidence of whether you took reasonably practicable steps to ensure the health and safety of your workers. In Victoria, the codes (known as compliance codes) are legally binding. You should follow the codes at all times



Safe Work Method Statement

Approvals

This SWMS is approved by DRA National Director of Field Operations

Name	Signature	Date

Site SWMS Approval (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

I have read and understand this SWMS. I have completed a site risk assessment with team members and will ensure compliance with the SWMS.

Name:	Signature:	Date:

Operator/team confirmation

I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.

NAME	SIGNATURE	DATE

Safety Officer confirmation (or Operations Chief in lieu)

I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.

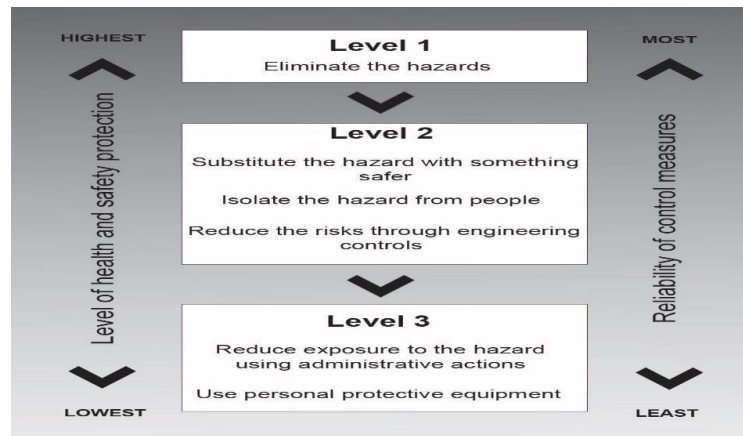
NAME	SIGNATURE	DATE

Safe Work Method Statement

WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

HIERARCHY OF CONTROLS



Acknowledgements:

8 1 April 2022

DRA SWMS_Remote and Lone Workers v1.0



Safe Work Method Statement

NSW Government – Department of Industry
NSW Government – Department of Primary Industries
Health and Safety Handbook - Portner Press