

## WORKING ALONE/REMOTELY WORK POLICY

### Introduction

Radi Electrical specialises in domestic, commercial, industrial and strata electrical services, which by its nature involve occupational health and safety risks that need to be managed for the safe delivery of our goods and services.

Radi Electrical has introduced our Working alone/ remote working policy to ensure that our workplaces, work practices, employees' awareness and training meet Australian legislation, standards, industry codes and community expectations commensurate with our operations.

### Key Risks

Are as follows:

- Poor access to emergency assistance
- Accidents & emergencies

When managing the risks, consideration is given to:

- the length of time the person may be working alone
- the time of day when a person may be working alone
- a communication plan with workers
- the location of the work
- the nature of the work, as well as the skills and capabilities of the worker including any medical considerations

### Responsibilities and Accountabilities of Management & Employees

Radi Electrical Management is responsible and accountable for:

- monitoring your workers regularly, by phone calls or periodic visits
- having a check-in process whereby workers are required to contact 'home base' at a nominated time
- having an emergency response plan when workers fail to report in at an agreed time/s.
- GPS vehicle location activated

### Conditions when working alone/remote work could proceed

- General Assessment of a work site
- Initial response to emergency callout job to assess work required
- After hours make-safe jobs with no live works

### Review

This Working alone/remote work policy will be reviewed annually for suitability, adequacy and effectiveness and when required by changes in legislation, standards, industry codes or company operations.

**Approved: Ahmad Radi      Managing Director of RADI Electrical      Date: 7<sup>th</sup> April 2024**