WORKING ALONE ATTACHMENT 1

***SECTION 4*** *Operational Procedures and Guidelines*

WORKING ALONE REGISTER

This register is to be used by workers in situations where they are required to work alone, or in isolated environments.

***ATTACHMENT***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **NAME** | **MOBILE PHONE NUMBER** | **WORK LOCATION: SITE & ACTVITY** | **NATURE OF WORK BEING UNDERTAKEN** | **RESONSIBLE PERSON** | **TIME IN** | **ESTIMATED RETURN TIME** | **TIME OUT** | **RESONSIBLE PERSON NOTIFIED?** | **WORKING ALONE ENTRY CLOSED BY:** |
| 7/10/2016 | Joe Bloggs | 0277 | Pump | Health & | Fred | 7.30 | 9.30 | 10.00 | Yes | Joe Bloggs |
|  |  | 007007 | Station X, | Safety Site | Bloggs |  |  |  |  |  |
|  |  |  | Inspection | Inspection |  |  |  |  |  |  |