

**WORKSAFE WESTERN AUSTRALIA COMMISSION**

# **WORKING ALONE**

## **Guidance Note**

***Occupational Safety and Health Act 1984 and  
Occupational Safety and Health Regulations 1996***

**3 November 1999**

This Guidance Note has been issued by the WorkSafe Western Australia Commission under section 14 of the *Occupational Safety and Health Act 1984*. It provides guidance to assist employers, self-employed people and employees to maintain appropriate standards of occupational safety and health in relation to people who work alone in a range of workplaces including workplaces in remote areas.

## **FOREWORD**

The *Occupational Safety and Health Act 1984* established the WorkSafe Western Australia Commission which comprises representatives of employers, unions, government and experts. The Commission has the function of developing the legislation and any supporting guidance material and making recommendations to the Minister for implementation. To fulfil its functions, the Commission is empowered to establish advisory committees, hold public enquiries and publish and disseminate information.

The Commission's objective is to promote comprehensive and practical preventive strategies that improve the working environment of Western Australians.

## **The Act**

The *Occupational Safety and Health Act 1984* provides for the promotion, co-ordination, administration and enforcement of occupational safety and health in Western Australia.

With the objective of preventing occupational injuries and diseases, the Act places certain duties on employers, employees, self-employed persons, manufacturers, designers, importers and suppliers.

In addition to the broad duties established by the Act, it is supported by a further tier of statute, commonly referred to as regulations, together with lower tiers of non-statutory codes of practice and guidance notes.

## **Regulations**

Regulations have the effect of spelling out the specific requirements of the legislation.

Regulations may prescribe minimum standards. They may have a general application or they may define specific requirements related to a particular hazard or a particular type of work.

Regulations may also be for the licensing or granting of approvals, certificates, etc.

## **Codes of Practice**

A code of practice is defined in the Act as a document prepared for the purpose of providing practical guidance on acceptable ways of achieving compliance with statutory duties and regulatory requirements.

Codes of practice:

- should be followed, unless there is another solution which achieves the same or better result; and
- can be used to support prosecution for non-compliance.

## **Guidance Notes**

A guidance note is an explanatory document, issued by the Commission, providing detailed information on the requirements of the legislation, regulations, standards, codes of practice or matters relating to occupational safety and health.

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## 1. INTRODUCTION

The risk of injury or harm for people who work alone may be increased because of difficulties contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition; accidental work-related injury or disease; attack by an animal; exposure to the elements; or by becoming stranded without food or water. The consequences may be very serious and the injury or disease may be fatal.

This Guidance Note explains the occupational safety and health laws that apply to people who work alone (referred to in the regulations as “isolated” employees). It covers general requirements in the *Occupational Safety and Health Act 1984* and specific regulatory requirements where they exist.

## 2. THE MEANING OF “ISOLATED”

“Isolation” by definition is “to set apart; detach or separate so as to be alone”. In Western Australia, the word “isolated” is often used to refer to remote places a long way from main centres. In this Guidance Note, the meaning of “isolated” is as per the dictionary definition and is used to refer to a person who is alone in any place as part of their work. The word “alone” is used throughout the Guidance Note, rather than “isolated”, because it is less likely to be confused with “remote”.

A person is alone at work when they are on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker or member of the public for some time. The person who is working alone may be an employer, self-employed person, contractor or employee.

In some situations, a person may be alone for a short time. For example: a firefighter may work as part of a team, but others in the team may be unable to see or hear the person for an hour or more if the team has spread out to fight a bush fire. In other situations, the person may work on their own for days or weeks in remote locations, such as on sheep and cattle stations.

This Guidance Note does not set down a minimum time that a person has to be on his or her own for the person to be considered “isolated” or “alone”. Each situation should be assessed on its merits. With the example of the firefighter above, being alone for an hour may present significant risk if there is a sudden change in wind direction. On the other hand, one hour alone on a sheep station is not likely to present the same level of risk.

In Western Australia, the size and geography of the State mean that there are many situations where a person could work alone in a remote location. Some examples are:

- a employee on a farm or station;
- a employee in forest operations;
- a person working for a Local or State Government agency;
- a person engaged in vermin and pest control;
- a person drilling for water;
- a geologist; and
- a hunter.

A person may also work alone in a metropolitan area, because of the time, location or nature of their work. For example, an employee is alone when he or she:

- works in a depot or business when there are no other employees;
- works in a workplace when everyone else has gone home;
- examines large structures, such as cranes, when there is no-one else in the vicinity;
- undertakes maintenance or construction work in vacant premises;
- cleans offices in high rise buildings outside normal business hours when there is no-one else in the area being cleaned;
- is called out at night to check on security alarms or faults in a business premises that is closed;
- works on his or her own as a ranger in parkland and reserves; and
- inspects vacant small land holdings to assess the risk of fire or look for the presence of noxious weeds when landowners are not present.

People who have regular contact with the public as part of their work are not “alone” and this Guidance Note is not written for them. This does not diminish the general requirement for these people to have safe systems of work. In fact, it is often the contact with members of the public that presents the greatest risk. This may apply to people such as community nurses, shopkeepers, newspaper sellers, taxi drivers and petrol station attendants. The risk of work-related violence that these people may face is covered in a separate code of practice published by the Commission.

### **3. PLANNING FOR THE SAFETY OF PEOPLE WHO WORK ALONE**

Safe systems of work for people who work alone should take various parts of the occupational safety and health legislation into account. This would include the general duties in the Act for employers, self-employed people and employees; and specific requirements that are set out in regulations.

The requirement to identify hazards, assess risk and reduce risk is a mandatory requirement set out in Regulation 3.1. There is also a requirement to have a means of communication in an emergency and a procedure for regular contact as set out in Regulation 3.3. These are two regulations that will always apply in situations where a person is working alone.

It is important to be clear about the outcome that you are aiming for when you are planning for the safety of people who work alone. When working out how to achieve your outcome, sometimes it is easier to start by identifying the hazards a person may be exposed to. Then determine which hazards are likely to cause the most injuries or the worst injuries. Find out about ways of eliminating the hazards and reducing the risks to safety and health. Identify the risk controls that are already in place and find ways of reducing risk even further if it is both reasonable and possible to do so.

As part of establishing a safe working environment, employers should provide adequate information, instruction and training for people who work alone. Ensure the person understands the hazards that may be associated with the work and the procedures that should be followed to reduce risk. Supervision is also required and it may need to be indirect if the person is alone for long periods of time.

Consult with employees throughout the process. The people working in the area often have good ideas and specialist safety knowledge that can be used. Seek advice from external specialists when necessary.

Employees who work alone should also be aware of their responsibilities under the Act. They have a general duty to take reasonable care to ensure their own safety and health at work and this includes complying with safety and health instructions given by the employer.

The Table on the next page provides an overview of the regulations referred to above, their links with the general duties of the Act and the outcome that should be achieved for each person working alone.

## WORKING ALONE: AN OVERVIEW

### Outcome

A person who is able to:

- carry out all work activities safely without direct supervision;
- manage events that are likely to occur when working alone;
- follow procedures to obtain emergency assistance if required; and
- follow procedures to establish regular contact with a nominated person.

Where the work is in a remote location, a person who can operate safely despite the lack of infrastructure and support and sometimes in adverse climatic conditions.

A person who is provided with a suitable vehicle, where appropriate, and suitable equipment to work alone (including communications and emergency equipment).



### General duties in the Act

Employers should establish a safe working environment for employees who work alone.

Employers and self-employed people have to take reasonable care for their own safety when they work alone.

Employees should take reasonable care to ensure their own safety and health when working alone.



### Hazard identification; risk assessment; and risk reduction.

(Regulation 3.1)

Essential processes in a three-step approach to be used to establish a safe working environment where risks are reduced in so far as practicable.

(All arrangements to reduce risks should comply with relevant regulations where they exist.)



### Means of communication in an emergency; and a procedure for regular contact.

(Regulation 3.3)

Essential requirements to reduce risks for all employees who work alone.

#### 4. FACTORS THAT MAY INCREASE RISK FOR PEOPLE WHO WORK ALONE

Set out below are some of the **factors to consider** when assessing the risk of injury or disease for people who work alone.

<b>THE LENGTH OF TIME THE PERSON MAY BE WORKING ALONE.</b>	
<ul style="list-style-type: none"> <li>• How long would the person need to be alone to finish this job?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is a reasonable time for the person to be alone?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is it reasonable for the person to be alone at all?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is it lawful for the person to be alone whilst carrying out particular work activities? For example, there is a requirement for a person to stand by when work is undertaken in certain types of confined spaces.</li> </ul>	
<b>THE TIME OF DAY WHEN A PERSON MAY BE WORKING ALONE.</b>	
<ul style="list-style-type: none"> <li>• Is there increased risk at certain times of day?</li> </ul>	
<b>COMMUNICATION</b>	
<ul style="list-style-type: none"> <li>• What forms of communication does the person have access to?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is voice communication essential for the safety of the person?</li> </ul>	
<ul style="list-style-type: none"> <li>• Will the emergency communication system work properly in all situations?</li> </ul>	
<ul style="list-style-type: none"> <li>• If communication systems are vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle?</li> </ul>	
<b>THE LOCATION OF THE WORK</b>	
<ul style="list-style-type: none"> <li>• Is the work in a remote location?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is the form of transport? The level of risk may vary with different types of vehicles, different bikes (two, three or four wheels) or other forms of transport.</li> </ul>	

<ul style="list-style-type: none"> <li>• Is the vehicle fitted with emergency supplies, such as adequate drinking water?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is likely to happen if there is a vehicle breakdown?</li> </ul>	
<ul style="list-style-type: none"> <li>• Will the person be required to leave his or her vehicle for long periods of time?</li> </ul>	
<ul style="list-style-type: none"> <li>• What first aid equipment is available for immediate treatment? For example, a first aid kit in the vehicle.</li> </ul>	
<ul style="list-style-type: none"> <li>• If first aid equipment is vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle?</li> </ul>	
<ul style="list-style-type: none"> <li>• What level of first aid training is required for the person to be able to use the first aid equipment?</li> </ul>	
<p><b>THE NATURE OF THE WORK.</b></p>	
<ul style="list-style-type: none"> <li>• Is there adequate information and instruction for the person to be able to work alone safely?</li> </ul>	
<ul style="list-style-type: none"> <li>• What machinery, tools and equipment may be used?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is there high risk activity? For example work at heights, work with electricity, work with hazardous substances or work with hazardous equipment, such as chainsaws or firearms.</li> </ul>	
<ul style="list-style-type: none"> <li>• Is there likely to be work in a confined space (for example, repair or cleaning work inside a water tank or silo) and is the air in the confined space likely to be low in oxygen or contaminated in some way?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is fatigue likely to increase risk (for example, with long hours driving a vehicle or operating machinery)?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is the person likely to be exposed to extremes of temperature?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is there risk of attack by an animal, including reptiles, insects and sea creatures?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is there an effective system for checking that all protective clothing and equipment and emergency equipment is packed and in good working order?</li> </ul>	

<ul style="list-style-type: none"> <li>• Are there existing procedures for regular contact with the person who works alone?</li> </ul>	
<ul style="list-style-type: none"> <li>• If the person is working inside a locked building, how will emergency services gain access if the person is unable to let them in? For example, night cleaners who work alone.</li> </ul>	
<p><b>THE COMPETENCIES AND CHARACTERISTICS OF THE PERSON WHO IS TO WORK ALONE</b></p>	
<ul style="list-style-type: none"> <li>• Are you aware of anything in the person's ethnic, cultural or religious background that is likely to increase risk if he or she works alone. For example, long periods of fasting where the lack of food and water intake may increase the risk of ill health in very hot weather.</li> </ul>	
<ul style="list-style-type: none"> <li>• Does the person speak English or is there anything that would interfere with his or her ability to contact someone in an emergency?</li> </ul>	
<ul style="list-style-type: none"> <li>• Are there factors relating to the person's age that are likely to increase risk?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is the person's general behaviour and level of psychological maturity?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is the person physically capable of completing all work activity alone?</li> </ul>	
<ul style="list-style-type: none"> <li>• Are you aware of a pre-existing medical condition that may increase risk?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is the person likely to make sound judgements about his or her own safety?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is the person likely to cope in unexpected and stressful situations?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is the person's level of work experience and training?</li> </ul>	
<ul style="list-style-type: none"> <li>• Has the person had training to prepare them for work alone and, where applicable, in remote locations? For example, training for first aid, relevant administrative procedures, vehicle breakdowns, communications systems and bush survival.</li> </ul>	

<ul style="list-style-type: none"> <li>• If a road vehicle is used, is the person competent to drive on country roads and, where applicable, in off-road situations?</li> </ul>	
<p><b>IS THERE ANYTHING ELSE THAT APPLIES TO YOUR SITUATION THAT IS LIKELY TO INCREASE RISK FOR THE PERSON WHO WORKS ALONE?</b></p>	

These are examples of the types of questions you may ask when you are assessing risk for a person who works alone. The questions are included here as a guide only and there may be others that you need to ask for your situation. If you do not know, or are unsure of the answers to the questions above, you will require more information before you can complete your risk assessment.

The aim is to work out which hazards are more likely to cause injury or harm to the health of a person who works alone, and how serious the injuries or diseases might be. In high-risk situations, where there may be serious consequences, action to reduce risk should be taken before the person begins to work alone.

It is important to be aware that employees have the right for some information to remain confidential. Matters relating to a person's ethnic, cultural or religious background should be handled sensitively. Similarly, an employee may not wish to discuss medical matters and should not be pressured to do so. Given adequate information about the risks associated with working alone and the possibility of increased risk in certain situations, employees have a duty to take reasonable care of their own safety and health at work. This would include making judgements about the extent to which confidential matters are likely to affect their own safety and health.

#### **4. REDUCING RISK FOR PEOPLE WHO WORK ALONE**

Requirements to reduce risk in certain ways are included in general duty requirements and in the specific regulatory requirements referred to in the Table on page 4.

The *Occupational Safety and Health Act 1984* requires employers, so far as is practicable, to provide and maintain a working environment where their employees are not exposed to hazards. The general duties imposed on employers by the Act include requirements for:

- safe systems of work;
- information, instruction, training and supervision;
- consultation and co-operation;
- personal protective clothing and equipment; and
- safe plant and substances.

When establishing a safe system of work, employers should question the work methods to determine whether it is necessary for the person to work alone. There may be a decision that the level of risk associated with certain activities is too high for the person to carry out the activity alone. The example of the firefighter working alone, used earlier in this Guidance Note, is one where the system of work may be set up to eliminate situations where anyone is alone. Elimination of the hazard is the most effective way of making the work safer.

In some situations, it may not be reasonable or possible to eliminate situations where a person works alone, so the system of work should include measures to reduce risk.

The information, training and instruction provided by the employer should address specific items relating to working alone, including the use of emergency communication devices and following procedures set up under regulation 3.3 for making regular contact. This training would be in addition to general training in safe work procedures for the work activity to be completed whilst the person is working alone.

Special consideration should be given to the supervision of employees working alone, especially if the work is carried out in a remote area. An employer is expected to ensure that employees are following safe work procedures and working in a manner consistent with the instruction and training provided. Adequate supervision should ensure employees take reasonable care of their own safety and health.

It is up to each employer to determine the most effective way of supervising employees who work alone. Because of the nature of the work, direct supervision would not be possible. This means a method of indirect supervision should be in place. It is not sufficient to introduce safe procedures without monitoring their implementation to ensure that they are adopted and are effective.

In situations where there is a new employee who is not well known to the employer or, for any other reason, the employer is not sure of the employee's ability to work alone, that employee should not be assigned to work alone. As far as practicable, the employer should be satisfied that the employee will work in a safe manner and be able to follow all emergency procedures when left alone.

Failure to rectify unsafe behaviour; ~~or~~ failure to provide adequate information, instruction and training prior to the person starting work alone; or failure to provide supervision to ensure the work is undertaken in a safe manner, would fail to satisfy the employer's general duties under the Act.

With reference to the behaviour of employees who work alone, not complying with the safety instructions provided by the employer; working without the protective clothing and equipment that is provided; or intentionally misusing or damaging safety equipment would fail to satisfy the employee's duty under the Act. This is all part of employees taking reasonable care to ensure their own safety and health at work.

## 6. COMMUNICATION WITH ISOLATED EMPLOYEES

### Communication with isolated employees

#### Regulation 3.3 states:

If an employee is isolated from other persons because of the time, location or nature of the work then the employer must ensure that —

- (a) there is a means of communication available which will enable the employee to call for help in the event of an emergency; and
- (b) there is a procedure for regular contact to be made with the employee and the employee is trained in the procedure.

Penalty: \$25 000.

Whilst regulation 3.3 requires there be *regular contact* and a *means of communication*, it does not define these terms. Thus the regulation provides for these matters to be determined according to what is practicable for the circumstances and in consultation with the employees. Regular contact should be systematic contact at pre-determined intervals having regard for the hazards involved.

The regulation requires a procedure for regular contact *and* a means of communication. This means that both requirements should be in place as part of a safe system of work. The wording of the regulation does not allow the choice of one or the other, whatever the perceived level of risk. Both are mandatory in situations where an employee is working alone.

Whilst regulation 3.3 applies to “employees”, the principles of establishing a means of communication and a procedure for regular contact should be applied to the system of work for employers and self-employed people who may work alone. The requirement for these people to take reasonable care to ensure their own safety is part of their general duties under the Act and is not dependent upon the support of a specific regulation.

Where the employee is required to travel over well constructed and frequently used roads and return to home base on the same day and the work activities are assessed as low risk, a telephone call to home base on arrival and departure may be sufficient.

Where an employee is required to travel and work in remote areas, policies or procedures covering time away from their home base, developed in consultation with employees, should be implemented and monitored. These procedures should include a requirement for an itinerary to be approved by the employer well in advance of departure. The employer should be advised of any changes to proposed routes, departure and arrival times and accommodation arrangements.

If a company vehicle is used to travel to and work in a remote area, the policy should cover use of the vehicle during working hours and non-working hours.

Where an employee is required to work in a remote area, and drive to the worksite over poorly signposted or poorly constructed roads, the employee should be contacted at pre-arranged intervals. In addition to a procedure for regular contact to be made with the employee, an emergency location beacon should be carried in the vehicle. In emergency situations where there is no other form of communication, the beacon should be activated.

## **7. COMMUNICATION WITH EMPLOYEES IN CERTAIN INDUSTRIES**

The following information describes what might be practicable in terms of providing supervision and a means of communication in certain industries.

### **7.1 Agricultural Industry**

Agricultural industry employees who frequently work alone include fencers, plant operators, dam builders and those checking stock, windmills or water supplies.

Generally these employees work away from the main farm buildings on a daily basis and are not required to stay on the job, away from the main buildings, overnight.

The employer must ensure the employee is provided with sufficient information about the hazards to which he or she is likely to be exposed and is appropriately trained and equipped to carry out the work in a safe manner. The employee must be given clear directions as to where the work is to be carried out and a safe means of reaching the site.

The start and finish time for the job and the expected time of return to the main buildings should be agreed between the employer and the employee. The risk assessment will indicate the frequency of contact and whether there should be communication between the employer and the employee between departure and return, and if so, the most practical means of doing so.

The agreed start and finish times and the location of the employee should be displayed in a prominent place in the main buildings where they can be readily seen by other employees, if any, or other persons at the workplace.

Employers and self-employed people who work alone in the agricultural industry should have nominated people who know where they are and make contact with them during the day. These people could be family members or neighbouring farmers.

## **7.2 Pastoral Industry**

Pastoral industry employees who frequently work alone include fencers, plant operators, dam builders, caretakers and persons checking stock, windmills and water supplies. Those carrying out these tasks could be away from the homestead over several days. A similar process for establishing procedures for the provision of information, regular contact and communication in the agricultural industry should be used for employees, employers and self-employed people in the pastoral industry.

## **7.3 Forest Operations**

In forest operations, fellers, some hauliers and plant operators work alone or outside the sight or hearing of other persons in the forest. Start and finish times, including departure for and from the location, should be agreed and documented. In addition to either voice or personal contact before commencing work, there should be regular and pre-arranged voice or visual contact between the employee and the supervisor during normal working time at intervals not greater than two hours.

## **8. COMMUNICATION SYSTEMS**

In situations where an employee is working alone in a workplace that has a telephone, communication via the telephone is adequate for the purpose of regulation 3.3(a), provided the person is able to reach the telephone in an emergency.

In remote areas or in situations where a telephone is not available, selection of a means of communication should follow the development of specifications that lead to a system that will allow an employee to call for help in the event of an emergency at any time when working alone. The system may provide for the employee to speak to someone, but this is not essential in order to comply with regulation 3.3(a). The call for help may be via a personal security system or, in remote areas, an emergency location beacon.

In developing the specification, consideration should be given to the distance from base and the environment in which the employee will be located or through which he or she will be travelling, that is, whether it is flat, open country, dense forest or hilly, rugged terrain. Expert advice will be needed to assist with the selection of an effective communication system. Local knowledge will also assist in this regard.

### **8.1 Personal Security Systems**

Personal security systems provide a means of emergency communication for people working alone or in potentially dangerous environments. These systems, being wireless and portable, are suitable for people moving around or checking otherwise deserted workplaces. The person carries a transmitter or transcriber to a central receiver. Some personal security systems include a non-movement sensor that will automatically activate an alarm transmission if the transmitter or transceiver has not moved within a certain time.

### **8.2 Radio Communication Systems**

Two-way radio systems fall into categories with different levels of complexity and capabilities dependent upon a number of factors such as frequency, power and distance from or between broadcasters. Equipment is available for mobile or fixed use, portable or vehicle mounted.

Radio communication may be between two mobile users in different vehicles or from a mobile vehicle and a fixed station. Mobile phones cannot be relied upon as an effective means of communication in many locations. When they are used, there should be arrangements to maintain an adequate supply of charged batteries.

### **8.3 Satellite Communication Systems**

Satellites have an important role in global communication making it economical to communicate with people in geographically remote locations. They serve a variety of functions including relaying telephone signals.

Satellite phones are probably most suitable for Western Australia's "outback". They allow voice transmission during transit, however, their operation is affected by damage to aerials, failure of vehicle power supplies, or vehicle damage.

#### **8.4 Emergency Location Beacons**

The carriage of an emergency location beacon is strongly encouraged for use where life-threatening emergencies may occur, to pinpoint location and to indicate by activation of the beacon that an emergency exists. It is important for the users of this equipment to understand that it should only be used in a life-threatening emergency or as a last resort. For a person travelling in remote locations, there will usually be a system for voice communication as well as an emergency location beacon.

Emergency location beacons are not dependent on local base stations or affected by damage to aerials, failure of vehicle power supplies, or vehicle damage as is the case with satellite phones, and two-way radios.

The beacons are simply alerting devices used to pinpoint location using an aircraft to home in on the transmissions when the beacon is activated. It is not possible to transmit voice or speech on emergency location beacons.

The capability of models currently available vary in accuracy. With some beacons positioning is accurate within a 5km radius. Some models must be in line of sight of both satellite and groundstation to be effective whereas in others this is not necessary.

Some beacons can be coded with owner details, which will be transmitted when the beacon is activated.

The information in this Guidance Note is provided for people who have duties under occupational safety and health legislation in Western Australia. The legislation is available on the Internet or from WorkSafe Western Australia. There are many additional sources of information, including codes of practice for specific hazards, such as manual handling, and guidance material, such as the "Guidance Note on the General Duty of Care in Western Australian Workplaces".

This Guidance Note should be applied in conjunction with relevant laws, standards and codes of practice to ensure the risk of work-related injury and disease is reduced for people who work alone.

## 9. GLOSSARY

WORD OR PHRASE	MEANING
<b>isolated employee</b>	An employee who is alone in any place as part of their work.
<b>remote</b>	A place that is a long way from the infrastructure required in an emergency.
<b>code of practice</b>	a code of practice approved by the Minister for Labour Relations under the <i>Occupational Safety and Health Act 1984</i> .
<b>employee</b>	<p><i>Under the Occupational Safety and Health Act, “employee” means:</i></p> <p>(a) <i>a person by whom work is done under a contract of employment; or</i></p> <p>(b) <i>an apprentice or industrial trainee.</i></p>
<b>hazard</b>	In relation to a person, anything that may result in injury to the person or harm to the health of the person.
<b>risk</b>	In relation to any injury or harm, the probability of that injury or harm occurring.
<b>practicable</b>	<p>Means reasonable practicable having regard to:</p> <p>(a) the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring;</p> <p>(b) the state of knowledge about –</p> <p>(i) the injury or harm referred to in paragraph (a);</p> <p>(ii) the risk of that injury or harm to health occurring; and</p> <p>(iii) means of removing or mitigating the risk or mitigating the potential injury or harm to health; and</p> <p>(c) the availability, suitability and cost of the means referred to in paragraph (b)(iii).</p>
<b>workplace</b>	<p>Under the <i>Occupational Safety and Health Act</i>, “workplace” means a place, whether or not in an aircraft, ship, vehicle, building, or other structure, where employees or self-employed persons work or are likely to be in the course of their work. Certain workplaces, including mines, petroleum wells and petroleum pipelines, are excluded.</p>
<b>occupational safety and health legislation</b>	<p>The Western Australian <i>Occupational Safety and Health Act 1984</i> (referred to as “the Act”) and the <i>Occupational Safety and Health Regulations 1996</i> (referred to as “the Regulations”).</p>