

Guideline for Working Alone Scenarios

This guideline lists examples of the types of working alone scenarios people can come across in the electricity generation and transmission industry, and also examples of controls that are presently in use. Note, the list is not an exhaustive set of scenarios or controls, and these controls are not mandatory.

WORKING ALONE SCENARIOS								
CONTROL METHOD	Office environment	Vehicle (public highway)	Vehicle (remote off public highway)	Vehicle (rental)	Remote work ¹	Power station (normal operating)	Power station (outside control room)	Other unique situations ²
Pre-employment checks	Pre-employment checks can include a range of different assessments, with typical assessments being medical, drug and alcohol, psychometric tests, and licence checks.							
Routine health assessment	Staff required to disclose health issues	<ul style="list-style-type: none"> Health issue disclosure New Zealand driver's licence test 	<ul style="list-style-type: none"> Health issue disclosure New Zealand driver's licence test 	<ul style="list-style-type: none"> Health issue disclosure New Zealand driver's licence test 	Yes (appropriate to role)	Yes (appropriate to role)	Yes (appropriate to role)	Yes (appropriate to role)
All staff trained and competent in the tasks required	Yes	Yes (driver training as appropriate)	Yes (driver training as appropriate)	Yes (driver training as appropriate)	Yes (task-specific training)	Yes (task-specific training)	Yes (task-specific training)	Yes (task-specific training)
Risk assessment, hazard ID or JSA, safe work plan, and/or journey management plan	Working after-hours procedure for corporate and office sites	Yes (appropriate to task)	Yes (appropriate to task)	Yes (appropriate to task)	Yes (appropriate to task)	Yes (appropriate to task)	Yes (appropriate to task)	Yes (appropriate to task)
Others notified of planned absence	<ul style="list-style-type: none"> Login protocols Notifications to colleagues or family if working after-hours 	<ul style="list-style-type: none"> Vehicle booking system Journey management plan 	<ul style="list-style-type: none"> Vehicle booking system Journey management plan Control centre or other 24-hour-staffed office 	<ul style="list-style-type: none"> Travel bookings Journey management plan Call in, call out or buddy systems 	<ul style="list-style-type: none"> Vehicle booking system Journey management plan Control centre or other 24-hour-staffed office Call in, call out or buddy systems 	<ul style="list-style-type: none"> Control centre or other 24-hour-staffed office Call in, call out or buddy systems 	<ul style="list-style-type: none"> Control centre or other 24-hour-staffed office Call in, call out or buddy systems 	<ul style="list-style-type: none"> Control centre or other 24-hour-staffed office Call in, call out or buddy systems
Mobile phone	N/A	Yes, particularly if using GPS and mobile app tracking tools	Yes, particularly if using GPS and mobile app tracking tools	Yes, particularly if using GPS and mobile app tracking tools	Yes, particularly if using GPS and mobile app tracking tools	Not to be used as primary communication control	Not to be used as primary communication control	Yes, particularly if using GPS and mobile app tracking tools
Radio telephone, satellite phone, ideally equipped with person-down technology	Optional if working outside of standard hours	Optional recognising tilt challenges with device while driving	Yes, if within coverage of repeater or GPS and recognising tilt challenges while driving	N/A	Yes, if within coverage zone of repeater or GPS	Yes	Yes	If applicable and within coverage zone of repeater or GPS
In-vehicle GPS	N/A	Yes, ideally with roll-over, impact alerts	Yes, ideally with roll-over, impact alerts	N/A	N/A	N/A	N/A	Yes, ideally with roll-over, impact alerts
Vehicle fatigue or distraction monitoring	N/A	Yes (as risk assessed)	Yes (as risk assessed)	N/A	N/A	N/A	N/A	Yes (as risk assessed)
Personal locator or alarm device or GPS device equipped with person-down technology	Monitored medical alarm if known health issues	N/A	Yes (as risk assessed)	Yes (as risk assessed)	Yes (as risk assessed)	Yes (as risk assessed)	Yes (as risk assessed)	Yes (as risk assessed)

¹ For example, pipelines, remote wellheads, line servicing

² For example, meeting a third party in a remote location, reading meters, delivering LPG