



I-021-000 Working Alone

Instructions


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## Instructions-021-000 Working Alone

Field of application RWE Generation NL (GCN)

Valid until 01-07-2020

### Document information

| Version | Version date | Authorisation   |
|---------|--------------|---|
| V02     | 01-07-2017   | Health, Safety and Security Manager - R. Kamst<br> |

#### Changes made to previous version

- Replaces UPI 021
- Completely revised and updated
- Reference to site instructions on Working Alone (with Hand-held Radio)

#### Purpose of instructions

To create awareness of the risks associated with Working Alone. Set method for safeguarding the handling of risks and control measures (such as knowing who is where and how communication is organised) associated with Working Alone.

#### Related processes

| Process | Title                        | Code |
|---------|------------------------------|------|
| Output  | Managing HSE risks           | P053 |
| Input   | Operation and Monitoring     | P033 |
| Input   | Maintenance of installations | P080 |

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## Introduction to Working Alone

Working alone is a risk. The risks associated with Working Alone are the same as the ones associated with working with other people but in the event of an incident, there is an additional risk if direct help is not provided.

Circumstances that increase risk for the person Working Alone:

- location is not known (e.g. during rounds)
- working in places where there are very few other people
- personal circumstances such as health risks

When is a person considered to be **Working Alone**?

- A person is considered to be carrying out work independently
- out of direct earshot and/or outside the field of vision of other people

In the case of a situation where such instruction is not provided, consult your manager and/or ask him to seek advice from an expert.

If you suddenly find yourself alone anywhere for a long period of time, call a colleague or manager regarding the situation that has arisen and make suitable arrangements to deal with it. Otherwise go to a safer environment.

If an increased risk arises, get yourself to safety and alert the correct people depending on the situation. Then discuss how Safe Working can be achieved.

## Procedure for Working Alone

### 1. When is it not permitted to work alone?

- In confined spaces or special areas (additional measures in SAP WCM).
- Work on or in the vicinity of non-insulated active components within low-voltage installations [above 50 VAC and 120 VDC in the case of batteries]
- Work on or in the immediate vicinity of high-voltage installations [ $> 1$  kV].
- Persons with health risks such as epilepsy or persons who take medication that could affect their ability to react.
- High-risk activities (identify measures via TRA)

### 2. Is the task/role/situation standard and is there an agreed procedure for Working Alone?

- For a number of general roles/situations within RWE Generation NL, risk and general measures can be described in a general RI&E. See Appendix 1.

### 3. Work situation where the risks are unknown and/or there is no agreed procedure for Working Alone

- All other incidental/specific Working Alone situations and measures must be dealt with based on the TRA method depending on the risk involved by consulting with your manager.

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- Consider roles/tasks/situations and use the RWE risk matrix to identify the associated risks.
- Record arrangements in the work permit and discuss them at the time of issue/the LMRA.
- In the case of non-licensed operational work/rounds, contact is to be made with the person working alone at fixed regular intervals.
- Regularly recurring tasks/roles with risks associated with working alone can be added to the work instructions/Appendix 1 at a later date.

#### 4. General information

- Outside normal working hours, the Team Leader Operations on duty (IHES) is to be informed accordingly.
- A contact person must never be exposed to the same hazard as the person Working Alone at the same time. This second person must be able to carry out the correct intervention measures and is to be correctly instructed on how to do so.
- Also think about each other's social well-being regularly if people are working alone for hours at a time.
- If you suddenly find yourself alone anywhere for a long period of time, call a colleague or manager regarding the situation that has arisen and make suitable arrangements to deal with it. Otherwise go to a safer environment.
- If an increased risk arises, get yourself to safety and alert the correct people depending on the situation. Then discuss how Safe Working can be achieved.

### Method for using means of communication

- The following means – which may vary according to the local conditions – can be used to limit the risks associated with Working Alone:
  - Frequent contact with regular contacts via means of communication
  - Use of alerting devices such as a Hand-Held Radio with emergency button
  - Man down system
- It must be clear where the person Working Alone is in the buildings or at the site. Make clear arrangements regarding this.
- The local range of coverage and working of hand-held radio systems or monitoring are to be checked regularly. The working order of this system can influence risk and any further measures.
- A space in which remote communication is not possible is to be regarded (and identified) as a special area.

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## Appendix 1. Risk assessment list for standard roles/tasks

| Role/Task                            | Risk   | RMS    | Measures  | RMS   |
|--------------------------------------|--|--------|---|-------|
| Operator round                       | Not known where someone is at any time; not easy to locate a person in an emergency; late response | Yellow | Means of communication; regular contact; knowledge of position  | Green |
| Surveillance security guard          | Not known where someone is at any time; not easy to locate a person in an emergency; late response | Yellow | Means of communication; regular contact; knowledge of position  | Green |
| FAR crane operator                   | Alone for long periods of time, risk of late response if taken ill                                 | Yellow | Regular contact with colleague (appropriate arrangements to be made)  | Green |
| FAR metal detection/removal of metal | Alone for long periods of time, risk of late response if taken ill                                 | Yellow | Regular contact with colleague (appropriate arrangements to be made)<br>+ Change-over every couple of hours | Green |
| Lodge security guard                 | Alone for long periods of time, risk of late response if taken ill                                 | Yellow | Regular contact with colleague (appropriate arrangements to be made)  | Green |
| Lodge security guard                 | psychosocial stress - feelings of insecurity along with work-related stress.                       | Yellow | Should not be allowed to work alone in a lodge for 8 hours, ensure regular social contact                   | Green |
| Cleaning after 18.00 hours           | After 18.00 hours, there are few to no people left in the offices.                                 | Yellow | Means of communication; regular contact; knowledge of position<br>Regular contact with colleague or manager | Green |

General guidelines for managing risks:

**Green:** no additional measures required because there is a minimal risk of incidents.

**Yellow:** there are usually sufficient means of communication such as telephone, hand-held radio or intercom system or man down system.

**Red:** not acceptable: 2<sup>nd</sup> person strongly desired and/or other additional measures. Increased risk of injury while carrying out work or hazards due to the environment (confined space)

**Black:** not acceptable: 2<sup>nd</sup> person obligatory! Hazard or risk high enough to mean that work can only be carried out if measures have been taken or the hazard has been eliminated.

## abbreviations

| Abbreviation/term | Meaning  |
|-------------------|--|
| FAR               | Fuel, auxiliary materials and residual materials |
| IHES              | In-house emergency service                       |

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|     |                   |
|-----|-------------------|
| RMS | Risk matrix score |
|-----|-------------------|