

Safe Working Procedure (SWP) Lone Working



Fallen Stock

Reference No:			
Prepared By:		Date:	
Reviewed By:		Date:	
Approved By:		Date:	

Fallen Stock – Lone Working

The purpose of this Safe Working Procedure (SWP) / Lone Working Policy is to ensure the safety, health, and well-being of Fallen Stock operatives who work alone or in isolation as part of their duties. This document outlines the responsibilities of the company and employees to minimize risks associated with lone working.

Contact Numbers

Fallen Stock Office:	01387 252887
Transport Office:	01387 268160
Out of Hours:	(Contact Management)
Emergency Services:	999 (111 non-emergency)

Lone Working Procedures

- This Procedure / Policy is accompanied by FSRA001.01 – Fallen Stock Operations which details control measures relating to lone working.
- Samsara Fleet Management System monitored by Fallen Stock Office; notifications send where vehicles are stationary for a period of 45 minutes. 'Communication Protocols' to be followed where notifications are received.
- Notifications relating to potential unsafe driving conditions (harsh braking, vehicle collision etc) are received by the Transport Manager / Transport Office, appropriate action can be taken remotely following 'Emergency Protocols'.
- In the event of a collision / crash footage can be reviewed immediately by Transport Office staff and necessary action taken i.e. contacting emergency services where required, making contact with the driver
- Contact details of the drivers are retained on internal drive and accessible by all fallen stock office personnel, fallen stock drivers are provided with relevant contact information in case of emergencies.
- Fallen stock drivers operate within a designated area, attending sites which fall within this area, office staff are aware of which drivers are operating in these areas and jobs are passed on accordingly.
- Drivers are provided with site address details through Samsara and use GPS where available and required to navigate to the address, road maps are provided to all drivers in the case where GPS is not available.
- First aid kits available within the vehicle, drivers responsible from maintaining the contents through regular monitoring, where drivers require additional supplies they should speak to the transport office.
- All vehicles are equipped with warning triangles and torches, high visibility clothing provided to all drivers.
- Drivers receive a 30-minute paid break throughout the working day.

Communication Protocols

In instances where a driver has been stationary within the vehicle for a period of 45 minutes, communication protocols outlined below would be followed in order to make contact with the driver:

- Attempt made by Fallen Stock office to reach driver via telephone
- Once the fallen stock office believes they will be unable to reach the driver alternative means of making contact must be taken i.e.
 - Contacting the site they have stopped on if applicable
 - Send a notification to the driver via Samsara Fleet Management System
 - Establish if there are any drivers in the area who can report to the location of the stationary driver
- Make contact with the next of kin to notify them of the situation and establish whether they are able to make contact.
- Where contact cannot be established, the company will contact the emergency services to attend.

Emergency Protocols

- In the case of a collision notification via Samasara the following actions will be taken:
 - Attempt to make contact with the driver
 - Review footage of the incident via Samsara
 - Where the driver cannot be reached following a crash, the transport team must contact the emergency services to attend the location, provide emergency services with as much information relating the incident.
- Where contact with the driver is made following the incident, ensure their well-being and gather information relating to the incident.
- Provide instructions and information to the driver on actions to be taken following the incident including securing the scene, contacting and co-operating with emergency services where required and action being taken by the transport team relating to recovery.
- In the event where a driver cannot be reached for any reason, fallen stock or transport office personnel must follow the 'Communication Protocols'.

[illegible]

By Signing above, I can confirm I have read and understood the relevant procedure and agree to conform with its contents at all times. I confirm that I know where to access this document for future reference. I also understand that where I have any questions or concerns regarding the contents, I can speak to my line manager or the health & safety manager.

Składając powyższy podpis, mogę potwierdzić, że przeczytałem i zrozumiałem odpowiednią procedurę oraz zgadzam się na przestrzeganie jej treści przez cały czas. Potwierdzam, że wiem, gdzie uzyskać dostęp do tego dokumentu w przyszłości. Rozumiem również, że w przypadku jakichkolwiek pytań lub wątpliwości dotyczących treści, mogę porozmawiać z moim bezpośrednim przełożonym lub kierownikiem ds. bezpieczeństwa i higieny pracy.