

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.08-01	Page 1 of 4
TITLE	Lone and Isolated Workers	
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Changes w.r.t organizations & designations

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1. PURPOSE

To define the system to be followed to control the risks to employees when they are lone or isolated workers.

2. SCOPE

This procedure applies to all lone or isolated workers at Site and its associated works areas and City Office.

3. DEFINITIONS

3.1 Lone Worker

A lone Worker is a person who works alone without contact with others for a period exceeding two hours.

3.2 Isolated Worker

An isolated Worker(s) is one required to work in remote areas or in a detached situation.

3.3 Site

In the context of this procedure, Site is taken to mean the LCPL Site, the Raw water Pumping Station, and the adjacent 50 Acre Plot.

4. REQUIREMENTS

4.1 Principles

4.1.1 Before lone or isolated working is permitted the hazards associated with all elements of the work should be assessed and a safe system of work defined.

4.1.2 Requirements of the frequency and means of communication should be defined.

4.1.3 Lone or Isolated Workers should receive validated training covering the work they are required to undertake, including relevant emergency response.

4.2 Risk Assessment

Managers of lone or isolated workers shall carry out a risk assessment for the task and specify appropriate risk controls. Risk controls shall address the following.

- Any specific legal requirements relating to the task being carried out, Hazards relating to the workplace, the task and equipment or substances being used
- Job method including Manual Handling and Limitations
- Access and egress to the workplace
- Means of contact
- When for their own safety they should stop and seek advice
- To know about the stakeholders in the area

4.3 Medical Condition of Workers

4.3.1 Lone and Isolated Workers should have no medical conditions which make them unsuitable for the work and medical advice should be sought if necessary. Routine work and foreseeable emergencies, which may impose additional physical and mental burden on the individual(s), should be considered.

4.3.2 Managers shall ensure that employees are aware of the need to inform their Manager if they believe they are unable to work as a Lone or Isolated Worker due to a medical condition.

4.3.3 Before a lone worker situation occurs, employees concerned shall be asked if they have any medical condition relevant to lone working. If any condition is believed to exist, the employees shall be referred to the Occupational Health Physician who shall decide whether that employee is suitable for lone working.

4.4 Supervision

Managers shall decide how jobs shall be supervised and on what frequency, dependent upon the risks involved and the proficiency and experience of the personnel concerned.

4.5 Emergency Situation

4.5.1 Managers shall consider all emergency situations that can arise and establish appropriate emergency procedures. Employees shall be trained to implement these procedures. Managers shall ensure that lone or isolated workers have access to adequate first aid and fire-fighting facilities.

4.5.2 Managers shall ensure that there are means of communications established between lone and isolated worker locations and a continuously manned communications point.

4.5.3 Managers shall set up systems for each lone or isolated worker situation to cover the following:

- To initiate or receive contact from the lone/isolated worker at least every 2 hours
- To record that successful contact has been made
- To initiate a search if contact is not made

5. COMMUNICATION & TRAINING

- 5.1 The HSE & Technical Training Manager shall ensure that all Managers are aware of the contents of this procedure.
- 5.2 Managers shall ensure that all lone or isolated workers are given full training on all aspects of this procedure.
- 5.3 Managers using contractors in lone/isolated worker situations shall also ensure that they work to the principles of this procedure.

6. DOCUMENTATION

None

8. AMENDMENTS

This is the [fourth](#) revision.