

SCU Lone & Isolated Work – Field Guide

This guide summarises key requirements for managing lone and isolated work at Southern Cross University. It complements HRP20 and must be applied in all teaching, research, fieldwork, and campus operations.

Before Work

- Complete a risk assessment considering the task, location, and communication options.
- Obtain approval from your supervisor for all lone or after-hours work.
- Ensure consultation occurs with contractors or partners where shared duties exist.
- Confirm emergency plans and access to first aid.

During Work

- Use reliable communication devices (e.g., phone, radio, SCU check-in system).
- Follow scheduled check-in times with your supervisor or nominated contact.
- Do not undertake prohibited high-risk tasks alone (electrical, confined space, hazardous chemicals, work at height).
- Stop work immediately if communication fails or conditions change.

Emergency Preparedness

- Know the emergency response plan for your location and task.
- Carry appropriate first aid supplies and ensure at least one trained first aider is present where practicable.
- Test emergency communication methods before starting.
- Report emergencies immediately to SCU Security (24/7) and emergency services (000).

After Work

- Check out with your supervisor/contact at the end of work.
- Report any incidents, hazards, or near misses promptly via RiskWare.
- Review and update risk assessments and emergency plans as needed.
- Ensure records are retained for at least 5 years.

Reminder: Lone and isolated work is higher risk. Always plan, communicate, and check in – your safety depends on it.