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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyworking Alone form |

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| Approval from the supervisor/manager is required for all staff, students and others who propose to work alone. This approval can be documented by completing this form.  **The form is not relevant to field work.** For more information regarding field work risk assessments refer to the [Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699093/field-work-guidelines.pdf). |

1. staff/student

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Contact |  | Date |  |

1. activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity |  | | | ERMS No |  |
| Date |  | Duration |  | | |

1. Questionnaire (tick if yes)
2. The level of risk has been assessed;
   1. A risk assessment has been conducted; or
   2. The activity and the location have a low inherent risk;
3. Appropriate risk reduction measures are in place (residual risk is below HIGH);
4. Emergency procedures are in place.
5. Emergency procedures

Emergency procedures: *(These should be determined by both the person undertaking the task and the responsible supervisor/ manager)*

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|  |

1. completed

|  |  |
| --- | --- |
| Staff/student |  |
| Manager/supervisor | By checking the box, I confirm that I authorise the working alone activity |

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| This form is used in conjunction with the[*Health & Safety: Working alone requirements.*](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4590280/health-and-safety-working-alone-requirements.docx.docx)Contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) for more information. |