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These guidelines have been developed for staff, students and others working alone. Staff, students and others should be aware of their responsibilities and associated processes to ensure that adequate health, safety and security measures are in place.

**Activites that have a residual risk rating of high to extreme are not to be undertaken when working alone**.

# Student Laboratories/Study Areas – Unsupervised

1. Areas open to students without supervision should be assessed for security camera operation.
2. Security access to the area should be in the form of a swipe card or controlled key access, and swipe cards should be programmed with an expiry date for students.
3. Prior to the provision of a swipe card or key, students using computer or other after hours facilities should be advised of the appropriate safety and security procedures such as how to contact Security.
4. Areas should be included in scheduled workplace inspection programs. Refer to the [Health & Safety: Workplace monitoring and inspection requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4587013/workplace-monitoring-and-inspection-requirements.docx) for more detail. Completion of workplace inspections is the responsibility of the person/staff in control of the area.
5. Signage indicating emergency evacuation routes, assembly areas, first aid kits and emergency equipment should be prominently displayed in the area.
6. Security can be contacted by phone or duress alarm at all times.

# general requirements

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 the [Health & Safety: Working alone form](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4590282/health-and-safety-working-alone-form.docx).

Where the Health & Safety: Working alone form is not used an equivalent process must be documented which includes:

1. 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;
2. appropriate risk reduction measures are in place (residual risk is low or medium);
3. emergency procedures are in place.

A means of demonstrating manger/supervisor approval could include an email authorising the process.

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) should be consulted prior to staff and students working alone. The following should be included:

1. Areas should be included in scheduled workplace inspection programs. Refer to the [Health & Safety: Workplace monitoring and inspection requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4587013/workplace-monitoring-and-inspection-requirements.docx) for more detail. Completion of workplace inspections is the responsibility of the person/staff in control of the area.
2. A means of recording names, locations and times (eg log book or whiteboard) should be provided for staff, students and others for their records.
3. Access to a phone at all times.
4. Emergency procdures that consider working alone.
5. Security (or other nominated personnel) should be notified to have the location details of staff, students and others recorded in case of emergency.
6. Staff, students and others should be advised of procedures such as keeping corridors locked, switching on lights.
7. Staff, students and others must ensure that they carry their Identification card at all times.
8. Ensure that most activities when working alone have a documented risk assessment. Copies of risk assessments should be accessible to relevant staff, students and others. Where both the location and the activity has a low inherent risk, a risk assessment is not required (See Section 3).
9. Control measures should be adequate to reduce the residual risk of activities to a medium or low risk.

The need to have a duress alarm for staff, students and others working in remote or isolated areas such as animal houses or in facilities should be assessed.

# Activities and locations with a low inherent risk

Where both the activity and location have a low inherent risk, such as working alone in a secure office, the following guidelines should be followed:

1. Areas should be included in scheduled workplace inspection programs. Refer to the [Health & Safety: Workplace monitoring and inspection requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4587013/workplace-monitoring-and-inspection-requirements.docx) for more detail. Completion of workplace inspections is the responsibility of the person/staff in control of the area.
2. Staff, students and others advised of emergency procdures.
3. Access to a phone at all times.
4. Security (or other nominated personnel) should be notified to have the location details of staff, students and others recorded in case of emergency.
5. Staff, students and others advised of procedures such as keeping corridors locked, switching on lights.
6. Staff, students and others must carry their Identification card at all times.

Where the above guidelines are in place a risk assessment is not required.