Lone and Remote Worker Policy

Head of Power

Local Government Act 2009
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Associated Codes of Practice and Australian Standards

Objective

To provide workers who work on their own (lone) or in remote areas with a healthy and safe work environment through the use of lone and remote alert devices.

Definitions/Application

Definitions

“Exceptional Circumstances” means when an alarm has been activated or information is required to support an investigation which has been authorised by the Manager Human Resources

“Lone and Remote Alert Device” includes Global Positioning System (GPS) devices used to collect, record and store data (geographical location, movement, speed and/or plant/vehicle function or activity).

“Worker” means a person who carries out work in any capacity for Council.

Application

This Policy applies to all workers who may be required to work in lone situations or remote areas.

Policy Statement

Council strives to ensure that:

• its workplaces are healthy and safe environments for its workers; and
• its business is conducted with integrity, honesty, fairness to achieve the highest standards in service delivery.

Lone and remote alert devices can determine the immediate physical location of a vehicle or item of mobile plant. To improve the safety of its workers Council may install a lone and remote alert device in a vehicle or item of plant so that workers faced with an emergency situation can generate an alarm which will immediately trigger an alert to appropriate escalation officers. This alert will provide the escalation officers with the necessary information to ensure an appropriate and timely response.

Council may also use the data collected from a lone and remote alert device for a number of other purposes where appropriate, including:

• ensuring the physical security of the asset;
• obtaining operational statistics to ensure optimal operational efficiency;
• minimising the misuse of Council assets; and
• gathering information for the investigations of customer complaints relating to the operation of Council assets.
Notification and Privacy
All workers will be notified of Council’s use of lone and remote alert devices and of Council’s right to review a worker’s use of vehicles and mobile plant.

If a lone and remote alert device is fitted to a Council owned vehicle, which is allocated to a worker who has private use in accordance with Council’s Motor Vehicle Policy, data collected from the device will not generally be actively monitored outside normal working hours. However data recordings may be accessed in exceptional circumstances.

Data
All data collected from lone and remote alert devices must be stored securely and must be used lawfully and fairly. Collected data can only be accessed by officers authorised by MHR. All personal information will be handled in accordance with Council’s Information Privacy Plan.

Review Triggers
This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments are made to the head of power which affect the scope and effect of this Policy.
(4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility
This Policy is to be:

1) Implemented by the Manager - Human Resources; and
2) Reviewed and amended in accordance with the Review Triggers by the Manager - Human Resources and the Executive Management Team.

Policy: 2150-086

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<td>Coordination Committee (15/2273)</td>
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Related Links:
- 2150-021 Policy: Workplace Health & Safety
- MBRC Employee Code of Conduct
- 2.1 MBRC - Hazard & Risk Management Procedure
- 2.1.3 HSE Risk Assessment
- Information Privacy Statement