Safely Managed and Responsible Team (S.M.A.R.T)  
Work, Alone and in Isolation

**SOME FACTORS TO CONSIDER**
- Unable to get picked up in a timely manner.
- Unable to summon emergency help if needed
- Harassment, violence
- Change conditions (weather, terrain)
- Exposure to elements

**APPLICABLE SAFETY EQUIPMENT**
- Radio or phone communications. Other communications devices (e.g. SPOT)
- First Aid Kits (personal, basic)
- Survival kit
- See SMART Office Activities and Field Activities

**PRIOR TO WORK (PLAN)**

Determine where you will be working and who you will be working with. Will you be working alone and in an isolated area? This could be a warehouse, store room or office. You are working alone if you are in a situation where no one else is near enough to be able to determine your well being and secure immediate assistance. You are working in isolation whether you are alone or not and conditions of the site may prevent timely arrival of help, considering weather which may change accessibility. (e.g. Boat or Air access only at the back of an un-roaded valley).

FLNRO staff should avoid working alone and in isolation whenever possible.

Ensure you understand and comply with the procedures for itinerary planning of the monitoring system being used, including person monitoring plan and emergency response procedure.

Check emergency and survival equipment (First Aid Kits, Radio, GPS, maps and GPS co-ordinates, survival kits, clothing and PPE as applicable).

Ensure you have an emergency evacuation method including accurate GPS (if used) co-ordinates for heli-landing or rendezvous spots.

Know what support you can expect from any persons or organizations that are part of your emergency response plan. Do not assume they will assist confirm it!
### DURING WORK (DO)

**Sign Out Accurately.** Provide a good itinerary to ensure you can be found without communication. Ensure that emergency pickup locations are defined and co-ordinates given. Follow the procedures of the monitoring system being used.

Confirm maximum interval between person check-in aligns with risk. This should be a maximum of 2 hours if alone and in isolation, but could be less depending on factors such as:

- Weather and time of year
- Experience of worker
- Type of work
- Response time

Ensure you close watch with monitoring office at end of work or when safe to do so (i.e. assistance will occur more rapidly in your circumstance from other sources than monitoring system).

Discontinue or do not start work when weather extremes elevate risk to unacceptable levels. (i.e. monitoring system will not be able to mitigate circumstance due to weather and response time).

“Check-in” on the frequency planned, and agreed to with monitoring office. If communication fails you must re-establish through any means possible and revise plans.

Ensure that emergency response/monitoring after regular work is in place, if isolation persists beyond work day.\(^1\) (i.e. camp situation, lookouts)

### MONITOR/INSPECT (CHECK)

Change your itinerary/work plan with monitoring system if your situation changes.

Continually monitor communications capability and adjust work strategy or monitoring plan to address any change in communication coverage.

Commence and understand that overdue employee procedures must be initiated when any planned “check-in” is missed.\(^1\)

### IMPROVE/CORRECT (ACT)

Report any deficiencies with communications system or monitoring system. Debrief on any emergency response initiated with an eye to improve system.\(^1\)

Do planned routine tests and drills to confirm and improve staff monitoring system.\(^1\)

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1 Primary Employer Responsibility

GPS=Geographic Positioning System