JER-8000-MGT-PRO-0035 Remote & Isolated Work

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers conducting remote or isolated work.

Remote or isolated work is work that is isolated from the assistance of other people because of the location, time, or nature of the work being done. Assistance from other people includes rescue, medical assistance and emergency services.

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to s provide guidelines to manage risks arising from remote or isolated work.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'

4. DEFINITIONS

Remote or Isolated Work	Remote or isolated work is work that is isolated from the assistance of other people because of the location, time, or nature of the work being done. Assistance from other people includes rescue, medical assistance and emergency services. A worker may be isolated even if other people may be close by, for example, someone working by themselves on a pipeline. In some situations, a worker may be alone for a short time. In other situations, the worker may be on their own for days or weeks in remote locations.
Remote work	Work in a location that makes immediate rescue or attendance of emergency services difficult.
Isolated work	Work that is being performed by a worker who is alone.
Personal Locator Beacon	A device used to pin-point a worker's location and to indicate by activation of the beacon that an emergency exists. Spot Gen3 is an example of a satellite personal locator beacon.
Workers	Workers include employees, contractors, sub-contractors, volunteers and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Establish safe systems of work that mitigate remote or isolated work risks. 2. Ensure adequate resources are available to managers and/or supervisors and workers to comply with this procedure. 3. Review and act on reported organisational risk management performance. 4. Approve escalation protocols.
Safety Manager	1. Establishes and maintains hazard identification, risk management and training systems within the KGL Resources Integrated Management System, including consultation with workers. 2. Assesses and reports on risk management performance to the Senior Management Team. 3. Ensures this procedure is fit for purpose and meets all legislative requirements. 4. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 5. Supports managers and supervisors in the implementation and operation of this procedure. 6. Recommends change or improvement to this procedure as required. 7. Provides advice on risk management of remote or isolated requirements to managers and supervisors. 8. Reviews and monitors remote or isolated work risk management by managers and supervisors. 9. In consultation with managers and supervisors, ensures the provision of training for workers relating to remote or isolated.

Managers and Supervisors	1. Responsible for ensuring this procedure is implemented in their area including ensuring: a) all workers are aware of and understand this procedure; b) risk assessments for Remote or Isolated Work are performed; c) any risks arising from Remote or Isolated Work are addressed proactively to ensure the health and safety of workers; d) workers are provided with appropriate training in relation to the risks of Remote or Isolated Work and the appropriate control measures; e) a means of communication is available to workers performing Remote or Isolated work; f) communication equipment identified as risk control measures are properly maintained and in a good working order; and g) effective communication with workers carrying our Remote or Isolated Work. 2. Knows the location of individual workers in their area on a daily basis. This includes knowing about the location and safety of workers performing Remote or Isolated Work at least every two hours where practicable.
Worker	1. Complies with all requirements in this procedure when undertaking Remote or Isolated Work, including: a. complying with the Remote or Isolated Worker System; b. maintaining communication equipment in working order (for example, ensuring batteries are fully charged and spare batteries are carried) and reporting any defects in equipment to their manager or supervisor; and c. making regular contact with their manager or supervisor as required by this procedure or identified as a control measure in a specific risk assessment.

6. REMOTE OR ISOLATED WORK RISK MANAGEMENT

Working alone or remotely increases the risk of any job. Exposure to violence and poor access to emergency assistance are the main risks of Remote or Isolated Work. Emergency situations may arise in circumstances such as the sudden onset of a medical condition, work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water or shelter. The consequences may be very serious.

Table 1 provides examples of Remote or Isolated Work typically performed by KGL Resources workers. This list is not exhaustive, and managers and supervisors are required to assess whether a worker will be performing Remote or Isolated Work on a case-by-case basis.

Table 1: Examples of Remote or Isolated Work

Work location or activity	Application of this procedure
Call out situations	All situations where two or less people are attending
Field work that may include customer contact	If working alone
Night / afterhours work / weekends (e.g. after 6pm and before 7am on weekdays and any time on weekends)	If working alone

Work location or activity	Application of this procedure
Rural or other remote areas	All situations working alone, or when working in remote areas

KGL Resources manages Remote or Isolated Work risks through a risk management approach. The key elements of KGL Resources' systematic approach to risk management include:

Hazard identification;

Risk assessment;

Controlling risks; and

Reviewing control measures to ensure they remain effective.

Risk management is to be undertaken in line with the **KGL Resources Risk Management Procedure.**

Managers and supervisors should be aware that some work cannot be performed as alone and appropriate work arrangements must be made that comply with the relevant KGL Resources procedure in those cases. Activities that cannot be performed alone include:

- confined space entry;
- working at heights using a fall arrest system as the primary control;
- use of an industrial rope access system;
- crane and lifting operations; and
- hot work where a fire watch is required.

6.1 Hazard Identification

Before workers undertake Remote or Isolated Work, managers and supervisors must identify hazards to which workers could be exposed.

Hazards should be identified through:

- routine workplace inspection of work areas;
- consulting workers on proposed work activities, conditions and hazards;
- reviewing previous injury/incident records; and
- reviewing prior Take 5 and Safe Work Method Statements (**SWMS**) conducted in that area or for that job or similar work task or situations.

When identifying potential hazards, the following should be considered:

- the nature and duration of the tasks to be performed;
- the number of workers involved;
- the availability, ease of use and reliability of means of communication; and
- the availability of assistance (including emergency and medical assistance) and the estimated response time.

6.2 Risk Assessment

Prior to workers undertaking any Remote or Isolated Work, managers and supervisors must undertake a risk assessment in accordance with the **KGL Resources Risk Management Procedure**. Work must not commence until a Take 5 (all field tasks) and SWMS (where high-risk construction work, or if otherwise required by a supervisor or manager is carried out) is developed for the safe performance of the identified tasks.

When assessing risks, managers, supervisors and workers should consider the following:

a. The length of time the worker may be working alone
   - How long would the worker need to be alone to finish the job?

b. The time of day when the person may be working alone
   - Is there increased risk at certain times of day?

c. Communication
   - What forms of communication does the worker have access to?
   - Are there procedures for regular contact with the worker?
   - Will the emergency communication system work properly in all situations?
   - If communication systems are vehicle-based, what arrangements are there to cover the worker when he or she is away from the vehicle?

d. The location of the work
   - Is the work in a remote location that makes immediate rescue or attendance of emergency services difficult?
   - What is likely to happen if there is a vehicle breakdown?

e. The nature of the work
   - What machinery, tools and equipment may be used?
   - Are high risk activities involved? For example, work at heights, work with electricity, hazardous substances or hazardous plant.
   - Is fatigue likely to increase risk? For example, with long hours driving a vehicle or operating machinery?
   - Is there an increased risk of violence or aggression when workers have to deal with other people by themselves?
   - Can environmental factors affect the safety of the worker? For example, exposure to extreme hot or cold environments, or water?
   - Is there risk of attack by an animal, including reptiles and insects?

f. The skills and capability of the worker
   - What is the worker's level of work experience and training? Is the worker able to make sound judgements about his or her own safety?
   - Are you aware of a pre-existing medical condition that may increase risk?

6.3 Risk Control Measures for Remote or Isolated Work

Risk controls should always be considered in the order of the hierarchy of control starting with elimination. In some circumstances, two or more risk controls may be required to reduce the risk of hazardous noise exposure.

Risk control measures for remote or isolated work must be documented in a Take 5 or SWMS.

KGL Resources applies the hierarchy of control to eliminating, so far as is reasonably practicable, or minimising the risks associated with remote or isolated work. Set out in **Table 2** below are some examples of risk controls to eliminate or minimise these risks according to the hierarchy of control.

Table 2: Examples of risk control measures for remote or isolated work

Risk Control Hierarchy		Example of risk control measures for excavation work
Level 1	• Eliminate the hazards	• Eliminate the need for Remote or Isolated Work.
Level 2	• Substitute the hazard with something safer • Isolate the hazard from people • Reduce the risks through engineering controls	• Reschedule the work to a time where the work will not be performed in isolation. • Assign more than one worker to perform the work. • Carry out some work elements at a location that is not remote or isolated, before transferring to the remote location.
Level 3	• Reduce exposure to the hazard using administrative actions • Use personal protective equipment	• Use movement records to know where workers are expected to be. • Use Remote and Isolated Work System (RIWS). • Provide training, information and instruction. • Emergency Position Indication Radio Beacons (EPIRBs) • Communication systems (e.g. phone, radio). • Personal Locator Beacons (for example, Spot Gen3).

Where Remote or Isolated Work is unavoidable:

- Managers and supervisors must ensure that workers have a communications system appropriate to the nature and location of their work.

6.4 Emergency Initiation

If you are in a life-threatening situation and require help from emergency services, dial ‘000’.

6.5 Communication Systems

Managers and supervisors must maintain effective communication with workers who perform Remote or Isolated Work. Protocols for the response to, and escalation of incidents, will be established in consultation with relevant managers and supervisors and based on site and business needs.

Workers who perform Remote or Isolated Work must have communications equipment with them at the work location, must maintain the equipment in working order (for example, ensuring batteries are fully charged and spare batteries are carried), and report any defects in equipment to their manager or supervisor.

Communications equipment must remain on at all times while workers perform Remote or Isolated Work. Take 5's, Pre-Starts and Safe Work Method Statements must include provisions for loss of communications.

The type of communication equipment used for the work will depend on the distance between the worker and their base location, and the environment in which the worker will be located or through which he or she will be travelling. Local knowledge may be needed to assist with the selection of an effective communication system.

The method of communication should allow a worker to call for help in an emergency at any time. Options to consider include:

- *Personal security systems*, being wireless and portable, are suitable for people moving around or checking otherwise deserted workplaces. Some personal security systems include a non-movement sensor that will automatically activate an alarm transmission if the transmitter or transceiver has not moved within a certain time. Examples include duress alarms and Personal Location Beacons.
- *Radio communication systems* enable communication between two mobile users in different vehicles or from a mobile vehicle and a fixed station. These systems are dependent upon a number of factors such as frequency, power and distance from or between broadcasters.
- *Satellite communication systems* enable communication with workers in geographically remote locations, but their operation can be affected by damage to aerials, failure of vehicle power supplies, vehicle damage, or terrain.
- *EPIRBs* may be used on vehicles to pinpoint location and to indicate by activation of the beacon that an emergency exists.
- *Mobile phones* cannot be relied upon as an effective means of communication in many locations, unless connected to the mobile phone network via StarLink. Coverage in the area where the worker will work should be confirmed before work commences. Geographical features may impede the use of mobile phones, especially at the edge of the coverage area, and different models have different capabilities in terms of effective range from the base station. If any gaps in coverage are likely, other methods of communication must be considered. It is important that batteries are kept charged and a spare is available.

7. FIRST AID

Where people work in remote locations, a first aid kit should include: a heavy-duty crepe bandage 10 cm (for snake bites), large clean sheeting (for covering burns), thermal blanket (for treating shock), whistle (for attracting attention), torch/flashlight. The appropriate contents will vary according to the nature of the work and its associated risks.

8. REVIEW AND REVISION OF CONTROL MEASURES

Risk controls must be reviewed on a regular basis to ensure their effectiveness and to ensure that new risks have not been introduced. A review is required:

a) when the control measure is not effective in controlling the risk;

b) before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;

c) if a new hazard or risk is identified;

d) if the results of consultation indicate that a review is necessary; and

e) if a health and safety representative requests a review.

9. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must provide workers with information on remote and isolated work including knowledge of KGL Resources consultative mechanisms for raising work health and safety matters.

10. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Management Procedure**.

11. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

12. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

13. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-FRM-0011	Incident Report Form

14. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is medium, reviewed every 2 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

15. APPROVAL

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Project Director