



## Lone Working Policy

### Policy Statement

Slimdril Limited believes that lone workers should not be at more risk than other employees.

Slimdril Limited understands lone workers to be those who work without close or direct supervision or company for substantial periods of time. These include office, workshop and field engineers. In this context Slimdril Limited understands its duty as an employer being to assess any risk to lone workers and take steps to avoid or control those risks where necessary.

Slimdril Limited recognises that staff working alone in potentially isolate conditions have no immediate back up or support and are at a greater risk of injury.

Slimdril Limited also recognises that staff working alone need to rely on their own judgement and initiative and may be at greater risk of making mistakes or errors.

Slimdril Limited believes that training is particularly important for lone workers and research shows that adequate training is the single most critical factor in avoiding panic reactions in unusual situations. In particular lone workers need to be deemed competent to work alone and be sufficiently experienced and to understand the risks and precautions needed fully.

Slimdril Limited understands its duty as an employer to ensure employees are competent to deal not only with the day to day facets of their work but with circumstances which are new, unusual or beyond the scope of their training, for example if threatened with aggression and violence.

### Lone Workers Supervision Policy

By definition lone workers are those who work without constant supervision throughout their working day, therefore procedures must be put in place to monitor lone workers to ensure they remain safe and to provide supervision on a regular basis. This includes supervisors periodically visiting and observing those working alone and regular contact between lone workers and supervisors by telephone.

Slimdril Limited believes that supervision helps to ensure that employees understand the risks associated with their work and the necessary safety precautions are carried out. The extent of the supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues.

Lone workers should carry mobile phones so that they can summon help quickly; all phones should include an emergency number which will be attended at all times that the staff are working.

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In a situation where lone worker feels unsafe or unsure of a situation, they should contact their supervisor. In the event of an accident and a supervisor is contacted and they need to contact emergency services. They should ensure they take the appropriate information from the lone worker, such as location, brief details of the incident and their telephone number.

**Training**

All staff should read this policy. As part of the induction process supervisors must satisfy themselves that each member of staff is competent and safe to work alone and that they are clear about how to act in ways that will maximise their own safety and what to do in an emergency situations.

Signed:

Date:

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