

Introduction:

Mobile phones, and other hand held devices offer many benefits but they can distract those carrying out safety critical tasks such as driving or acting as lookout. It is essential that people involved in these activities are not distracted.

General mobile phone safety:

- If you are calling a mobile phone, always ask if it is safe for the other person to talk, and offer to call back if it is not.
- Always switch off your mobile phone if there is a known risk on an explosive atmosphere such as when refuelling equipment or vehicles with petrol.
- Do not use a mobile phone within 3 metres of location cabinets or exposed circuit boards.

Whilst driving on track rail plant:

- The driver must not use any hand held device whilst the on track plant is moving.
- Incoming messages should be recorded on voicemail and calls returned at the earliest safe and convenient time, whilst the on track plant is stationary.
- In an emergency, any mobile phone may be used – eg to call the signaller, electrical control operator or the emergency services.
- Drivers should ask anyone entering the cab not to use a mobile phone or handheld device if it is likely to cause distraction or compromise safety.

Whilst driving a road vehicle:


It is an offence not to be in full control of a road vehicle you are driving. Therefore:

- The driver should not use any hand held device whilst the vehicle is moving.
- The use of fitted hands free speaker phones should be operated only when it is safe to do so.
- Stop the vehicle in a safe place before making a call.
- Voicemail should be used if it is essential for a driver to be contacted. They should stop regularly to check messages and return calls, where safe and legal to do so.
- Drivers should ask passengers to switch off their mobile phones if it may cause distraction or compromise safety.

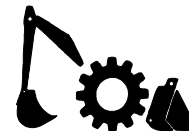
A P Webb Plant Hire Limited responsibilities:

The company must manage the use of hand held devices by our employees, contractors and sub-contractors to reduce risk. As a minimum the company will:

- Ensure that all staff are briefed and regularly reminded of their mobile phone protocol;
- Identify those who need to use a hand held device whilst carrying out safety critical work and/or when on or near the line;
- Ensure that pre-work briefings include an instruction to confirm that non-essential hand held devices are switched off;
- Confirm that the mobile phone protocol is being carried out;
- Require managers to lead by example.

Signed 
Malcolm Bennett
Head of Transport

Date: February 2020



Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regards to – **Mobile Phone Protocol.**

Employee Name

Employee Sign

Date