

SAFE WORK PRACTICE

TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer's recommendations
MANAGEMENTS RESPONSIBILITY	If a cellphone is provided. Provide recharging equipment and Bluetooth technology Must deal with defective equipment in a timely fashion
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location, or a hands free device must be utilized. 3. If making an emergency call (911) the vehicle must be safely parked before making the call, or a hands free device must be utilized. 4. Maintain charged and in good working order, the cell phone and Bluetooth technology. 5. Must notify management in writing if there is an issue with the devices assigned 6. Personal cell phones are to be used only during breaks and as per site specific regulations. Ensuring not to obstruct work flow inhibit other works/trades and/or to the distraction of the user to potential personal safety situations. 7. Ensure that cell phones are not utilized while fueling equipment or vehicles.