



AUTHORISATION: Signature

Date

Purpose and Scope

This procedure defines the system to be adopted at any Company workplace or site, to control the use of mobile phones and two-way radios.

Procedure & Workplace Supervision

Whilst the Director responsible for H&S has overall responsibility for overseeing Health and Safety within the Company, the Site Supervisor shall ensure that:

- All mobile phones and two-way radios are used in a safe and appropriate manner as defined below in "Mobile Phone Usage";
- Anyone found to be contravening this procedure may be subjected to disciplinary action by the company.

Initial Requirements

At the start of any contract the Site Supervisor should ensure the following requirements are included in the "Health and Safety Plan" and the "Site Specific Operative Induction."

Mobile Phone Usage

Site supervisory staff must ensure mobile phones are restricted as follows:

Company owned or hired-in plant operators, employees or sub-contractors are not permitted to answer or make **any** calls during working hours, whilst on the confines of the site working areas. They must refer all urgent or emergency calls to the site office prior to the start of any shift. They will be permitted to make calls during break times in the site compound or site cabins / offices.

- Company staff may use mobile phones when :
 - When so authorised
 - It is for company business
 - They are in a safe location
 - They are stationary in their vehicle, or any item of mobile operated plant, with the gearbox in neutral and the handbrake on.
- Delivery drivers or visitors to any Company workplace must only use their mobile phones :
 - When stationary in their vehicle, or any item of mobile operated plant, with the gearbox in neutral and the handbrake on
 - Within the site compound
 - Within the site offices

Two-way Radio Usage

Two-way radios often improve communications on large or scattered sites, however, they must also be used in a controlled manner.

No personnel should use a two-way radio whilst they are driving any vehicle, any item of mobile operated plant or whilst operating any type of powered plant or equipment unless this activity has been risk assessed.