

TOOLBOX SAFETY TALK

MOBILE PHONE AND RADIO USE



INTRODUCTION

The use of mobile phones can easily present an unacceptable risk of injury or incident in the workplace. To manage this risk, mobile phone use whilst working is not permitted without company approval.

MOBILE PHONE SAFETY AND USE

If approval has been granted for the use of a mobile phone while at work, the following safety conditions apply:

- The use of mobile phones within the workplace is to be limited to work-related calls, or emergency only.



SAMPLE

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• Talking and/or responding on a phone call and the same conditions apply.



The driver of a vehicle must not use a mobile phone that the driver is holding in his or her hand while the vehicle is moving or is stationary but not parked.

HANDS-FREE MOBILE USE

Hands-free use of the phone for work-related calls, using a mobile phone for personal use, is permitted if approval has been given by a company manager or supervisor.

Hands-free use of the phone for personal use, such as making a call to a family member or friend, is not permitted.

Hands-free use of the phone for work-related calls, such as making a call to a client, is permitted. However, the use of the phone for work-related calls must not be used to the extent that it causes the driver to be distracted from the task at hand.

MOBILE PHONE USE

Handheld use of the phone is not permitted while the vehicle is moving. The driver must not be holding or using the phone while the vehicle is moving or is stationary but not parked.

The use of personal portable mobile equipment with hands-free equipment is prohibited for work-related calls or work-related calls, such as making a call to a client, is permitted.



Due to the inherent risk, the use of equipment or software that is not designed for use in vehicles, such as mobile phones, PDAs, and GPS units, etc. is not permitted.