Mobile Phone Policy

Company Name:

Company Address:

ABN/NZBN:

Content

Disclaimer: *This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.*

Mobile Phone Policy

OBJECTIVE

{company_name} aims to protect the safety of our workers by implementing risk management strategies regarding the use of mobile phones on site.

SCOPE

This policy applies to all workers irrespective of their employment arrangements.

POLICY

Mobile phones are used as a communication tool as and when required but must not impose a risk to the health or safety of persons while at work.

The use of personal mobile mobiles within the workplace is permitted at the discretion of the organisation for specific occasions/situations and must only be used following the Mobile Phone Procedures. Personal mobile phones should not be used to make business calls.

The following uses of mobile phones are considered unacceptable while at the workplace:

- Accessing the internet or any websites.
- Text messaging, where is considered excessive by the supervisor or is affecting work performance.
- Text or verbal messages that contain inappropriate or offensive language, materials or content.
- The taking of personal calls, where is considered excessive by the supervisor or is affecting work performance.
- Text messaging supervisors/managers to notify them of non-attendance at work.
- To intimidate, bully, harass, or victimise any person or persons.

RESPONSIBILITIES

{company_name} has a responsibility to:

- identify work situations and tasks that may present hazards and risks to workers regarding the use of mobile phones and similar electronic devices; and
- implement policies and procedures to manage effectively, and reduce the hazards and risks associated with the use of mobile phones and similar electronic devices in the workplace; and
- provide mobile phone hardware to workers as required enabling them to carry out their work tasks safely and productively for {company_name}; and
- regularly monitor and review the Mobile Phone Policy and Mobile Phone Procedure, in consultation with relevant workers, to ensure its appropriateness and effectiveness.

Supervisor(s)/Manager(s) have a responsibility to:

- ensure that personal mobile phone usage is kept to periods during rest or lunch breaks, unless in an emergency, or as approved by the organisation; and
- encourage workers within their area of responsibility to take due care with any communication equipment that is issued by {company_name}; and
- initiate warnings/disciplinary action where necessary, and advise *(Insert Responsible person name)* if further action is required; and
- assist with investigations, disciplinary action for workers within their area of direct responsibility concerning compliance with this procedure; and
- following the review of phone accounts, determine appropriate action and co-ordinate relevant personnel to address inappropriate usage – warning, disciplinary action, and/or recovery of costs; and
- arrange for the provision of phone hardware to workers as required (purchase, stock, replacement & repairs & maintenance).

Mobile Phone Procedure

The use of mobile phones while operating designated plant or machinery, or when carrying out specified “High-Risk Construction Work” is strictly prohibited.

During the conduct of all other work tasks, all workers must:

- use a landline wherever possible; and
- limit the number and duration of calls where practical; and
- use a hands-free set wherever available; and
- ensure their mobile phone is switched off at service stations while fuelling vehicles; and
- securely fix the mobile phone to your person, and in such a way as not to impede performance or pose a personal risk to yourself and others in the workplace; and
- turn mobile phones off before the commencement of any meeting, except for designated OHS Officers who are on duty.

MOBILE PHONES - DRIVING A VEHICLE / OPERATING PLANT

Research indicates mobile phone use while driving is dangerous; therefore {company_name} strictly prohibits worker use of mobile phones (and other similar electronic devices, e.g., ipads, e-tablets etc.) while driving a vehicle.

Workers who are driving are required to stop the vehicle in a safe location so that a mobile phone or similar device can be safely used when making or receiving a call.

The same prohibition for the use of mobile phones applies to drivers/operators of mobile plant, other plant or equipment as determined by management or if listed as a control in a risk assessment or Safe Work Instruction.

MOBILE PHONE - OWNERSHIP & MAINTENANCE

Mobile phones issued by the company remain the property of the company. They must be returned to the company if employment services cease. Mobile phone batteries must be maintained according to the manufacturer’s instructions to ensure longevity. Workers must report damage, loss or theft of their mobile phone to the organisation so a replacement can be organised. {company_name}’s mobile phone preferred carrier and the mobile phone plan structure must not be altered without prior authorisation. The number of calls made on the mobile phone must be limited to essential business calls.

MOBILE PHONES - WORKER-OWNED

All mobile phones owned by workers are to be switched off during business hours. They may be switched on during official breaks. If a friend or relative needs to reach you in the case of an emergency, they may call for you on the work number. The only exception to this guideline is permission from the organisation for specific occasions/situations. Any damaged or lost personal mobile phones at work will be the responsibility of the owner of the mobile phone, not {company_name}.