

TITLE: Mobile Phone Use Policy

DEPARTMENT: Rail Department

The Company recognises its responsibility to ensure the Health and Safety of all individuals, and is committed to reducing the risks they face and create when using a mobile phone.

The policy requires the total cooperation of all members of Management and Individuals. Whilst it is generally recognised, that the use of mobile phones can be undertaken without undue risks to health and safety, the company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our workers, to which they may be exposed whilst using a mobile phone on or off the Railway infrastructure.

These risks will then be controlled 'so far as is reasonably practicable' so that neither the company's workers nor others who may be exposed are put at risk.

General Mobile Phone Safety:

- If you are calling a mobile phone, always ask if it is safe for the other person to respond and offer to call back if not.
- Always switch off your mobile phone if there is a known risk or an explosive atmosphere, such as re-fuelling equipment.

Whilst Working:

- Individuals shall be identified who need to use a mobile phone whilst carrying out any works.
- A mobile phone must only be used when standing still in a place of safety.
- Do not use a mobile phone whilst walking on or near the line.
- Always switch off your phone if you are acting as Lookout/Site Warden.
- Personal mobile phones must always be switched off, when working on the Rail infrastructure.
- In an emergency, any mobile phone may be used — e.g. to call the signaller, electrical control operator or the emergency services.

Whilst driving a road vehicle:

- It is illegal to use a mobile phone hand held whilst driving.
- The driver should not use a hand held mobile phone while driving a vehicle.
- Stop the vehicle in a safe place before making a call.
- The use of fitted hands free speaker phones should be kept to a minimum and not at all on Network Rail Infrastructure.
- Voicemail should be used if it is essential for a driver to be contacted. They should stop regularly to check messages and return calls.
- To avoid distraction drivers should ask passengers to switch off their phones.

Smart Phones:

With the prevalence of smart phones and social media applications such as twitter / facebook / Instagram there is an increasing presence of notifications and updates that can drag your attention. Checking of status' / notifications / emails / messages should be limited to the designated break times assigned within your working day. Checking of your phone can lead to a loss of concentration and can lead to you endangering you own and your work colleagues personal safety.

Individuals are to be briefed and regularly reminded of the mobile phone policy. Pre-work briefings are to include an instruction to confirm non-essential mobile phones are switched off. Managers are to lead by example and ensure this policy is followed and carried out.

The responsibility for the implementation of this policy is vested in the Managing Director