

MOBILE PHONE USE POLICY

This policy has been developed to make **MCS Civil (NSW) Pty Ltd** workers aware of the hazards that can be present and precautions to be taken when using mobile phones in a work environment.

Mobile Phone Use whilst Driving

- The use of mobile phones whilst driving is forbidden unless hands free kits are fitted. It is an offence (driving without due care) to use mobile phones whilst operating a motor vehicle and the incursion fines will be solely at the workers cost.
- Any vehicle damage incurred as a result of this practice, which is not recoverable through insurance, may be recovered from workers.

Private Mobile Phones

- The use of privately owned mobile phones is prohibited on any MCS Civil (NSW) Pty Ltd worksite
- Mobiles phones may be used during lunch breaks, before and after work only
- Emergency contact will be your Supervisor/Forman or via the office and they will make contact with the site supervisor/Forman
- Any breach of this rule will not be tolerated and may result in dismissal from duties indefinitely
- Mobile phone may be used only after supervisor's permission and only in special cases. (or a case by case basis)

Company Mobile Phones

- Workers should not undertake work and talk on a mobile phone at the same time. Work activities should cease while calls are made or received – step away from the work environment prior to answering the phone or making a call
- Workers with company mobile phones are required to keep mobile phones clean, and in serviceable condition to the best of their ability. Mobile phones should have a protective cover and when not in use clip onto the worker's belt or clothing where possible
- Keep batteries charged at all times and report all irregularities immediately to their manager
- Secure the phone at home, as if it is your personal possession. Use the keypad lock if needed, as you are responsible for the call charges billed to "your" mobile phone
- Mobile phones are not to be left in vehicles while unattended. There is a tendency for vehicles to be broken into for the sake of stealing a mobile phone. These costs while not necessarily claimable under insurance and may be charged back to the worker
- While in the Office store the phone and associated equipment with due care. If lending the phone to other workers, document this use as you may do if someone borrows a vehicle from you

Mobile Phone Safety Precautions

- Mobile phones and other communication equipment may be a source of ignition in explosive



MCS Civil (NSW) Pty Ltd
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**INTEGRATED MANAGEMENT SYSTEM MANUAL
QUALITY-WORK HEALTH & SAFETY-ENVIRONMENT**

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environments (e.g. when refuelling vehicles or in confined spaces or low-lying areas where flammable gases or vapours may accumulate). Mobile phones must always be switched off in these environments

- The 'near field' (3-4cm) presents the greatest potential risk. Where possible do not hold the phone against your head and if you have extendable antenna ensure it is extended or use a personal hands free kit
- Wait for calls to be established prior to holding the mobile phone to the head (Radio frequency field strength is greatest during the call set-up phase)
- Minimise your talking, if possible, as radio frequency fields are mainly emitted during this phase of a conversation
- Avoid using mobile phones in enclosed spaces where it is likely to transmit at a higher power level
- Mobile phones may interfere with sensitive medical equipment, aircraft navigation systems, some older- model hearing aids and possibly cardiac pacemakers. Observe any directions given in relation to these types of items

Signed By:

Christopher Murphy

Managing Director

Signature

21st September 2024

Date