



Use of Mobile Phones Policy

1.0 INTRODUCTION

To ensure that the use of a mobile phone, particularly when driving, does not give rise to danger.

1.1 Legal Requirements

The Road Vehicle (Construction and Use Regulations) 2003 prohibits the use of hand-held mobile phones whilst driving. Holding a mobile phone at any time whilst you are driving is a breach of this legislation.

The regulations permit use of a mobile phone provided it can be operated without the need to hold it. In practice this means that the phone must only be used either fitted in a cradle attached to the dashboard as part of a "hands-free" kit or when it has voice activated dialling and auto answering facilities.

Responsibility for the safe control of a vehicle always rests with the driver who, in law, who must have proper control of the vehicle at all times. Loss of control whilst using a phone, even if it is hands-free, could result in prosecution for careless or dangerous driving

The above guidance applies at all times whilst "driving" which includes times when the car is stationary but the engine is running. The only time it does not apply is when the car is safely parked with the engine switched off.

1.2 Compressed Air Solutions Ltd Policy

As part of our overall health and safety policy CAS Ltd is committed to reducing the risks to our staff when driving on company business and whilst using plant and equipment.

Driving

Staff driving on company business must never use a hand-held mobile phone.

The nature of our business is such that some employees need to be contactable at all times. These employees will be provided with hands-free mobile phones. It will be for the Managing Director to decide which individuals fall into this category.

This Policy applies to any vehicles used on company business including hire cars and private cars used for business. It also applies to personal as well as company mobile phones.

Users of hands-free phones must consider the road and traffic conditions before using a hands-free mobile phone. If they are not satisfied that conditions are safe, they must not take the call. If in any doubt the phone must not be used. CAS Limited does not expect anyone to use a hands-free mobile phone unless they feel it is safe to do so.

Maximum use should be made of the messaging service and calls should be kept to a minimum both in number and duration.

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Reviewed by:	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB



Site-Specific

When working on site, employees must adhere to the individual site-specific requirements for the use of mobile phones. This information should be provided by the customer at the induction process and may include: the requirement for mobile phones to be switched off completely; phones to be placed on silent; limited access to making or receiving calls at certain times of the day (breaks and lunchtimes) and use only in certain places as designated. Some sites will have high security levels and there may be a requirement that phones are not permitted onto site and must therefore be left in vehicles or a secure location until the end of the working day.

Employees are not permitted to make or receive calls on their mobile phone whilst working on plant, machinery or at height (MEWP/scaffold/ladder/roof). Employees are required to find a safe place and /or return to a safe low level in order to make or receive calls. Making or receiving personal calls during the normal working day are restricted to break times, lunchtimes and in the case of an emergency.

Failure to comply with site-specific safety mobile phone rules may result in several consequences such as: loss of contract, removal from site, disciplinary proceedings.

2.0 RESPONSIBILITIES

The Managing Director has the responsibility for implementing this policy.

The Managing Director has the responsibility for deciding which staff require hands-free mobile phones. This approval should only be given when there is a clear business need for the employee to be contactable at all times.

Employees have a responsibility to ensure their own safety and the safety of others, at all times.

Callers have a responsibility to the person they are calling. Once they become aware that someone is driving, they should keep calls as short as possible.

3.0 PROCEDURES

This policy will be reviewed on an annual basis and disseminated to all employees electronically. This policy should be read in conjunction with the Safe Driving Policy.

Mark Scott, Managing Director
15th June 2021

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