

PERSONAL ELECTRONIC MOBILE DEVICES POLICY

Title:	Fencing Solutions Pty Ltd Personal Electronic Mobile Devices Policy		
Ref:	POL-WHS-010	Date Effective:	21/09/2020
Version No.	001	Review Date:	21/09/2021

* Unless otherwise indicated, this policy will apply beyond the review date.

1. POLICY OBJECTIVE

The purpose of this policy is to outline Fencing Solutions Pty Ltd workplace requirements in respect to your personal electronic mobile devices.

2. SCOPE

This policy applies to all Employees and Contractors of Fencing Solutions

3. DEFINITION

For the purposes of this policy the following definitions are outlined:

The Company - refers to Fencing Solutions

Contractor - refers to any person or entity engaged by the Company to perform duties on behalf of the company as a representative of the Company.

Employee - refers to any person directly employed by the Company on either Full Time, Part Time or Casual Basis.

Personal Mobile Electronic Devices – refers to any personal mobile electronic device including mobile phones, computer tablets (eg iPad, etc) music players like iPods and other android electronic devices.

4. DESCRIPTION

Hazards

The use of mobile phones in certain parts of the workplace can create unsafe situations. They can sometimes pose a serious safety risk such as;

- interfering with vital electrical equipment
- distraction caused by using these devices can lead to a reduction in concentration and a loss of productivity - reword

The use of all personal mobile electronic devices eg mobile phone, music players etc. will not be accepted during work hours.

The links between using a mobile phone when driving and road accidents is clear. A driver's attention is needed at all times. It is illegal in Australia to use a mobile phone when driving, unless it is a hands free device.

What you must do

Private mobile phones must be on silent at all times and may only be answered in cases of emergency or during designated work breaks.

In NSW, you can only legally use a mobile phone to make or receive a phone call while driving if the phone:

- is secured in a mounting fixed to the vehicle
- can be operated without touching any part of the phone (Bluetooth)

Lerner and P1 and P2 license holders are not permitted to use a mobile phone at all while driving. Fully licensed drivers can press buttons on the phone for the purpose of making a call, using GPS or listen to music if it is mounted in a commercially-designed and manufactured cradle.

What you must NOT do

- Use your mobile phone to receive or make calls during working hours
- Leave a work issued mobile phone on during any work related meeting
- It is not legal to fix a mobile phone to a dashboard with Velcro, or by other ad hoc measures

Mobile phones issued to you

In some circumstances, you may be issued with a mobile phone if it is necessary for the performance of your job. You must comply with our policy 'Company Mobile Phones'

5. NON-COMPLIANCE

Non-compliance by Employees or Contractors working on site could result in the Company receiving biff notifications and negative feedback from our contract site supervisors and private clients. This is unacceptable and any Employee or Contractor who fails to comply will be subject to disciplinary action that may include the termination of their employment contract or contractor agreement.

Failure to comply with the Personal Electronic Mobile Devices Policy within the administration team will similarly result in disciplinary action up to and including the termination of employment.

ACKNOWLEDGEMENT

I hereby acknowledge the Company Policy related to the Use of Personal Electronic Mobile Devices.

I confirm, I understand the content of this policy and its direct relation to my role within the Company.

I understand that my failure to comply with this policy may directly result in disciplinary action being taken or termination of my employment/ agreement with the Company.

Employee/Contractors Name: _____

Signature: _____

Date: _____