



# C412 – Bond Street Main Works, Fit Out, M&E

## THE SAFE USE OF MOBILE PHONES AND PERSONAL ELECTRONIC EQUIPMENT POLICY STATEMENT

**CRL Document Number: C412-SKC-O1-PCY-C125-50005**

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**Contract MDL reference C05.004**

### 1. Contractor Document Submittal History:

Revision:	Date:	Prepared by:	Checked by:	Approved by:	Reason for Issue:
1.0	12.02.2014	Mark Farrell	Claire Carr	James Moloney	FOR INFORMATION
		<i>Mark Farrell</i>	<i>Claire Carr</i>	<i>James Moloney</i>	

### 2a. Stakeholder Review Required? YES NO

Stakeholder submission required: LU  RfL  Purpose of submission: For no objection   
 NR  LO  For information   
 DLR  Other: \_\_\_\_\_

This document has been reviewed by the following individual for coordination, compliance, integration and acceptance and is acceptable for transmission to the above stakeholder for the above stated purpose.

Sign: \_\_\_\_\_ Role: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_ Role: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

### 2b. Review by Stakeholder (if required):

Stakeholder Organisation	Job Title	Name	Signature	Date	Acceptance
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

### 3. Acceptance by Crossrail:

	<b>Crossrail Review and Acceptance Decal</b>		
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<input checked="" type="checkbox"/>	Code 4.	Received for information only. Receipt is confirmed	
Reviewed/Accepted by: (signature)	Print Name:	Position:	Date:
<i>[Signature]</i>	SANDY WOODS/ER	SITE MANAGER	26/2/14
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### The safe use of mobile phones and personal electronic equipment Policy Statement

This statement defines the requirements for the safe use of mobile phones, PDA's and Blackberry's. The use of personal electronic equipment which is any device that requires the use of ear phones or headsets including hands-free headset devices, MP3 players and iPods is prohibited at any time whilst at the workplace on site.

This Policy applies equally to employees, operatives, consultants, subcontractors, visitors and agency personnel whilst they are within the site boundary of any Costain Skanska JV site.

Whilst CSJV recognises that the use of mobile phones as a means of communication is now essential in the business environment, the increased use of mobile phones has become a major safety issue on operational construction sites. An analysis of accidents and near misses which have occurred on Costain sites or whilst driving on company business has revealed that the use of mobile phones or personal electronic equipment has been a contributory factor in an ever increasing number of cases.

To ensure that accidents and near misses do not occur as a result of inappropriate use of mobile phones or personal electronic equipment their use is prohibited within the site boundary unless: -

- Carrying out a designated operation where the equipment has been sanctioned by the individuals line manager and documented in the risk assessment and method statement/ work package plans.
- Used as a means of communication in an emergency situation
- Used within an identified designated area for their safe use

The use of mobile phones is prohibited whilst walking or carrying out any work duty within the site boundary. In order to ensure that all site personnel and visitors are not put at risk as a result of the distraction of mobile phones, each site will identify designated areas for their safe use, which will be identified by the use of signs, briefed during site and visitor inductions and on all daily pre-start briefings.

The use of a mobile phone or personal electronic equipment whilst driving is also prohibited at all times unless the employee's vehicle is equipped with a company approved 'Integrated Hands-free kit' with cradle mounted phone or dash mounted interface device, however calls should be restricted to essential calls which can not wait until the vehicle is safely parked.

It is prohibited within the site boundary for anyone driving or operating any vehicles, plant or equipment to make or receive a telephone call (even with the aid of an approved hands-free device). Texting or emailing whilst driving is strictly prohibited.

Failure to comply with this Policy will be regarded as a serious breach of health and safety procedures. Any person found in breach of this Policy will be excluded from their place of work and will be liable to disciplinary action, which may ultimately result in dismissal. Any person so excluded may be refused access to Costain Skanska JV sites/offices.

Costain Skanska JV reserves the right to monitor mobile phone calls and the use of personal electronic equipment in all cases where the worker had any involvement in a workplace accident or any incident that has caused or could have caused a danger to health and safety.

Signed on the behalf of the Costain Skanska Joint Venture.

Date.....11.2.14.....

Signed..........