

MFG Construction NW Ltd

POL017 Mobile Telephone Policy Statement

As part of my company's overall Health & Safety Policy, we recognise and are committed to reducing the risks, which our staff face and create when driving or riding to work. All of our staff are requested to play their part, whether they use a company, their own or hired vehicle.

Staff driving for work must never make or receive calls on a mobile telephone, whether hand-held or hands-free, whilst driving. Failure to comply with this policy will be regarded as a serious matter and will invoke disciplinary action against the offender.

The Senior Management Team will lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues and employees. They must never make or receive a call on a mobile telephone whilst driving.

My Managers will play their part by leading by personal example and demonstrating to staff our care for them, their safety, health and welfare by ensuring that:

- They do not expect their staff to answer calls whilst driving
- Their employees understand their responsibilities not to use a hand-held mobile telephone whilst driving.
- Recommend that Hands Free Mobile Phones are not used whilst driving.
- Their employees switch phones to voicemail, or switch them off whilst driving, or ask their passengers to use the phone.
- Their employees plan journeys to include rest stops, which also provide opportunities to check messages and return calls.
- Work practices do not pressurise staff to use mobile telephones whilst driving.
- Compliance with the mobile telephone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed.
- They follow our monitoring, reporting and investigation procedures to help learn lessons, which could help improve our future road safety performance.
- They challenge unsafe attitudes and behaviours, encourage staff to drive safely and lead by personal example by never themselves using a phone whilst driving.

My Employees will support this policy and their Managers by:

- Never using a hand-held phone or hands free phones whilst driving.
- Planning their journeys so they include rest stops, which also provide opportunities to check messages and return calls.
- Ensuring their phone is switched off and can take messages whilst they are driving or allow a passenger to use the phone.
- Co-operating with monitoring, reporting and investigation procedures.

Procedure PP026 "Driving Company Vehicles" has been produced that underlines and endorses this policy and details the mobile telephone and other requirements of the company whilst driving company vehicles.



Mark Freeman
Managing Director
MFG Construction NW Ltd

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