

Mobile Phones

Objective

To ensure safety by minimising distractions from mobile phones and communication devices during driving, machinery operation, and complex tasks.

Scope

This policy applies to all employees, contractors, and visitors using vehicles, machinery, or radio transmitters within company operations.

Policy & Procedure

1. Usage While Driving or Operating Machinery

- Mobile phones or other such devices can only be used while driving vehicles or operating machinery if using a hands-free system.
- If a hands-free system is unavailable, the vehicle or machine must be completely stopped and parked in a safe area before using the device.

2. Ground Staff Usage

- Ground staff may only use mobile phones when in a designated safe area.

3. Radio Telephone (RT) Usage

- RT devices are not to be used during complex or difficult operations to ensure full attention is given to the task at hand.

4. Acknowledgment:

I acknowledge that I have read and understood this policy/ procedure "Mobile Phones"

Name: _____

Sign: _____

Date: _____