



MOBILE PHONE POLICY

It is the policy of Southern Cranes and Access Ltd to observe and control the mandatory requirements in respect of the use of mobile phones in the workplace.

Southern Cranes and Access Ltd will manage the use of mobile phones by their employee, contractors and sub-contractors to reduce risk.

Mobile phones and pagers offer many benefits but they can distract those carrying out safety critical tasks such as driving or operating plant equipment. It is essential that people involved in these activities give them their full attention.

General mobile safety:

- If you are calling a mobile phone, always ask if it is safe for the other person to talk, and offer to call back if not.
- Always switch off your mobile phone if there is a known risk on an explosive atmosphere such as when refuelling equipment or vehicles with petrol.
- Do not use a mobile phone within 3 metres of railway location cabinets or exposed circuit boards.

Whilst undertaking railway safety critical work and/or when on or near the line:

- A mobile phone must only be used when standing still in a position of safety.
- Do not use a mobile phone whilst walking on or near the line.
- Company issued mobile phones must only be switched on and used if they are essential to the safe delivery of the work in hand and part of a safe system of work.
- Always switch off your phone if you are acting as a Lookout or Site Warden.
- Personal mobile phones must always be switched off.
- In an emergency, any mobile phone may be used – e.g. to call the signaller, electrical control operator or the emergency services.
- Train crews and road/rail operators must abide by these instructions whilst on or near the line.

Whilst driving a train or on-track plant:

- The driver/operator must not use a mobile phone while the train/on-track plant is moving.
- Incoming messages should be recorded on voicemails and calls returned at a convenient time, whilst the train/plant is stationary.
- Drivers/operators may use a mobile phone to report a fault with the cab radio to a signaller.
- In an emergency, any mobile may be used – e.g. to call the signaller, electrical control operator or the emergency services.
- Drivers/operators should ask anyone entering the cab to switch off their mobile phone.

Whilst driving a road vehicle:

It is an offence not to be in full control of a road vehicle you are driving. Therefore:

- The driver should not use a hand held mobile phone whilst the vehicle is moving, even with a hands free kit.
- The use of fitted hands free speaker phones should be kept to a minimum.
- Stop the vehicle in a safe place before making a call.
- Voicemail should be used if it is essential for a driver to be contacted. They should stop regularly to check messages and return calls.
- Drivers should ask passengers to switch off their mobile phones if they are causing distraction.

Signed :-

Michael Sadler
Managing Director, Southern Cranes and Access Ltd.

Date: September 2011

<p>Southern Cranes and Access</p>	<p>QUALITY MANUAL</p>	<p>Manual Ref: Date Issued: Rev No: Page No: Date next review:</p>	<p>QM1 Sept '11 06 1 of 1 August '12</p>
--	------------------------------	---	---