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| **CAL-HR-P-0018** |
| **Mobile Phone and Gadget Policy Whilst Driving** |
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| Company: | M2 Safety Consultants Ltd |  |
| Name: | Fraser Morrison |  |
| Signature: |  |  |
| Date: |  |  |

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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# POLICY

1. We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to takes steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988.
2. Therefore, we are introducing a new Mobile Phone and Gadget Policy. This Policy will take effect from 1st June 2017. It will apply to all employees and will affect the use of all hand-held mobile phones and gadgets, including personal ones.
3. A mobile phone or similar hand-held gadget should not be used at any time when it has been identified as unsafe to do so by risk assessment, or at any other times identified by the company.
4. The following are certain activities that during which the use of a mobile phone/gadget etc. will be prohibited:
   1. It is illegal to use a hand-held mobile phone or similar gadget including satellite navigation systems, hand-held computers etc. whilst you are driving, and stationary at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods.
5. Any driver being caught will get 6 points on their licence and a £200 fine for which they are personally responsible for. Newly qualified drivers, if they are caught could be made to resit their test. Experienced drivers if they are caught twice will be asked to attend court and face fines up to £1000 and at least a 6 month driving ban.
   1. Whilst in control of any vehicle, including any road-going vehicle and any sort of plant, e.g. a fork lift truck, dumper, roller, excavator etc.
   2. Whilst using any hazardous hand held equipment, e.g. power tools, stihl saws etc.
   3. When working in areas where there are vehicle or plant movements
   4. Near to gas, fuel or hazardous chemical storage
   5. In areas in which there are known security issues
   6. Whilst working at height
   7. Whilst handling any hazardous substances.
6. The only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make the call.
7. Any breaches of the above policy will be treated as a serious breach of company rules and may be treated as a disciplinary matter. You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

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