



Employee Training Document: Phone Usage Policy on the Warehouse Floor

Purpose

At Innovations Manufacturing, safety is our number one priority. To maintain a safe and productive workplace, it is critical that all employees remain attentive and focused while on the warehouse floor and at their workstations. Improper or excessive phone use creates serious safety risks and will not be tolerated.

Policy

- Phone usage on the warehouse floor or at workstations is strictly prohibited unless there is an emergency.
- If an employee must take an emergency call, they are expected to:
 1. Leave the warehouse floor or workstation immediately.
 2. Step into a designated break area, office, or outside space.
 3. Complete their call before returning to work.

Personal calls, text messaging, or social media use during work hours on the warehouse floor are not permitted.

Safety Concerns

Using a phone while working or walking through the warehouse:

- Creates serious distractions that reduce awareness of surroundings.
- Increases the chance of injury to yourself or others from moving equipment, forklifts, or machinery.
- Can result in mistakes in production, packaging, or shipping that affect quality and safety.

Previous Training

This policy and the risks of phone usage have been discussed in at least two prior safety meetings. Employees are expected to follow this rule without exception.

Disciplinary Action

Failure to comply with this policy will result in corrective action, which may include:

- Verbal or written warnings
- Suspension
- Termination of employment if unsafe or noncompliant behavior continues

Commitment to Safety

Innovations Manufacturing is committed to ensuring that every employee works in a safe environment. We ask each team member to do their part by eliminating distractions, staying focused, and following safety rules at all times. Remember: your safety and the safety of your coworkers depends on your full attention to your surroundings and your work.

Employee Acknowledgment

I have read and understand the Phone Usage Policy. I agree to comply with this policy and understand that failure to do so may result in disciplinary action.

Employee Name: _____

Signature: _____

Date: _____