

SAFE WORKING GUIDELINES MOBLIE TELEPHONES

1. Introduction

This document covers the use of any Proline Building Commercial Pty Ltd mobile telephone issued to employees. Whilst there is no concrete proof the use of mobile telephones is harmful to humans, scientific studies have failed to demonstrate that no risk exists at all. Therefore Proline has developed this guideline to reduce the exposure and therefore possible risk.

2. Purpose

The purpose of this document is to provide users of Proline mobile phones safety information on the possible hazards associated with using the equipment.

3. Definitions

Nil

4. Roles & Responsibilities

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Ensure adequate communication of these guidelines to employees or any other person using a Proline Building Commercial Pty Ltd mobile telephone;

Other Employees / subcontractors are responsible for the following:

- Ensure use of any Proline mobile telephone is carried out in accordance with these guidelines.

5. Procedure

Employees and subcontractors are responsible for developing an understanding of becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-

1. Risk Identification
2. Risk Assessment
3. Risk Control
4. Risk Evaluation

5.1 Risk Identification

Identification of risks associated with using mobile telephones should be undertaken by the following means:

- Consultation with employees / subcontractors
- Observation of work practices
- Inspections of the task and associated work areas
- Examine workplace injury records to assess what injuries have occurred to what tasks being carried out.

Consideration should also be given to the work area

The identification of particular hazards might include items such as:-

- Accidents when using a mobile telephone;
- Potential accidents when using a mobile telephone.

4.2 Risk Assessment

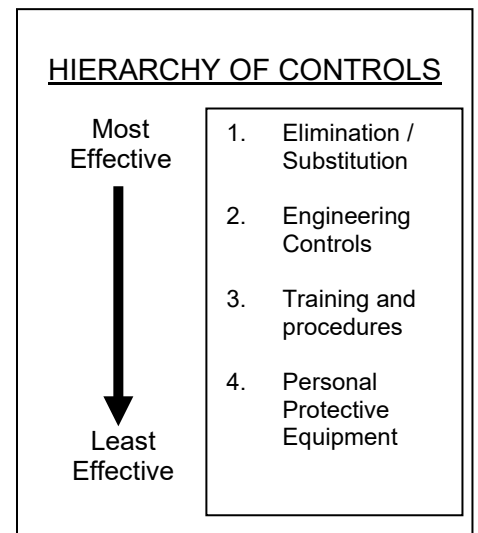
Identified hazards should then be prioritized according to the severity of injury, frequency of task and probability whilst performing the task. When assessing the risk, consideration will be given to:

- The likelihood of the incident occurring and;
- The consequence relating to that type of incident.

5.3 Risk Control

It is the responsibility of all employees and subcontractors involved in the use of mobile telephones to ensure that control measures that are put in place by Proline are adhered too. Risk Control is the means for minimizing or eliminates the identified risk and is carried out using the following heierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*



5.4 Risk Evaluation

It is important to evaluate the effectiveness of the control measures implemented, to ensure that they are effective and that they do not lead into the introduction of additional hazards within the work environment. An evaluation of control measures must be carried out by the Site Supervisor during the tasks Safe Work Method Statement Reviews.

6. Purchase of Mobile Telephones

Any mobile telephone purchased by Proline Building Commercial Pty Ltd, will comply with the Australian Communication Authority standards which limit the amount of power one telephone can emit. Ear pieces will be purchases with each telephone to assist with exposure minimization.

7. Ways to Reduce Exposure of Radio Waves

Exposure to radio waves from mobile telephones can be reduced by using the following methods:

- Use landline telephones where practicable, especially for long calls;
- Make fewer mobile telephone calls;
- Spend minimal time on mobile telephone calls;
- Retrieve voicemail messages on landline phones;
- Use 'hands free' mobile telephone kits
- Use 'hands free car kits' where possible;
- Text message where possible.

8. Mobile Telephone use whilst driving

It is against the law to use a hand held mobile telephone whilst driving a vehicle this includes when the vehicle is stopped and not parked ie waiting for traffic lights. The penalty is a significant fine and three demerit points. The term use of a mobile telephone includes, talking, sending or receiving text messages / emails, playing games and taking photo's

If you must talk on a hands-free telephone while driving:

- Make sure it is a hands-free phone that is set up and working before you start driving.
- Keep the conversation short. Don't engage in complex or emotional conversations.
- Tell the person on the other end that you are driving and may have to end the call.
- Never text message (SMS) while driving.
- End the call if it is distracting you from driving.

Any person issued with a Proline mobile telephone and being a driver of any vehicle is required to adhere to these requirements.

Remember, if you don't have proper control of your vehicle because you are talking on a hands-free mobile phone you are guilty of an offence.



9. Other Safety Items

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- Hand held mobile telephones should not be used in the workplace where they pose a safety risk, ie standing up on a ladder
- Mobile telephones must not be used where they may interfere with equipment ie in hospitals or aircraft;
- Mobile telephones should not be used in potential explosive environments ie petrol stations
- Dial emergency services on 000, if unsuccessful due to lack of service, dial 112 which may reach emergency services via an alternate provider if one is available, provided there is GSM coverage, 112 can be dialed anywhere in the world and is automatically translated to the emergency number for that country.

10. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

Training should cover at least the following:

- a. The correct use, care and storage of mobile telephones;

11. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from the use of a mobile telephone, changes in legislation or if raised by an employees concern.

12. References / Legislation

- o Work Health & Safety Act 2011
- o Work Health & Safety Regulation 2017
- o RTA New South Wales – Use of Mobile Phones

13. Version Control

Date	Version	Owner	Comments
14.04.09	1	Michelle Noy	For Issue
11.11.11	2	Michelle Murphy	Following External 3 rd Party Audit
18.04.12	3	Michelle Murphy	Changes in legislation
19.02.16	4	Michelle Murphy	General Review
01.09.17	5	Michelle Murphy	General Review
01.06.18	6	Michelle Murphy	Changes in legislation
01.12.23	7	Michelle Murphy	General Review