



CELLULAR TELEPHONE USE

Potential Hazards

Collision
Personal Injury
Property Damage

Personal Protective Equipment Required

Hard hat CSA Boots

PROCEDURES

This procedure outlines the use of cellular telephones at work by employees.

STEPS:

GENERAL:

Recognize that operation of the motor vehicle requires your full attention.

Avoid the use of cell phones in hazardous conditions due to weather, road conditions or otherwise.

Cellular telephones shall be turned off in locations where it is posted that they may cause interference with other electronic equipment (Medical Care Facilities).

Cellular telephones shall be turned off when refuelling vehicles, during inspections of propane or gasoline dispensing facilities, or other locations where an explosive/flammable atmosphere may be present.

Avoid using ear phones or ear buds in operations that require audible communications with other vehicle operators (i.e., forklift operators)

INCOMING CALLS WHILE DRIVING:

1. Allow voice mail to handle calls and return them when safe.
2. If necessary to answer the phone, stop the vehicle in a safe location.
3. Answer the call.
4. If unsafe or you are unable to pull over and the call must be answered, advise the caller you are driving and request the caller to hold while you find a safe location to pull over.
5. Inform regular callers the best time to reach you based on your driving schedule.

OUTGOING CALLS WHILE DRIVING:

1. Attempt to make all calls or other communications before departing on a trip or after arriving at your destination.
2. Pull off the road to a safe location before making or returning cell phone calls or any form of electronic communication.
3. Do not make any outgoing calls, send text messages or other electronic communications while the vehicle is in motion.

WHILE WORKING

1. As in driving, your work tasks require your full attention.
2. If your job requires you to use a cell phone, do not talk or answer the phone while you are performing another task which requires your attention.
3. Select a safe spot, away from other workers and moving equipment, to make or receive your calls.
4. Avoid texting while walking in crowds or on stairs, or while standing on scaffolding, ladders, and escalators.