

Mason Electrical Engineering Contractors is committed to providing a work environment that is safe and without risk to their employees and members of the public. To assist Mason Electrical Engineering Contractors meet their Work Health & Safety obligations the following mobile phone protocols will apply to all employees and contractors. Mobile phone use can be the cause of serious distraction to the user and frustration to others which in turn can impact on the ability to concentrate on the task at hand. Mason Electrical Engineering Contractors does acknowledge the communication benefits provided by mobile phones and supports their use in a controlled manner.

The use of either company or private mobile phones whilst driving a Mason Electrical Engineering Contractors motor vehicle is prohibited, unless a 'hands free' system which complies with the relevant Road Traffic legislation is used. Employees will be responsible for any fines incurred for mobile phone use while driving.

The use of mobile phones is prohibited whilst operating plant, when working in hazardous areas or high risk situations, and whilst working at heights which includes whilst working on ladders.

Employees of Mason Electrical Engineering Contractors shall strictly adhere to any mobile phone restrictions or conditions for use while at client's properties.

Mobile phones should not be used when working on tasks that are critical, or require a high degree of concentration. The interruption or loss of concentration caused by answering the phone call during such a task can interrupt the flow of the work and can result in a vital step of the task being missed, which may result in significant personal injury or property damage.

The use of personal mobile phones, including sending or reading text messages and taking of photographs should be restricted to before or after work, during designated work breaks or with prior approval from your supervisor. Photographs are not to be taken around children for example when working in schools etc.

Loud and offensive ring tones are not acceptable and the recording of phone calls and conversations is not permitted without the express permission and knowledge of all participants of the conversation.

Except in emergencies, Mason Electrical Engineering Contractors mobile phones may only be used for personal calls with prior approval from you supervisor. Employees will be responsible for any excessive charges incurred as a result of private calls on company phones.

Failure to comply with this policy could lead to disciplinary action up to and including dismissal.



Manager

Mason Electrical Engineering Contractors

Date: 02/12/2020

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