

# Mobile Phone Use Policy

## Our commitment

AMH Civil and leadership is committed to workplace health and safety including a working environment where employees are focussed on their work, focussed on their own safety and focussed on the safety of their colleagues and the public around them. This policy is set to ensure workers are safe from hazards arising from improper use of mobile phones.

## Mobile Phone Use Policy in practice

AMH Civil understand that mobile phone technology is integral to the delivery of work for cataloguing and documentation of outputs and events, and also as an important form of communication between colleagues and leadership. However, improper or uncontrolled use of mobile phones can result in:

- Distraction from task resulting in unsafe condition or unsafe act
- Lack of focus resulting in failure to present fit for work
- Harassment or intimidation of others

Acknowledging that it is impractical to ban mobile phones or implement an authorisation system, AMH Civil permit the controlled use of mobile phones on site with the following conditions:

- Use of mobile phones for personal communication or personal issues restricted to break times. If additional time is required or in the event of an emergency extra break time is to be sought from the Supervisor to ensure the safety of the workplace. Further time should be negotiated with management in line with fitness for work policy.
- Use of mobile phones for photography is permitted but is to avoid inclusion of people's faces as far as practical. Take photos with care and be respectful of your colleagues and the community.
- Use of mobile phones to complete forms, read plans, send emails, or make work related phone calls is to be done only in a safe environment after ensuring that the work zone is secured and risk assessing for hazards prior to taking attention away from the site

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil