**Before adopting this document or a version of it, companies should take appropriate professional advice to ensure that their legal and other obligations will be met**.

*(Company name and logo)*

The use of mobile phones, PDA’s and tablets and MP3 players has become a serious Health & Safety concern in the work place. Now more than ever mobile phones and PED’s are an important part of the company’s communication system due to the work activities carried out and the geographical area covered.

The following policy has been drafted to ensure the safety of all on our sites and to adhere to the CCS code of practice:

1.1 [*Insert company name*] is committed to providing a safe and healthy working environment and as such prohibits the use of all personal electronic devices, unless in a designated safe area.

1.2 This policy applies to all employees, temporary workers, contractors, sub-contractors and visitors to the site.

**Definitions:**

2.1 A PED is a Portable Electronic Device (PED) is any piece of lightweight, electrically-powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/ or utility i.e. mobile phones, PDAs, tablets and MP3 players.

**Policy:**

3.1 The use of personal electronic devices is strictly prohibited:

* Operating plant, machinery or tools and equipment
* Assisting in the operation plant, machinery or tools and equipment
* Whilst working at heights
* Whilst working in excavations
* Within a yard area or road
* In areas used by site vehicles, when crossing roads or near live traffic.
* Whilst walking or carrying out any work duty within the site boundary.
* Driving a vehicle (unless a hands-free system is fitted).

3.2 For safety reasons, the use of portable electronic devices, whether personal or company-provided, is prohibited within the construction site boundary unless use is:

* absolutely necessary for carrying out a business operation and has been sanctioned by the site manager and documented in a risk assessment and method statement
* used as a means of communication in an emergency situation
* used within an identified area designated for their safe use

3.3 Personal electronic devices may be used in designated areas where it is considered safe. These areas will be identified by the use of signage and briefed during site and visitor inductions.

3.4 All personnel are reminded of the law as it relates to the use of mobile phones whilstdriving on public roads.

3.5 Failure to comply with this policy will be regarded as a serious breach of health and safety procedures and breach may result in exclusion from the sites, disciplinary action and ultimately could lead to dismissal.

**Monitoring and Review:**

4.1 The operation of this policy will be kept under periodic review and will revise and update whenever deemed appropriate and necessary to do so.

Signed: ………………………………..………………………

 **Director**

Date: …………………………………………………………