

## POLICY

### D5 In-Vehicle Communication

Main Author	Reviewer	Reviewer	Approver
Michel Mauricio	Liam O'Meara	Michel Mauricio	Tom Barrett

REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

# **GRADEWELL**

**CONSTRUCTION AND PLANT HIRE**

## Contents

<b>Requirement</b> .....	3
<b>Policy</b> .....	4

## **Requirement**

To not cause or permit a driver to use a hand-held mobile phone or any other handheld communication device while driving.

## Policy

The Company ensures that drivers are not distracted, exercise proper control of the vehicle and have full view of the road and traffic ahead. And has a policy on the use of hand-held mobile phones and interactive communication devices while driving, which is contained in the driver handbook. The policy is supported by a risk assessment and includes:

- Unlawful use of hand-held mobile phones and hand-held communication devices
- The responsibilities of office staff making and receiving calls to and from drivers
- The actions for office staff to end a call if they suspect the driver is driving
- The fact there is no expectation for drivers to answer any call until it is safe to do so

A non-exhaustive list of interactive communication devices includes:

- Navigation devices
- Camera monitor systems
- Tablet computers, laptops and e-readers
- Personal digital assistants (PDAs)
- Two-way radios
- Head-up displays (HUD)

The policy should not allow the use of hands-free mobile phones, interactive communication devices or headphones.

Where a policy does, the conditions of use for hands-free mobile phones and communication devices must include:

- Any conditions of use for hands-free mobile phones and communication devices
- Sending and receiving work-related calls, messages and data safely
- Any restrictions on making and receiving personal calls

If the use of hands-free mobile phones, communication devices or headphones is permitted, a risk assessment or method statement must be completed and the control measures identified included in the policy. This includes:

- Any device being used is fully hands-free
- Safe stowage of the device so as not to limit field of view or cause distraction
- Any messages being limited to a basic level and for a minimum duration
- The responsibility to remain in full control of the vehicle and the risk of distraction from driving

The policy relevant to hand-held mobile phones and communication devices must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5

*Thomas Barrett – Director*

