



## Mobile Phone, Hand-Held Device Policy

### General Statement

Anolian Excavations Ltd has a general duty of care imposed upon it under the Health and Safety at Work etc Act 1974, and supporting legislation, the Road Traffic Act with regards to mobile communication devices within company vehicles.

Our policy is to reduce the likelihood of an accident by informing and educating staff about the responsible use of mobile phones and other hand-held devices in company vehicles whilst travelling.

### General Information

A mobile device is 'hand-held' if it is, or must be, held at some point during the course of making or receiving a call, or performing any other interactive communication or information function. This includes sending or receiving oral or written messages, sending or receiving still or moving images, or accessing the internet. Hand held electrical media devices for example, a mobile phone, being used whilst driving a vehicle upon a public highway is a criminal offence in the UK.

The penalties for the use of mobile phones/electrical devices whilst driving a vehicle on the public highway are:

- A fixed penalty fee
- 3 to 6 points endorsed on the offender's driving licence

The enforcing authority has the power to prosecute the driver for using a hands-free device, if they are not in control of their vehicle when using the device.

### Policy

This policy governs all Anolian Excavations Ltd staff who are taking part in any driving task for the interest of the company. This includes driving on the public highway **and** operating mobile plant on customer/ company sites. When operating plant mobile phones should be switched to silent and stored not within reach unless agreement has been made with site management in exceptional circumstances.

Drivers are not permitted to use hand-held mobile phones or other type of device whilst driving their vehicle. Incoming calls on the vehicle device must only be answered when it is safe to do so and if not, allow the call to divert to the voice message service. The voice mail message can be retrieved when the vehicle is parked in a safe environment, parked up off the main carriageway or designated parking area on sites.

Key company vehicles are equipped with either a phone cradle or Bluetooth connectivity, which must only be used when safe to do so. Anolian Excavations Ltd prohibits the use of any hand-held device, whilst driving.

Personal items such as mobile phones, laptops, tablets or other form of communication device must not be used whilst you are in control of the vehicle/ plant.

All drivers and staff who drive for the business are only permitted to accept an incoming call when they are in a safe environment or it is safe to accept the call. Drivers are reminded to use voicemail service and to stop regularly to obtain messages, with the vehicle parked in a safe environment.

### Satellite Navigation

Satellite navigation (satnav), can help drivers in unfamiliar areas. When used appropriately, they are a useful tool and much safer than frequent stopping to check a map or trying to read a map whilst driving. However, addresses must be entered into the device before the journey starts.

If your destination changes during your journey, or you need to reset or adjust your device, park the vehicle in a safe environment to make the necessary changes, do not do this whilst in control of your vehicle.

**Implementation and Enforcement**

The Chief Executive Officer has ultimate responsibility for the implementation, monitoring and effectiveness of this policy, all employees have a responsibility to abide by this policy. Managers/Site Supervisors are responsible for the promotion and compliance of this policy in line with their areas of responsibility.

Failure to comply with the policy and its arrangements will be formally investigated and could lead to possible disciplinary action.

This policy and the way in which it is implemented, will be reviewed annually.



**Signed:** \_\_\_\_\_

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2025