



OCCUPATIONAL HEALTH & SAFETY SYSTEM

DOCUMENT NAME Mobile Phone Safety Policy

DOCUMENT TYPE Policy

RESPONSIBILITY Managing Director

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	APPROVAL DATE	APPROVED BY	AMENDMENT/S	NEXT REVIEW DATE
1-2010	1 st February 2010	Chief Executive Officer	Original	1 st March 2011
1.1-2010	1 st February 2010	Chief Executive Officer	Reviewed	1 st October 2012
2-2012	1 st October 2012	Chief Executive Officer	Amended: National Operations Manager changed to National Commercial Manager	1 st October 2014
3-2014	1 st October 2014	Chief Executive Officer	Amended: National Commercial Manager to General Manager commercial and Risk Change Walkman to Portable Electronic Device and add information about use of mobile phone Logo updated	1 st October 2016
4-2016	1 st October 2016	Chief Executive Officer	Reviewed	1 st October 2018
5-2018	26 th November 2018	Managing Director	Added Managing Director's signature Added "not to be used when driving." Removed "so far as practical" after the wording "remain stationary" Added "If driving, pull over into a safe area before making or receiving a call."	26 th November 2020
6-2020	15 th January 2020	Managing Director	Reformatted to be a Policy Add not using handsfree, or headphones/ear buds Reworded e-reader or a MP3 player to media device. Added requirements for pedestrians and infringement notices for site users. Acknowledgement sign off field added.	15 th January 2022
7-2022	31 March 2022	Managing Director	Reviewed; updated version control page; changed phone to phone, punctuation & footer review. Removed Acknowledgement page as policy is now included in online training.	31 March 2025
9-2025	1st May 2025	Managing Director	Reviewed	1st May 2028
10-2025	18 Nov 2025	Managing Director	Updated Managing Director Signature	1 st Nov 2028

**Please Note: Printing this document may make it obsolete.
For the latest version of this policy always check the OH&S Section of AAT's Intranet.**

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10.11	MOBILE PHONE SAFETY POLICY	7-2022	31/03/2022	31/03/2025	0



Mobile Phone Safety Policy

This policy has been prepared in recognition of the need to control the use of mobile phones and portable electronic devices in operational areas due to the potentially high risk they pose by a reduction in the user's awareness of other activities in the working environment.

This policy complies with State WH&S Acts, associated Regulations, Codes of Practice and Dangerous Goods Regulations.

As part of AAT's continuing effort to ensure safety in the workplace, we recognise that controls need to be monitored with respect to the use of mobile phones and portable electronic devices, such as a smartphone or media device.

Mobile Phone Use

The use of mobile phones and portable electronic devices in operational areas has been identified as a potential high risk to safety.

As a result, **ALL** personnel shall adhere to the following rules at all times:

- Mobile phones and portable electronic devices for personal use are banned in all operational areas.
- Mobile phones and portable electronic devices are prohibited from being used when operating machinery or driving vehicles.
- In all operational areas, site users are not permitted to use any other functionality provided by their device including, but not limited to, use of headphones or earphones, personal messaging (whether by text or voice), surfing the internet, sending personal emails, playing music, downloading material or taking photographs or video recording.
- Mobile Phones issued to approved personnel may only be used in connection with operations and for emergency use. The user must adhere to the following guidelines when using a mobile phone under these circumstances:
 - If driving a vehicle, pull over into a safe area and stop before making or receiving a call.
 - If on foot, always remain vigilant and only make or receive calls in a safe area away from terminal operations.
 - Remain stationary whilst using your device.
 - Do not take a call in any circumstances other than when it is perceived safe to do so.

Site users who fail to comply with the above may be issued infringement notices and be refused future entry to the site. Employee failure to comply with the above will result in counselling, with repeated offences incurring disciplinary action that may lead to termination.

Responsibility

The Terminal Manager is responsible for ensuring the implementation of this procedure at their site.

A blue ink signature of Patrick Smith, consisting of a stylized 'P' and 'S' followed by a horizontal line.

Patrick Smith
Managing Director

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