



# UK Health & Safety Standards

## Safe Use of Mobile Phones

**These are minimum UK standards that must be applied to ALL UK operations.**

**CEMEX UK Health and Safety Standards contribute to the Group's continued commitment to developing and maintaining high standards for the health and safety of our employees and others who may be affected by our operations.**

### Document History

Date of Update	Version No	Reason for change	Areas changed	Review Status
Feb 2005	1.0	First issue of document		Issued
Sep 2005	2.0	Rebranding	RMC references changed to CEMEX	Issued
April 2007	3.0	Review of legislation & policy	General reinforcement of requirements	Issued
Feb 2016	4.0	Alignment with new Global Standards	Reinforcement of general requirements and prohibition of mobile phone use when operating mobile plant.	Issued

# Safe Use of Mobile Phones

The following Standards are minimum requirements that must be implemented by line managers and achieved by all operations. They are intended to ensure safe and effective procedures are in place for employees and contractors when using mobile phones.

## **DRIVING ON PUBLIC ROADS:**

1. As a first principle, all drivers (including employees and regular contractors) must avoid phone use while driving unless it is absolutely necessary. In situations when there is an absolute need to use the phone while driving, the following are the minimum conditions that must be followed:
  - A hands free device must be used. The phone shall be correctly mounted in a safe place so as not to obstruct the driver's view, or consist of an integrated vehicle system where it can be stored in a safe and secure place. Head / earphones are not permitted, but a secure single ear blue tooth device is allowed.
  - Only use when driving in non congested conditions and when safe to do so after assessing and continuing to assess the overall situation, which includes other traffic, pedestrians, visibility and the weather / elements at the time - an example of when the phone must not be used is when in the area of a school.
  - All conversations must be kept to a minimum. If a conversation is unlikely to be short, the caller must be told they will be contacted as soon as the driver has found a safe place to park.
  - Outgoing calls should, where possible, be planned for a time when not driving e.g. after pulling over and parking the vehicle safely.
  - When out going calls are permitted, the driver can only initiate the call via voice activation or an integrated vehicle system, which allows the driver to keep their hands on the steering wheel and their eyes on the road.
  - Texting, emailing and any other hands-on use of mobile devices are banned.
  - If the phone or another device is used for satellite navigation purposes, it must be mounted in a fixed device where it can be easily seen while keeping a good view of the road, it must not obstruct the driver's view and cannot be held in the hand. It is not allowed to manipulate the device while driving.
2. People making calls to mobile phones are responsible for encouraging compliance with these Standards. They must keep the duration of a conversation with a driver to a minimum and must always check in the first instance that it is safe for the driver to take the call.
3. All drivers must be instructed that they are not permitted to use a hand held mobile phone while operating a vehicle, even when stationary at traffic signals or in queues. The use of a handheld device is only permitted when the vehicle is parked and the engine switched off.
4. All drivers are responsible for the safe operation of their vehicle. If the use of a mobile phone causes the driver to lose proper control of the vehicle the driver can be prosecuted.

## **DRIVING ON SITES**

5. Mobile phones must not be used while driving on company or customer sites.
6. All company employees and contractors will be prohibited from using a mobile phone while operating mobile plant.

## **GENERAL MOBILE PHONE USE ON SITES**

7. Whilst a pedestrian on a site, mobile phone use is restricted to safe areas. As a general rule, mobile phone use shall be prohibited in all operational areas. Local risk assessments will identify any areas where mobile phone use is permitted. Site specific requirements will be included in the local rules, explained during induction and reinforced through appropriate signage.
8. All Company employees and contractors must be instructed that they are prohibited from using a mobile phone while operating designated hazardous equipment or machinery.