



## MOBILE PHONE POLICY

This policy is to ensure that all employees of Mane Contract Services and those working within Network Rail's Managed infrastructure are aware of the distractions and safety risks of carrying and using a mobile phone.

### MOBILE PHONE SAFETY

- If you are calling a mobile phone, always ask if it is safe for the other person to talk and offer to call back if it is not
- Always switch off your mobile phone if there is a known risk on an explosive atmosphere such as when refueling equipment or vehicles with petrol.
- Do not use a mobile phone within 3 metres of location cabinets or exposed circuit boards.

### WHILST UNDERTAKING SAFETY CRITICAL WORK AND/OR WHEN ON OR NEAR THE LINE

- A mobile phone must only be used when standing still in a position of safety
- Do not use a mobile phone whilst **walking** on or near the line
- Always switch off your phone if you are acting as a lookout
- Site wardens must not make or receive calls while performing their duties
- Personal mobile phones must always be switched off
- In an emergency, any mobile phone may be used – e.g. to call the signaller, electrical control operator or the emergency services
- Train crew must abide by these instructions whilst on or near the line

### WHEN DRIVING A TRAIN OR ON TRACK PLANT

- The driver must not use a mobile phone whilst the train is moving
- Incoming messages should be recorded on voicemail and calls returned at a convenient time, whilst the train is stationary
- Drivers may use a mobile phone to report a fault with the cab radio to a signaller
- In an emergency, any mobile phone may be used – e.g. to call the signaller, electrical control operator or the emergency services
- Drivers should ask anyone entering the cab to switch off their mobile phone

### WHILST DRIVING A ROAD VEHICLE

It is an offence not to be in full control of a road vehicle you are driving

- The driver should not use a hand held mobile phone whilst the vehicle is moving, even with a hands free kit
- The use of fitted hands free speaker phones should be kept to a minimum
- Stop the vehicle in a safe place before making a call

- Voicemail should be used if it is essential for a driver to be contacted. They should stop regularly to check messages and return calls
- Drivers should ask passengers to switch off their mobile phones if they are distracting

**Signed**



**Position**      CEO

18 September 2023