



# READYPOWER

ENGINEERING LTD

NUMBER ONE FOR PLANT HIRE  
OPERATED AND SELF DRIVE HIRE

## SAFETY BULLETIN – MOBILE PHONE POLICY

### MOBILE TELEPHONE POLICY

Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986 makes it an offence for a person to drive a motor vehicle if he cannot have proper control of the vehicle. This legislation has permitted the introduction of a new Regulation, effective from 1<sup>st</sup> December 2003; it is a specific offence to use a hand-held phone, or similar device, when driving. The penalty is a £30 fixed fine which can increase to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches).

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the Company premises the Company have compiled the following safety policy.

**The Company does not permit the use of hand-held mobile phones at any time whilst driving. Hands-free equipment will be supplied where required, and must be used when driving. The company will endeavour to communicate with employees only when it is safe to do so.**

#### How The Law Affects You

The Road Research Laboratory has proved that most accidents, where mobile phones have been the cause, are due to the driver being distracted by the conversation rather than having to hold a handset.

- The new regulations apply to the drivers of all motor vehicles on the road, including cars, motorcycles, goods vehicles, buses, coaches and taxis.
- The use of a hand-held phone or similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot while driving is prohibited. A hand-held device is something that "is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function", e.g. text messaging.
- The prohibition applies when driving. Driving includes times when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.



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### Use Of Hands-Free Facility Whilst Driving

Hands-free equipment that is currently legal to use for making and receiving calls whilst driving includes: -

- Fixed installations
- Wireless headsets e.g. Bluetooth
- Wired headsets

To comply with the legislation it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use.

**Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.**

Whilst driving please use the guidance set out below: -

- Understand how your phone operates and utilise the one touch speed-dial facility.
- Only acknowledge incoming calls on a hands free system, where answering is automatic or one touch button.
- We encourage you to use short responses and indicate that you will return the call when it is safe to do so.
- Where possible delay making outgoing calls whilst travelling.

### General Phone Use

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.