



## **POLICY STATEMENT – PERSONAL ELECTRONIC DEVICE - USAGE**

**POLICY NO: 28/012**

**OBJECTIVE: PROVIDE A SAFE WORKPLACE THAT IS FREE OF DISTRACTIONS RELATING TO THE USE OF PERSONAL ELECTRONIC DEVICES**

### **OUTLINE**

Sydney Training and Employment Ltd trading as 1300apprentice consider the use of any Personal Electronic Devices (PEDs) in the workplace as a distraction and pose a significant risk to both 1300apprentice employees and host employees.

1. 1300apprentice believe that PEDs pose a distraction and therefore classed as a hazard in the workplace.

Therefore, PEDs are **NOT** to be switched on or accessed during working hours, except where mutually agreed upon by 1300apprentice and host employer or in the case of an emergency.

The following are examples of how PEDs cause a distraction in the workplace.

- The use of personal mobile phone, blackberry or pager -
    - making or answering phone calls
    - e-mailing, texting (SMS) or tweeting
    - playing of games
    - taking photographs
    - accessing of social media sites such as Facebook or Twitter
  - Desktop or Laptop Computer for personal use
    - sending or receiving personal e-mail
    - access of social media sites such as Facebook or Twitter
    - access of any internet site for personal use
  - Personal Audio Devices
    - any personal device requiring headphones including i-Pod, CD player, MP3 player or radio
    - hand held electronic games
2. The distraction resulting from these devices could significantly impact the following areas:
    - Workplace safety
    - Workmanship
    - Employee productivity



3. Personal telephone calls either by employees own mobile, company mobile or land line during working hours the employee must
  - obtain permission from the host employer
  - **NOT** be working for the duration of the call

4. Work related telephone calls made from a mobile phone supplied by employer are:
  - **ONLY** be used for work related purposes for which it was supplied
  - must be used in conjunction with this policy

except, where mutually agreed upon by 1300apprentice and host employer or in the case of an emergency.

5. Use of any PED whilst driving a company vehicle.

Studies have found that using a mobile phone while driving is dangerous as it slows reaction times and interferes with a driver's perception skills and increases the chance of having a crash.

It is **ILLEGAL** to:

- drive whilst using any hand held PED or,
  - if the vehicle is stopped and not parked, for example whilst you are waiting at traffic lights
- for Learner and P1 provisional drivers and riders to use a mobile phone whilst driving or riding
  - This includes phones in the hands-free mode or with loud speaker operating, sending or receiving SMS messages, playing games or any other function on your phone.