# << Farm Name >> CELL/SMART PHONE POLICY

**Purpose:**

The purpose of this policy is limiting the use of cell/smart phones and other communication devices that may create a distraction resulting in incident or injury. Inappropriate use of communication devices on the farm may interfere with the proper and safe use of equipment and machinery. Devices and headphones or wireless earpieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

Devices Covered:

The devices covered by this Policy include cell/smart phones, Blackberries, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the << Farm Name >> or the individual worker (collectively referred to as “Devices”).

Workers Covered:

This Policy applies to workers, contractors, consultants, temporary workers and other workers << Farm Name >>, including all personnel affiliated with third parties working at << Farm Name >>.

Activities Covered:

The rules set out in this Policy apply to all farm-related activities, including but not limited to driving to and from work and to conduct farm-related activities, whether such vehicles or equipment are owned by << Farm Name >> or the worker. The Policy applies to all conversations, whether personal or farm-related.

Prohibited Uses:

1. General – while on the farm during work hours, workers are expected to focus on work and may not inappropriately use any Device on the farm for any inappropriate purposes, including but not limited to:

|  |  |
| --- | --- |
| Engaging in personal conversations | Checking email |
| Playing games | Sending or receiving text messages |
| Surfing the internet |  |

1. Driving – while operating a vehicle or machinery, workers may not answer a communication device unless and until they are parked in a safe spot. If in a vehicle, let the passenger take the call. If it’s urgent, workers may accept or return the call, provided that they remain parked off the roadway or in a safe spot on the farm. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot. A break down lane is still a roadway.

Permitted Uses:

Workers may use devices while they are not working on the farm.

Violations:

Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.