|  |  |
| --- | --- |
| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
|  |  |

|  |  |  |
| --- | --- | --- |
| Related Documents: | * Provincial Distracted Driving Bylaw * Cell/Smart Phone Policy | |
| When to use this SWP: | Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle or equipment. Using a cell phone improperly while operating a motor vehicle or equipment may be hazardous to the worker and general public. | |
| Hazards & Risks: | * Not focused on task at hand (distraction) | |
| Personal Protective Equipment: | CSA approved PPE based on the task performed | |
| Training Requirements: | Safety Orientation | |
| Communication Process: | Only to use phone when on breaks and not while performing work tasks as per Cell/Smart Phone Policy | |
| Equipment & Supplies: | * Cell/Smart Phone | |
| Practice:   1. When vehicle or equipment is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 2. Calls may be answered while wearing a blue tooth or handsfree device, but the conversation must be kept brief. 3. If a worker driving a vehicle or equipment must make a phone call, the vehicle must be parked and in a safe location or the equipment is parked off road or stopped in a safe location on the farm. The shoulder of the roadway or breakdown lane is not considered a safe location to make a phone call. 4. If making an emergency call (911) the vehicle must be safely parked before making the call. 5. Strictly adhere to the Cell/Smart Phone Policy & Provincial Bylaws. 6. Cell/Smart Phone use is not allowed while operating farm equipment. 7. Cell/Smart phones for personal purposes must only be used during breaks and at lunchtime. 8. Never use your mobile device on a worksite, which includes talking, texting, emailing, playing games, etc., unless authorized by the farm owner 9. Never use your mobile device while operating any tools, machinery, equipment or vehicles or while performing activities that require your full attention. 10. Don’t use your mobile device while receiving work instructions or safety-related information. 11. Never operate a mobile device near flammable fumes or liquid, or when you’re in a flammable environment. 12. Place your cell/smart phone on silent or vibrate if it becomes a distraction to you or others. 13. Let your calls go straight to voicemail when you’re working. You can retrieve them at a more convenient time. 14. If you have an urgent matter that requires keeping in contact with family members, bring it to the attention of the farm owner and work out a plan so that the communication can be done in a safe manner. 15. If you need to access important work-related information on your mobile device, stop any work activities, inform the farm owner and move to a safe work area. 16. For the farm owner, communication is part of the job. However, farm owners and workers should limit their mobile device or other designated safe work areas away from general work activities. They shouldn’t make or take calls while directing activities on the site. | | |
| EMERGENCY PROCEDURES: | | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |