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## Mobile Telephone Policy

(January 2021)

To live and learn in harmony,  
Caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do.

## Mobile Phone Policy

Where mobile telephones are issued to employees the following requires to be taken into consideration with the use to ensure the health & safety of both employees and others who may be affected by the safe operation of the equipment.

- Mobile telephones may be used where access to normal land line telephones are not available. It is important to give consideration to the location you are working prior to use when either receiving or making calls, example of this include where vehicles movement may take place or in areas which the use may create an explosion.
- When driving the mobile telephone must only be used where the mobile telephone equipment is fitted with "hands free" facility, call must not be made or received whilst the vehicle is moving or may move i.e in a queue of traffic. In order to reduce risk to employees and other road users, except in the event of urgent use of the phone should be limited to making calls whilst parked in a safe location.
- Low radiation doses are emitted from mobile telephones during use it is therefore important to follow the following to reduce your exposure:
- Minimise the use of equipment as much as possible by using land line equipment
- Where the equipment is used keep the length of call to a minimum.
- Where excessive use takes place and any ill effects are experienced i.e. headaches you must advise your manager and make arrangements to visit your practitioner.
- Where individuals have their own equipment it is important to remember the above information applies to the use of their equipment whilst at work.