

<b>SAFE SYSTEM OF WORK</b>		Form No: Date: Issue: 0
<b>ACTIVITY</b>	<b>MOBILE PHONES AND DRIVING</b>	
<b>HAZARDS</b>	Increased potential for involvement in road traffic or other accidents.	
<b>PEOPLE AT RISK</b>	Drivers, passengers, other road users, pedestrians	
<b>POSSIBLE OUTCOME</b>	Death, serious injury, damage to property	
<b>ASSESSMENT</b>		
<p>The potential for being involved in a road traffic or other accident whilst using a mobile phone can be significantly increased due to the individual concentrating more on the telephone conversation than on their immediate surroundings.</p> <p>It is an offence for a person to drive a motor vehicle if s/he does not have proper control. In addition, with effect from the 1<sup>st</sup> December 2003 it will become an offence to use hand held mobile phones whilst driving. Individuals will be subject to a fixed penalty fine of £60 and 3 penalty points or a fine on conviction of up to £1000.</p>		
<b>ACTION</b>		
As a responsible employer, [company] consider the safety of their staff to be of paramount importance and aim to, wherever practicable, eliminate the risks. We would therefore wish to promote a policy whereby employees do not use mobile phones whilst driving on company business.		
<b>CONTROL MEASURES</b>		
<p>We recommend that mobile phones are switched off whilst you are driving and you utilise the voice mail facilities. Employees are advised to stop frequently to combat fatigue and to take this opportunity to collect and make any necessary calls.</p> <p>Wherever possible your vehicle should always be stationary when using a mobile phone, either with or without a hands-free device.</p> <p>If you must use you phone whilst driving please observe the following instructions:</p> <ol style="list-style-type: none"> <li>1. Employees with mobile phones should use the hands free headsets provided.</li> <li>2. Drivers who need to make and receive call whilst driving should do so via the headsets only when it is absolutely necessary and safe to do so.</li> <li>3. Every effort should be made to keep the conversation as short as possible and avoid detailed discussions that may divert your attention.</li> <li>4. You should warn incoming callers that you are driving and that you may have to break off your conversation or offer to call them back when safe to do so.</li> </ol>		

5. Pushing buttons whilst the phone is in a cradle is permitted, however it is an offence to speak or listen to a phone call if it is held in the drivers hand during at least part of the period of its operation.
6. Use pre-programmed numbers wherever possible.
7. Never attempt to text message whilst driving.
8. At all times do not put yourself or others at risk by using a mobile phone whilst driving.
9. If the headset becomes lost or damaged, employees must not use hand held mobile phones under any circumstances. It is the employee's responsibility to arrange replacement (via procurement) as soon as possible.

### **RESPONSIBLE PERSON**

Fleet Manager shall ensure that this policy forms part of the Drivers Pack

Line Managers will be required communicate this policy to their staff and monitor its effectiveness.

All employees who use phones whilst driving must ensure that they do so safely and in accordance with this policy.

### **REVIEW DATE**

This assessment will be reviewed one year from date of issue or at any change in legislation or of company policy or if new evidence is published to confirm the alleged hazards.

### **REFERENCES**

[http://www.roads.dft.gov.uk/consult/mobiles/response/pdf/mobile\\_response.pdf](http://www.roads.dft.gov.uk/consult/mobiles/response/pdf/mobile_response.pdf)