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EN 1090

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OHSAS 18001

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P-HSM-SPU-002

Mobile Phone Policy

Rev.	Date	Description	Author	Validated by	Approval date IMS
2-2	30/05/2019	Further 2019 Amendments	Amanda Young	Tom Coosemans	
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Rev.	Date	Description	Author	Validated by	Approval date IMS

[This procedure is property of Smulders, Hoge Mauw 200 – B-2370 Arendonk]

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1 Purpose

As per our HSE Plan **P-HSM-SPU-001**, Smulders Projects UK, hereinafter referred to as the Company have a target to produce and deliver in a safe and healthy way with respect for the environment.

The Company wants to achieve this target by introducing a total care system for all workers including employees, agency workers, contractors, suppliers and subcontractors. For that reason, we feel obligated to introduce a specific Mobile Phone Policy for this yard.

Due to the fact that we are connected to the internet on a permanent basis (e.g. News / Social Media / ...), this has a significant impact on our Health and Safety on site.

2 Definitions

This mobile phone policy applies to any mobile phone or smart device that will be used for communication purposes for non-work related activities and that are not approved for use in the provision of this policy this includes, but is not limited to mobile phones, smart phones, tablets and iPads.

3 Rules and regulations

Given the nature of the workplace environment, mobile phones may only be used on the yard by supervisors for business purposes only. Workers are not permitted to use their mobile phones whilst on the yard and no pictures are allowed to be taken on site, for any reason, without express permission from the Director of the Company.

In extenuating circumstances where a production (yard based) worker may have to respond to an important call/message for example regarding the well-being of a family member; they must first notify the supervisor that they may expect such a call. The supervisor may give permission to the worker to keep their mobile phone on them (on silent/vibrate only) and, should they need to respond to a call/message, they should go to a safe area before doing so. Other than that, the use of mobile phones is only permitted in the canteen area during break times.

Likewise, office based workers should notify their supervisor that they may have to respond to an important call/message regarding the well-being of a family member and should respond to such a call/message in a suitable area of the office; otherwise, the use of personal mobile phones is only permitted during break times.

Where unforeseen emergencies occur personnel are reminded that calls from home or from family members can be made to the relevant agency / subcontracting Company or to the on-site security team. The on-site security team can be contacted on 0191 2958700 and they will get a message to you through the onsite supervision, line manager or via the HR department.

4 Compliance with policy

Workers failing to observe the guidance as set out in the policy, may be subject to formal action. The Company, where necessary, will liaise with the relevant agency or subcontracting company regarding violations of the policy. This Mobile Phone Policy should be read in conjunction with **Social Media Policy P-HSM-SPU-003**.

5 Other Documents

Other documents to be read in conjunction:-

P-HSM-SPU-003	Social Media Policy – Newcastle Yard
P-HSM-SPU-001	Yard Agreement
P-HSM-SPU-011	Code of Conduct