

# Cell Phone Policy



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## Scope:

This policy applies to all Bernard Rochefort Ltd. employees, sub contractors, vendors and visitors.

## Policy:

Bernard Rochefort Ltd. adheres to the cell phone legislation (Bill 118) that bans hand held cell phone while operating a vehicle. Further to this, cell phone use is limited to work related activities and cannot interfere with worker safety. All non work related cell phone use shall be done on personal time (breaks, lunch, etc...) and not during work times. If Cell phone use is required, it will only be used when it is safe to do so and away from any site hazards.

All Bernard Rochefort Ltd. employees who are provided and require the use of a cell phone will be required to use a hands free device to receive a call at all times while operating any Bernard Rochefort Ltd. vehicle.

## Process/Procedure:

- All employees are required to use the hands free device while operating any Bernard Rochefort Ltd. vehicles.
- Unless the hands free device supports voice commands, only incoming calls will be allowed while the vehicle in motion.
- To make an outgoing call, the vehicle must not be in motion and in park out of the way of traffic (pulled over). Once the call has been dialed the driver may get back on the road.
- Other employees at Bernard Rochefort Ltd. will not be permitted to use cellular devices while working on site without the express permission of the supervisor.
- When taking an approved call, workers are to remove themselves from the work area in order to ensure their safety while on the phone.

## Employer Responsibility:

**Employer will enforce policy**

## Responsibilities and Accountabilities:

**All Employees:**

They are expected to follow the cell phone policy. Any employee who does not follow this process is accountable to their direct report in terms of progressive discipline and risks financial penalties imposed by the MOL, MTO and/or by law enforcement offers.

## Monitoring & Measurement:

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The success of the policy and its implementation will be measured by the number of infractions reported to the Health and Safety Coordinator and by the number of by-law enforcements required.

## Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, loopy initial 'R' followed by a horizontal line extending to the right.

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Rhéaume Rochefort

Feb 1<sup>st</sup>, 2018

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Date:

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