

## Operational Policy

<b>Policy Title:</b>	<b>Applies to:</b>		<b>Reference #</b>
<b>Cell Phone or Electronic Device use While at Work</b>	All Employees		116-HR-15
<b>Approved by:</b>	<b>Dates:</b>		<b>Total Pages</b>
Director, People and Organizational Culture	<b>Effective:</b>	01-Jan-2010	3
	<b>Last Review:</b>	30-Jan-2017	
	<b>Next Review:</b>	01-Jan-2020	
<b>Authority:</b>			
People and Organizational Culture			

### 1.0 Purpose:

This policy prohibits the use of handheld Cell Phones or any other type of electronic device that could be used while driving a vehicle or while operating power mobile equipment or on a worksite.

### 2.0 Scope:

All employees

### 3.0 Definitions:

*Electronic Devices:* Shall include all current and future forms of handheld devices used for communication, personal data management or entertainment purposes. This definition does not include 2-way radios.

*New Drivers:* A New Driver is any driver in the Graduated Driver Licensing (GDL) program, regardless of age.

*Experienced Drivers:* An experienced driver is any driver 22 years or older, that is not in the Graduated Driver Licensing program, and holds a Class 5 or higher licence.

### 4.0 Policy:

Saskatchewan Government Insurance (SGI) prohibition on the use of hand-held cell phones while driving became law on January 1, 2010. The law was amended on January 1, 2017 with more significant restrictions as reflected in this policy. This law prohibits all drivers from using hand-held cell phones to talk, text, email or surf the Internet while driving.

For the safety of the employee, their co-workers and the general public the use of a hand held Cell Phone or any other electronic device at any time while driving a vehicle or while operating powered mobile equipment for the City is prohibited. This will include all handheld electronic devices issued by the City or brought on site for personal use by the employee.

Workers are prohibited from holding, viewing, using or manipulating a cellphone while driving. Experienced Drivers can use hands-free cellphones if they are activated with voice commands or one-touch, and are dashboard, visor or cradle mounted. This is acceptable only on the condition that the use of it will not become a distraction to the task of driving or operating the equipment. New Drivers cannot use hands-free cellphones in any way while driving.

**Application:**

This policy applies to all workers who are employed by the City that:

- Are permanent, casual, contracted, in fee for service or term employees
- Drive City-owned or leased vehicles
- Drive their personal vehicle for City business
- Operate powered mobile equipment that is owned or leased by the City

**Safe Mobile Communication:**

- Never text or attempt to read a text while driving or operating equipment.
- Hands-free cellphones if they are activated with voice commands or one-touch, and are dashboard, visor, or cradle mounted is the only acceptable use of cell phones while driving. This applies only to Experienced Drivers.
- When you receive an incoming call, do not answer the call if the distraction will compromise your attention while driving or operating equipment. If there is a risk of loss of control while driving or operating equipment allow the message manager to take a message.
- Place the vehicle in park prior to making any business calls.
- It is prohibited to drive a vehicle or operate powered mobile equipment while wearing headphones or ear buds.

**Use of Personal Cell Phones or PDA's on Worksite**

At no time while on duty is a personal cell phone or any other type of electronic device to be used.

Use of a personal cell phone or any other type of electronic device is to be restricted to non-duty time.

**5.0 Roles & Responsibilities:**

All City employees will abide by this policy.

Management will ensure compliance this policy. Any violation of this policy is to be addressed by management through the *Corrective Discipline* Policy.

**6.0 Related Forms**

NA

**7.0 Reference Material**

*Saskatchewan Traffic Safety Act*

## 8.0 Revision History:

Date	Description of Change	(Re)-Approval Required (y/n)
01-Jan-2013	Initial Release.	Yes
01-May-2014	Review	Yes
01-Apr-2015	Review	Yes
30-Jan-2017	Revisions from new SGI legislation	Yes