

# PORTABLE ELECTRONIC DEVICES POLICY HR073

## 1. INTRODUCTION

The purpose of this Policy is to provide employees of Charles Sturt Campus Services (CSCS) with guidelines regarding the appropriate use of their Personal and also CSCS supplied portable electronic device (PED) used during the course of performing duties on behalf of CSCS.

It should be noted that It is illegal in all Australian states and territories to use a hand-held mobile phone or portable electronic device while operating a vehicle. This includes, but is not limited to, talking, texting or using any other function of a PED whilst the vehicle is operating.

## 2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

Portable Electronic Devices include, but are not limited to:

- Mobile phones,
- Smart Watch
- iPad-Tablet
- Pager,
- i-Pod,
- MP3 player, or CD player
- Electronic games

## 3. RULES

### PERSONAL PORTABLE ELECTRONIC DEVICES

**3.1** Personal Portable Electronic Devices must not be used during work hours, except during designated break times, *unless for Operational needs\**. These restrictions include, but is not limited to;

- Making or answering calls
- Emailing or texting (SMS)
- Playing of games,
- Listening to music
- Taking photographs,
- Accessing social media such as Facebook or Twitter,
- Accessing any internet site that is not work related

**3.2** In the event of an emergency use of a Personal PED to contact Emergency Services and/or Supervisor is permitted.

**3.3** Private mobile phones or devices must be on silent at all times and may only be answered in cases of emergency or during designated work breaks.

***\*Operational needs include contact with Supervisor or when photographing WHS hazards***



**CSCS SUPPLIED PORTABLE ELECTRONIC DEVICES**

- 3.4** Use a land line wherever possible;
- 3.5** Limit the number and duration of calls where practical;
- 3.6** Always use a handsfree set when using your mobile phone, especially when driving, although it is recommended to avoid using the mobile phone while driving as it can be a distraction;
- 3.7** Never use a mobile phone or other PED while operating plant and equipment;
- 3.8** Notify Management if the PED has been damaged, lost or stolen. Maintain the batteries in accordance with the manufacturer's recommendations;
- 3.9** All Portable Electronic Devices (including phone numbers and relevant hardware e.g. chargers, handsfree systems) issued to workers remain the property of the company and must be returned in working condition if employment ceases;
- 3.10** Workers whose behaviour has placed their safety or others at risk will be subject to disciplinary procedures.
- 3.11** Contravention of this policy will result in disciplinary action and may include summary dismissal.

**4. RESPONSIBILITIES**

Managers and Supervisors must:


- Implement and review this policy;
- Inform all workers of this policy;
- Make sure that all workers understand the organisation's Portable Electronic Devices policy (both personal and CSCS supplied) and their roles and responsibilities;
- Issue all mobile phones and record in personnel files;
- Provide hands free sets with the mobile phone particularly if driving is part of the workers work; and
- Monitor mobile phone usage;

Workers must:

- Comply with the rules of this policy;
- Use and care for the phones in their possession in a responsible manner;
- Use the CSCS supplied mobile phone for work purposes only; and
- Always have the phone accessible during work hours.

**5. SIGN OFF**

**Company Representative:**

**Signed:**  **Date:** 21-10-21

**Name:** Martin Dooner **Position:** General Manager