



MOBILE PHONE POLICY

M
O
B
I
L
E
P
H
O
N
E

As stated in the Personal Electronic Device Policy, mobile phones are not sanctioned for use by workers during work hours.

Phones brought in to work must be left in bags, lockers, or at a designated administration centre, e.g. Supervisors desk.

Management and Supervisors are exempt, as are Contractors and Sub Contractors and their workers.

Contractors, sub contractors and their workers are reminded however that should their use of a mobile phone on our worksite cause a Work Health and Safety issue then a report will be tabled for action.

Should a worker be using their phone at work it will be taken from them and held at the main office until after the shift. A second breach will see a written warning and the phone banned for a period of time.

The Port Lincoln Children's Centre are not responsible for the loss or damage of any mobile phone or PED

Workers are required to notify us of a next of kin or ICE contact (In Case of Emergency) and those people are to be given the appropriate worksite numbers in case of emergencies.

Signed by Joanne Smith ; Director

Date: 01-02-2017

Date for review: 01-02-2108