

## Section 4.22

### Mobile Phone and Refuelling Safety

---

---

#### 1. Purpose

*The purpose of this procedure is to provide guidance for staff regarding the use of mobile phones when driving and refuelling vehicles.*

---

#### 2. Scope

The Mobile Phone and Refuelling Safety procedure applies to all employees using Council Vehicles or any vehicle used by employees under any hire agreements

---

#### 3. References

1. Occupational Health and Safety Act 2004.

---

#### 4. Responsibilities

##### **Managers/Supervisors**

Managers/Supervisors are responsible for placing a sticker on the phone console installed in their vehicle, (refer to Attachment 1,) and for making sure the “hands free” mobile phone console is fitted.

##### **Health and Safety Representative**

HSR Representatives shall assist the Manager/Supervisor in monitoring the control measures.

##### **Human Resources Coordinator**

The Human Resources Coordinator (HRC) shall oversee, coordinate, record and/or organise, as appropriate, all health and safety training.

##### **Employees**

Employees are required to attend all health and safety training which is arranged by the Manager/Supervisor or HRC, and at all times apply the principles of the health and safety training undertaken into their work practices

Employees are encouraged to use landline telephones, faxes and pagers as much as possible in preference to mobile phones or alternatively keep mobile calls brief as possible.

---

#### 5. Definitions

##### **Vehicles**

Describes any motor car, truck or bus registered in the name of the Greater Shepparton City Council, or any motor vehicle used by staff of the Greater Shepparton City Council under any hire agreements.



## **6. Methods**

### **Refuelling of Council Vehicles**

Employees should adopt the precautionary principle of turning mobile phones off whilst they are refuelling a vehicle and obey all signage at refuelling stations.

### **Use of Mobile Phone and Two-way Radios Whilst Driving**

All council vehicles are fitted with “hands free” mobile phone consoles. However the following guidelines are to be observed by drivers whilst operating a Council vehicle.

#### **Dialling Calls whilst driving a vehicle**

A driver of a council vehicle must not dial an outgoing call or compose a text message whilst the vehicle is in motion. The vehicle should be stationary in a place judged by the driver to be a safe location before the mobile phone is used to dial an outgoing call or compose a text message.

#### **Receiving incoming calls**

The answering of incoming calls whilst operating a Council vehicle must be assessed by the driver at the time the call is received. Matters that need to be taken into account before answering an incoming call on the mobile phone include but are not limited to the following:

- **The density of the traffic on the road:** a mobile phone should not be used in complex traffic situations (e.g. at intersections, during peak hour, overtaking or turning)
- **Weather conditions:** assess if the road is wet or if the windscreen wipers are a distraction, fog reducing visibility, high winds making it hard to steer.
- **Visibility:** are you driving into the setting or rising sun? Are there other obstructions that affect the visibility of the road or surrounds? At night could the headlights of oncoming vehicles be a hazard?
- **Road conditions:** is the road wide and free of obstructions or is it a corrugated dirt road with pot holes?
- **Type of call:** is a simple yes or no answer required or will the conversation be about a complex matter requiring the full attention of the driver? Generally the vehicle should not be in motion if the conversation involves long and complex explanations.
- **Road works:** a mobile phone should not be used by the driver when negotiating road works, where other plant is being operated, or workers are outside their vehicles.
- As a general rule the answering of incoming calls whilst driving a vehicle must always be assessed at the time the call is received. If there is any doubt that the answering of a call will endanger your own safety or that of other road users the call must be allowed to go to the message bank to be answered at a later time.



---

**7. Related Documents**

Section 4.19, *Smoke Free Workplace*

---

**8. Attachments**

1. Sticker Illustration

# Attachment 1

## Sticker Illustration



(TURN OFF PHONE WHEN REFUELLING VEHICLE)