



# Clermont Crane Hire Pty Ltd

ACN: 133 248 245 ABN: 57 133 248 245

Yankee Station 880 Gregory Developmental Road, Clermont QLD 4721

Lot 9 Dysart Bypass Road, Dysart QLD 4745

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Website [www.clermontcranehire.com.au](http://www.clermontcranehire.com.au)

## Phone Usage At Work Policy (CCH Policy 030)

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### Policy

The intent of this policy is to provide clear direction to employees, visitors and contractors undertaking activities with Clermont Crane Hire Pty Ltd in the use of phones.

This policy also applies to the use of phones while at work and/ or in a company owned equipment and vehicle in private and public roads as covered by the Road Traffic Act.

### Objectives

Clermont Crane Hire Pty Ltd (CCH) recognises that in certain circumstances, employees may need to make or receive telephone calls. The objective of this policy is to ensure that phone usage is kept to a minimum.

**In general - non-urgent phone usage is distracting and is not permitted during paid working time.**

### Policy Detail

Despite the benefits, phones may cause problems in the workplace. Employees who use their phone excessively may:

- Get distracted from their work
- Disturb colleagues by speaking on their phones
- Cause security issues from inappropriate use
- Cause accidents when they illegally use their phones at site or inside company equipment and vehicles.

Excessive use of phones for personal and business reasons, can interfere with an employee's productivity and be distracting for others. Employees should restrict their calls during work time by only using their phones during scheduled breaks or lunch periods.

Employees to ensure that family and relevant parties, understand that CCH has a phone usage policy wherein employee are to be contacted only in emergency situations during business hours.

CCH will not be liable for the loss of, or damage to phones brought into the workplace by employees.



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CCH reserves the right to monitor an employee's phone usage within the workplace at any time. Disciplinary action may be initiated by management if it is deemed that an employee's usage of phones is inappropriate or impacting on an employee's performance in the workplace.

Employees must not use a phone while operating equipment and/ or vehicle unless a hands-free kit has been approved and installed.

### **Disciplinary Consequences**

If an employee's phone usage is deemed inappropriate or excessive, disciplinary actions may be imposed.

If the employee usage causes a decline in productivity or interferes with CCH operations, that employee may be banned from using his phone during working hours.

If an employee causes a security breach, violates our Code of Conduct Policy or causes an accident by the reckless use of phone, further disciplinary action may result in a Letter of Warning.

### **Further Information**

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Workplace Relations Act 1996

Privacy Act 1988

### **Relevant Parties**

Occupational Safety & Health

Quality Management Systems

Code of Conduct 2016

Complaints Management Policy