



SKANSKA

*C412 – Bond Street Main Works,
Fit Out, M&E*

MOBILE TECHNOLOGY POLICY

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Revision:	Date:	Prepared by:	Checked by:	Approved by:	Reason for Issue:
1.0	09.06.2014	Mark Farrell	Claire Carr	James Moloney	For Information
		<i>Mark Farrell</i>	<i>Claire Carr</i>	<i>James Moloney</i>	

2a. Stakeholder Review Required? YES NO

Stakeholder submission required: LU RfL Purpose of submission: For no objection
 NR LO For information
 DLR Other: _____

This document has been reviewed by the following individual for coordination, compliance, integration and acceptance and is acceptable for transmission to the above stakeholder for the above stated purpose.

Sign: _____ Role: _____ Name: _____ Date: _____

Sign: _____ Role: _____ Name: _____ Date: _____

2b. Review by Stakeholder (if required):

Stakeholder Organisation	Job Title	Name	Signature	Date	Acceptance
					<input type="checkbox"/>
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3. Acceptance by Crossrail:

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<input checked="" type="checkbox"/>	Code 4.	Received for information only. Receipt is confirmed	
Reviewed/Accepted by:(signature) <i>MA</i>	Print Name: MATT HOUSTON	Position: CONSTRUCTION MANAGER	Date: 26/06/14
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Mobile Technology Policy

In today's society technology plays a huge part in how people go about their daily business and the construction industry is no different. Over the last few years we have seen great advances in the technology available to us to make daily life faster, more efficient and easier. It is recognised that Mobile Technology is something most people rely upon and want to use in their daily tasks, however, in the workplace these can also add more risk. The industry has seen a number of incident investigation reports identify Mobile Technology as a contributory factor why the incident occurred and as such Costain Skanska JV have developed a clear policy to safe guard personnel whilst at the same time allowing best use of technology.

This policy applies to Mobile Technology such as smart phones, tablets, cameras etc. and must be adhered to when using such devices for work purposes.

Risks and Control Measures:

The use of Mobile Technology must be carefully controlled on site, as they can be a distraction. The following rules apply:

- Making personal calls, texting, using social media sites etc. must be undertaken in the designated signed areas of site only.
- You can only use a Mobile Technology on site if you have been briefed on the Safe Use of Mobile Technology task briefing.
- Those briefed will receive a sticker which is to be worn on the user's hard hat.
- You MUST NOT use a tablet device while walking
- Where possible, use of Mobile Technology should be limited to walkways but this may not always be practicable.

If using Mobile Technology in a live working area, the following controls should be in place prior to starting:

- You MUST assess the area prior to starting for risks relating to your visibility, adjacent activities & whether the tablet activity could be undertaken on the walkway.
- The 5 Steps to Risk Assessment and Start of Shift briefing must be attended.
- All plant/machinery must be stopped if in a plant area.
- Stay clear of any areas where operatives are passing through with materials (Rebar, ply etc.)
- You must not use Mobile Technology in an area where lifting operations are taking place.

While using Mobile Technology, the following controls should also be followed:

- If the working environment changes, stop works & reassess the area.
- While using Mobile Technology, be aware of your environment at all times, look up & see what is going on around you.
- Ensure you are in a safe area away from work activities and that the relevant supervisor has been informed of your presence and intention of using your Mobile Technology.
- Continual vigilance is essential in areas where lifting and plant operations are being undertaken.
- Remain static whilst using the device at all times.
- 3-points of contact must be maintained when using ladders, straps may be required to help safely carry devices on site.
- Do not use a Mobile Technology within the cab of plant/ machinery.
- Stop immediately if instructed to do so.
- If a grey hat supervisor is not happy for you to use Mobile Technology in a particular walkway, you must follow their instructions to move to a safe area.
- You may remove your gloves in order to use the tablet's touchscreen, but they must be replaced immediately, before you walk to another area.

Personnel not complying too the above rules will be subject to disciplinary action and may result in being removed from site.

Signed on behalf of Costain Skanska Joint Venture.....  Date: 11.6.14.....