

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS CELL PHONE POLICY	Page 1 of 2	HSE: 5.46: 8.45: 14.3.3 Revision: 00

CELL PHONE POLICY:

This policy is to follow Provincial Distracted Driving Legislation to protect all persons by not allowing cell phone use or other wireless devices when driving or operating machinery/equipment.

HIGHLIGHTS OF THE LAW:

This Provincial Distracted Driving Legislation restricts all drivers from:

- Using hand held cell phones
- Texting or emailing
- Using electronic devices like laptop computers, video games, cameras, video entertainment displays, programming portable audio players (MP3 players) etc
- Entering information onto GPS units
- Reading printed material in the vehicle whilst driving
- Writing, printing, or sketching whilst driving
- Personal grooming whilst driving

This Provincial Distracted Driving Legislation:

- Complements the current legislation – Driving without due care and attention
- Applies to all vehicles defined by the Traffic Safety Act, including bicycles
- Applies to all roads in both urban and rural areas of the Province of Alberta

This Provincial Distracted Driving Legislation comes into effect in the New Year – 2011, with a fine of \$172 but no demerits.

In the coming months, the Province of Alberta will launch a comprehensive public education and awareness campaign to help Albertans understand the details of the new legislation.

Western Millcraft Inc. will ensure that all employees driving company vehicles are aware of this legislation and will enforce this Provincial Distracted Driving Legislation.

RULES AND REGULATIONS:

1. Cell phones for work purposes:

If you have to use a cell phone for work purposes ensure that:

- You phone is on vibrate or a lower ring setting so as not to disturb other co-workers
- You make your phone calls in private or away from other co-workers so as not to disturb them
- You try and not make personal calls on a work cell phone
- When driving let the phone call go to voice mail
- You can safely pull over to the side of the road to answer the phone call if you have to
- You can safely pull over to the side of the road to make a phone call or retrieve voice mail

2. Let Your Cell Phone Calls Go to Voice Mail:

While you are at work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take much less time to check your messages than it will to answer the call and then tell the caller you can't talk.

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3. Don't Bring Your Cell Phone to Meetings:

Even if you have your cell phone set to vibrate, if you receive a call you will be tempted to see who it's from. This is not only rude; it is a clear signal to your boss that your mind isn't 100 percent on the meeting. All calls can wait until your meeting is over.

4. Use Your Cell Phone for Important Calls:

If you have your cell phone at work, you should use it for important work or emergency calls. The school calling to say your child is ill, or family emergencies that you must deal with immediately are important.

5. Find a Private Place to Make Cell Phone Calls:

While it's okay to use your cell phone at work for private calls during breaks, don't stay at your desk. Find somewhere else to talk, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break but your co-workers have a job to do.

Any employees who drive Western Millcraft Inc. company vehicles that do not fulfill their safety responsibilities and follow the Provincial Distracted Driving Legislation, will be held accountable for any problems their negligence creates and may be liable under the law.

Signed: _____

Date: 1 OCTOBER, 2011

GREG CLARK
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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