1 General

This brief gives instructions on the permitted use of electronic devices that can be used to:

- Send and receive telephone calls
- Send and receive text messages
- Send and receive E-Mails
- Take photographs or video (Except where authorised and undertaken by a green cab pass holder)
- Receive and playing radio or TV signals
- playing games
- playing music in any form (tape/disc/MP3 etc)
- Access the internet or intranet

2 Policy

This brief applies to:

- personally owned electronic devices; and;
- Any electronic devices supplied by Network Rail as part of your equipment.
- Do not
- Operate any electronic devices whilst performing any safety critical duties (note: this does not include maintenance staff using electronic devices required to carry out essential maintenance work on a OTM that is out use)
- Use any electronic devices whilst performing Personal Track Safety duties.
- Use any mobile phone (including those fitted with hands free kits) whilst driving a company owned or hired vehicle whilst the vehicle is moving.
- Leave an electronic device in a location or position where it is liable to become damaged or stolen
- Not use any device within 3 metres of any location cabinets or exposed circuit cupboards
- Answer any calls if it is unsafe to do so

Do:

- Check you are in a position of safety before making any call whilst on or near the line
- Maintain calls to a minimum to prevent over exposure to effects of radio waves
- Ensure that when a call is answered you establish it is safe to talk

3 Driving Cab Access

If your duties require you to occasionally travel in an OTM driving cab, you will be issued with a cab pass in accordance with SMSP 2.01. Check that any electronic

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device is switched off before entering an OTM driving cab in accordance with this policy.

4 Enforcement and Sanctions of this policy

Network Rail, through monitoring, unannounced checks and assessment will check that this policy is strictly adhered to at all times.

It is important to understand the risks of failing to adhere strictly to this policy. Such risks might result in a consequence such as:

- a serious safety of the line incident
- charges or sanctions relating to the Health and Safety at Work Act 1974 instigated by ORR or

disciplinary action - YOU might be subject to disciplinary action in accordance with the organisation's disciplinary procedure up to and including termination of employment (Network Rail's fair cultrure policy applies).

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