

Mobile personal electronic device permanent notice case brief	Ref:	NR/L3/NSC/313/SP-2.04/AD
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

1 GENERAL INSTRUCTIONS

When calling someone on their mobile personal electronic device, ask if it is safe for the person to talk, if not offer to call them back and terminate the call.

Keep calls on a mobile personal electronic device as short as possible

Switch off any mobile personal electronic device if there is a risk of an explosive atmosphere, e.g. when at a petrol station or when charging batteries

Do not use a mobile personal electronic device within 3 metres of location cabinets or exposed circuit cupboards

Do not leave your mobile personal electronic device ringing unattended – check the level of volume is not too high so that it distracts or disturbs colleagues.

If it is intended to leave the mobile personal electronic device unattended for some time, e.g. in a meeting, then switch it to silent or off

2 INSTRUCTIONS FOR SAFETY CRITICAL STAFF OR WHEN WALKING ON OR NEAR THE LINE OR IN DEPOTS AND SIDINGS

Never use a mobile personal electronic device whilst walking or working on or near the line you must always ensure you are stood in a position of safety before using a MPED.

Company issued mobile personal electronic device must only be switched on and used if they are essential to the safe delivery of the work and part of the safe system of work

Switch off your personally owned mobile personal electronic device

In an emergency, any mobile personal electronic device may be used – e.g. to call the Signaller, Electrical Control Operator or the Emergency Services

3 INSTRUCTIONS FOR OTM DRIVERS

Check any Mobile Personal Electronic Device are switched off and not used whilst the train is moving

Check anyone entering the cab with authority is requested to switch off their Mobile Personal Electronic Device.

A mobile personal electronic device may be used in accordance with module S4 of the rulebook, or to contact the signaller or control in the event of train or equipment failure. The OTM however shall be at a stand and the controls de-energised (key out).

In an emergency, any mobile personal electronic device may be used – e.g. to call the Signaller, Electrical Control Operator or the Emergency Services.

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4 INSTRUCTIONS FOR THOSE TRAVELLING IN DRIVING CABS WITH AUTHORITY

Switch off all mobile personal electronic devices when entering a driving cab

Mobile personal electronic device (MPED) is any interactive portable device 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

Employees whose conduct breaches this policy in any way may be subject to disciplinary action in accordance with the organisation's disciplinary procedure up to and including termination of employment.

A serious breach includes (but is not limited to): -

- Using a MPED when driving a train
- Using a MPED when in control of a shunting movement
- Using a MPED when despatching a train
- Using a MPED when driving a road vehicle on company business
- Using a MPED when present in the driving cab
- Using a MPED trackside when not in a position of safety