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| RECORD OF TOOL BOX TALK |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Persons present |
| Name | Signature | Name | Signature |
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| Topics discussed  |
| DISTRACTIONS ON THE JOB – MOBILE PHONE USE AT WORK**Consider this:** We recognize that mobile phones have become an integral part of everyday life. They may be a great asset if used correctly. Unlimited use of mobile phones in the workplace causes distraction. Mobile phone use in the workplace has been proved to:* Create hazards and cause accidents
* Reduced workflow
* Disturb colleagues

From today, across all Pickering dealerships and associated businesses, the use of mobile phone in the workplace is being limited. Mobile phone will have to be stored away from your work area. Employees taking or making personal calls during work hours will face disciplinary action.YOU CAN use your mobile for work purposes if it is an integral part of your job and therefore: * Make business calls.
* Use productivity apps (Employment Hero, safety training sites etc.)
* Check important messages.
* To make brief personal calls away from the working space of colleagues.
* Technicians may require the use of a camera in certain circumstances. Mobile phone use in this instance is acceptable and only with approval from the Service Manager or Workshop Foreman.

YOU CANNOT:* Play games on the cell phone during working hours.
* Listen to music or podcasts while working
* Use their phones for any reason while driving a company, or client vehicle.
* Use their mobiles camera or microphone to record confidential information.
* Use their mobiles to take photographs of employees or clients without their expressed permission.
* Speak on their phones within earshot of colleagues’ working space during working hours.
* Download or upload inappropriate, illegal, or obscene material on a mobile using a Pickering’s internet connection.

You may access your mobile through your rostered breaks.Reception will forward any emergency calls to you immediately.For all employees not using their mobiles for work purposes, consideration will be afforded to you If you have a particular reason to have your mobile phone on at work for a one-off situation. If permission is granted, the above restrictions still apply. Please see you manager if you require authorisation to have your phone on during work hours.**Remember: Concentrate on the work at hand and keep your mind on your work.** **Utilize these safety guidelines*****For further information, please refer to your company IT Policy*** |
| Comments/Feedback  |
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