



POLICY – 5.15 Use of Mobile Phones and GPS Satellite Devices

Relevant Delegation

N/A

Objective:

To ensure responsible use of mobile phones and GPS locator devices so that the health and safety of staff members and others is not endangered and the efficiency of Shire of Menzies workforce is kept at optimal levels.

Policy Statement

To provide staff with clear guidelines on use of mobile electronic devices such as mobile phones and GPS Spot Satellite Messengers to ensure the safety of workers. These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Menzies to apply to any device which is used for Shire business.

Electronic Communications

1. Mobile Phones

Safe Usage

Mobile phones are to be used in a safe manner

A mobile phone is not to be used in the following situations:

- a. Whilst driving, unless using a hands-free system (SMS text messaging not permitted while driving);
- b. Whilst refuelling a vehicle, plant or equipment;
- c. Whilst dealing with chemicals;
- d. Whilst using any equipment or machinery.

An employee allocated a mobile phone is to make themselves familiar with the owner's guide and specifically the safety guidelines pertaining to its use.

Use of personal mobile phones

Where practicable:

- a. Personal mobile phones are to be set to 'silent mode' or turned off during work hours, and usage should be kept to a minimum.
- b. Personal mobile phones should not be used to make business calls. The Shire does not reimburse any business calls made on personal mobiles.

2. GPS Locator Devices

Consideration of the regulations must be given by managers and supervisors when determining the allocation of GPS locator devices.

Daily Safety Checks

Staff who are designated to be an isolated employee and are allocated a GPS locator device must ensure that this is attached to their body at all times and that they comply with the following guidelines.

- a. Prior to leaving their designated '*accommodation spot*' they should send an electronic alert to the Chief Executive Officer and Works Manager by using the pre-recorded message on their GPS locator device:

'Daily Check in from Staff Member – All OK'

- b. Upon returning to their designated '*accommodation spot*' at the end of the day they should send an electronic alert to the Chief Executive Officer and Works Manager by using the pre-recorded message on their GPS locator device:

'Daily Check in from Staff Member – All OK'

This procedure allows the Chief Executive Officer or the Works Manager to verify the location of the employee at the designated times and in the event of an emergency assist in pin-pointing a location to send assistance to.

Emergency Alerts

In the event of requiring medical or other urgent assistance staff who are designated as an isolated employee and who are allocated a GPS locator device, such devices have the capacity to summon assistance by using the designated 'help' button.

This will send a message to the Chief Executive Officer and the Works Manager immediately stating:

'HELP message from Staff Member'

The Chief Executive Officer or Works Manager will immediately locate the exact position of the staff member and can dispatch assistance to the exact location of the staff member.

There is no message to edit for the S.O.S. alert. S.O.S. alerts along with the GPS coordinates are routed directly to GEOS International Emergency Response Coordination Centre.

The S.O.S. button should only be used in *life-threatening situations*.

The ability to send S.O.S. alerts to GEOS is covered in the device's service plan. However, the cost associated with rescue efforts are substantial, so this alert should only be used as stated above. For all other situations, the help button is adequate coverage to provide assistance.

– End of Policy

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