

EHS SAFETY

Subject: Mobile Device Safety Policy		Doc ID: #34502	Page 1 of 3
Effective:7/29/2021	Document Owner: Safety Manager	Approved By:	

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

I. POLICY/SCOPE

It is the policy of the Quinnesec Mill that all individuals on the Quinnesec mill site comply with the Mobile Device Safety Policy.

II. INTENT/ PURPOSE

The Quinnesec Mill mobile device safety policy has been developed to prevent injuries that can occur when a mobile device is being used. This includes use while walking, working, or using any type of mobile equipment/vehicles. Mobile equipment/vehicles includes, tricycle, cart, car, truck, PIT, cranes, mobile elevating work platforms, or heavy equipment (dozers, log loaders, front end loaders, etc.) – equipment used to conduct work or transport people.

III. DEFINITIONS

1. **Mobile Device** means an electronic device that a person may easily carry with them. Examples include, and are not limited to, phones, Smartphones, tablets, e-Readers, digital media players, headphones, Smartwatches, laptops, ear buds, and Bluetooth telephone headsets or earpieces. This also includes hands-free devices.
2. **Phone** means a mobile phone that does not have data services.
3. **Smartphone** means a mobile phone that has data services.

IV. PROCEDURES/PRACTICES

Safety

Following are the expectations regarding the use of mobile devices.

- 1) Mobile Devices
 - a) It is the mobile device users’ responsibility to ensure that the mobile device is not used around moving equipment or in work areas where employee safety and/or mill productivity could be negatively affected.
 - b) Use of mobile devices must not interfere with the performance of work duties.

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- 2) Mobile devices shall not be used in a manner that is illegal or that would violate any other company policy, e.g. Acceptable Use Policy, Mobile Device Policy, Equal Employment Opportunity Policy, Harassment Policy, Photography and Audio/Video Recording Policy, etc.
- 3) Mobile devices designed and issued for work purposes, such as air monitors, multimeter/voltmeter, vibration monitors, scanners, etc. must be used in accordance with manufacturer's instructions and in alignment with the safety precautions reviewed while training to use the device.
- 4) Driving
 - a) Phones and other mobile devices shall not be used while operating mobile equipment / vehicle.
- 4) Working
 - a) Phones and other mobile devices shall not be used while operating equipment or tools, except when that communication is required as part of that operation.
 - b) If using chemicals, always wash hands before using a phone or other mobile device.
- 5) Walking
 - a) Individuals must be stationary in a safe location while using phones and other mobile devices. Walking while using a phone or other mobile device is not permitted anywhere on the mill site including outdoor locations and parking areas.

Music Media

- 1) Radios and approved digital media devices are permitted in control rooms, break areas, and office areas as long as they do not distract, irritate, or interfere with the performance of work duties or present a safety hazard to other employees working in the area. The volume should be kept low enough so it does not distract or disturb other workers. As a guide, the volume is too loud if the sound interferes with a conversation or telephone call being conducted at a normal voice level.
- 2) Verso Quinnesec is not responsible for lost, stolen or damaged personal electronic devices, personal applications or personal data.

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V. TRAINING

- 1) All mill members will be trained on the requirements of the mill's Mobile Device Safety Policy.
- 2) Contract Personnel will be trained on the mill's Mobile Device Safety Policy through the Contractor Safety Orientation.
- 3) Mill members who host visitors are responsible to ensure they fully understand the requirements of the mill's Mobile Device Safety Policy.

VI. RESPONSIBILITIES

- 1) EHS
 - a. Inform new members of the requirements related to the mill's Mobile Device Safety Policy.
- 2) Departments
 - a. It is the responsibility of each department to ensure compliance with the requirements of the Mobile Device Safety Policy at all times.
- 3) Members
 - a. Each member is to be instructed on, and comply with, the requirements of the Mobile Device Safety Policy.