

Electronic Device Policy

Purpose

This policy is designed to promote safety, situational awareness, and productivity while using electronic devices on the job. It establishes expectations around the appropriate use of mobile devices and work-related apps such as SafetyCulture, WorkMax, and the Continuous Improvement Server. The goal is to ensure that devices support—not interfere with—safe, effective work practices.

No Device Use During Task Performance

Employees must not use cell phones or other electronic devices while actively performing a task, unless the device is integral to the job. Distractions, even momentary, can lead to serious incidents or decreased quality of work.

Prohibited Use During High-Risk Activities

1. Phones or mobile devices must not be used while:
2. Climbing or working on ladders or scaffolding
3. Operating vehicles or heavy equipment
4. Working in or around trenches or confined spaces
5. Performing energized electrical work or where voltage is present
6. Lifting loads with cranes or hoists
7. Spotting or signaling for equipment
8. Handling hazardous materials

These tasks require full attention. Using a phone during high-risk activities is considered a willful safety violation and may result in immediate corrective action.

No Device Use While Driving

Employees must never text, scroll, or interact with any mobile device while driving a company vehicle or operating equipment. Use of hands-free technology is allowed only when legal and safe. All local and state driving laws must be followed.

Situational Awareness

Be aware of your surroundings when using a phone—even in non-task moments. Avoid using devices:

1. In proximity to heavy equipment
2. Around moving vehicles or active work zones
3. In conditions of low visibility or noise
4. Safety comes first. Always be ready to respond to changes in the environment.

Constructive Use of the Continuous Improvement Server

1. The CONTINUOUS IMPROVEMENT SERVER is a collaborative platform used for team communication and continuous improvement. Use it professionally and constructively.
2. Feedback should focus on projects, processes, and job roles—not individuals.
3. Do not use employee names when discussing safety concerns or performance.
4. Combative, disrespectful, or nonconstructive comments will not be tolerated.

5. Participation should align with our values of respect, teamwork, and safety.
6. After-hours CONTINUOUS IMPROVEMENT SERVER participation is welcomed but voluntary. No compensation is provided for off-clock engagement.

Use of Work-Related Apps

Apps such as SafetyCulture and WorkMax are required tools. Use them to document observations, complete inspections, log hours, and report safety concerns. These apps are part of our operational workflow and help reinforce our safety culture.

Supervisory Authority

Supervisors have the discretion to limit (not eliminate) phone use based on the task or work environment. If a job requires full focus or poses safety hazards, employees may be asked to pause all non-essential phone use, including CONTINUOUS IMPROVEMENT SERVER activity.

Confidentiality & Respect

Do not share sensitive information—such as medical diagnosis issues, or personal matters—on the CONTINUOUS IMPROVEMENT SERVER or any digital platform. Respect coworker privacy. Never share personally identifying information. Topics should remain relevant to projects, safety, and operational improvement.

Enforcement and Compliance

Violations of this policy will be taken seriously. Corrective actions may include:

1. Verbal or written warnings
2. Temporary restriction of phone privileges
3. Escalated disciplinary measures for repeated or willful violations
4. Our top priorities are your safety and job performance. Responsible electronic device use is part of that commitment.