



## Introduction:

This standard establishes the requirements for the use of mobile communication devices (MCD) while in the workplace or driving a motor vehicle. NB Power provides MCD's to employees as a necessary part of their job, and to enhance both safety and productivity. Employees are responsible for using all MCD's in a safe manner.

These devices include, but are not limited to:

- Mobile/Cellular/Smart Phones Two-way Radio
- Bluetooth enabled communication devices like GPS, etc., that can be connected to a phone.
- E-mail/Texting Devices
- Pagers
- Computing Devices
- On-screen Navigational Systems

This Standard applies to the use of MCD's, whether issued by the employer or personal MCD, in any work environment including vehicles owned, leased or rented by NB Power, as well as personal vehicles used for NB Power business- operating both on and off NB Power property.

An employee's primary responsibility during work is to focus their attention on the job at hand while being alert for hazards and to the situation around them. MCD's, except as required for the performance of the task, shall not be allowed to become a distraction and their use shall be limited to situations where they can be used safely and without disruption of the work, such as lunch or break times.

## Standard

### 1. THE SAFE USE OF MCD's IN THE WORKPLACE

- 1.1 Where required for the performance of a task, the use of MCD's shall be done in a manner consistent with safety and professional good practices.
- 1.2 The use of MCD's during the performance of work shall be limited to situations such as during breaks or lunch time, where the use of the device is not a distraction and does not interfere with the job at hand.
- 1.3 The use of MCD's when emailing/texting while walking should be avoided.

### 2. DRIVING SAFETY

- 2.1 Subject to Section 2.1.1, the use of MCD's by the driver while the vehicle is in motion is prohibited. Before using MCD's (including use of a hands free device) all vehicles must be lawfully and safely parked out of traffic.
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- 2.1.1 In the case of two-way radios, where the driver of a vehicle is alone, he/she may acknowledge an incoming call advising of an emergency situation as defined in SOP I-5.10. Further communication will only take place once the vehicle is safely and legally parked.

Examples of emergency situations are:

- Vehicle Accident
- Building Fire
- Police/Fire Standing By
- Pole down
- Pole on Fire
- Wire Down
- Wire Low X-ing Road

It is recognized that these are examples only, and may or may not represent an actual emergency. Conversely, there may be additional situations which could be considered an emergency given their specific circumstances. For this reason, the employee's knowledge, skills, training and experience will be relied upon in making the final determination.

- 2.2 On-screen navigation devices for quick visual reference are permissible for use while operating a vehicle.
- 2.3 MCD's shall be stored in a safe location that does not obstruct the view of the driver.
- 2.4 Vehicle or Equipment Fuelling – MCD's shall not be used while refueling vehicles or other equipment.
- 2.5 When operating a vehicle out-of-province for business purpose, an employee must be aware of and observe any local regulations regarding the use of MCD's. At minimum, the policy requirements of NB Power must be respected at all times.

### 3. RESPONSIBILITIES

- 3.1 Managers/Supervisors or anyone with employees reporting to them, must inform their employees of the requirements of this standard specific to the safe use of MCD's while driving or performing other work related tasks.
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# Health & Safety Standards

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Director of Health, Safety,  
Environment & Emergency Preparedness

Revision Number	Revised Section(s)	Revision Summary	Revised By:	Effective Date:
001	1.3	Added section 1.3 to include use of MCD's refers to emailing/texting while walking should be avoided.	Ian Case/ Shelley Parker	2018-01-24