



Distracting Devices Procedure

Brief description

This Procedure outlines the minimum requirements for the safe use of distracting devices at GPC to ensure, so far as is reasonably practicable, the health and safety of all Workers, port users and Inducted Visitors.

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Role	Position
Owner	Executive General Manager Safety & ESG
Custodian	Safety Manager

Endorsed by **Executive General Manager Safety & ESG on 01/09/2023**

If you require any further information, please contact the Custodian.

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The current version of this Procedure is available on GPC's Intranet.

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Contents

1	Terms and definitions	3
2	Introduction	3
2.1	Purpose	3
2.2	Scope	3
2.3	Objectives	3
3	Distracting Devices Procedure	3
3.1	Distracting Devices	3
3.2	Hand Held Distracting Devices	3
3.3	Hearing Impairment Devices	4
4	Appendices	4
4.1	Appendix 1 – Related documents	4
4.2	Appendix 2– Revision history	5

1 Terms and definitions

In this Procedure:

“Distracting Devices” means Distracting Devices referred to through this Procedure include: mobile phones; smart watches, gaming devices; IPod’s or similar; and IPad’s or similar.

“Hand Held Distracting Devices” means mobile phones, smart watches, gaming devices, DVD players, IPad’s or similar.

“Hearing Impairment Devices” means DVD players, gaming devices, IPod’s or similar where earphones or headphones are worn.

“Open Licence” means a licence type as defined by the Queensland Government.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

The purpose of this Procedure is to ensure the health and safety of all Workers, Inducted Visitors and port users by promoting the safe use of Distracting Devices.

2.2 Scope

This Procedure applies to all Workers who carry out work on GPC owned and operated sites, and to Workers performing GPC work activities in public places.

2.3 Objectives

This Procedure aims to:

- clearly document the minimum requirements for the safe use of Distracting Devices; and
- ensure, so far as is reasonably practicable, that GPC provides safe workplaces.

3 Distracting Devices Procedure

3.1 Distracting Devices

GPC workplaces are hazardous workplaces of varying degrees including: interaction with heavy vehicles, interaction with light vehicles, interacting with members of the public, working at heights and performing work requiring high risk work licences to name a few. It is crucial, therefore, for Workers to remain focused on the task at hand and be vigilant at all times.

Distracting Devices referred to in this Procedure can be distracting both visually and audibly.

This Procedure does not include two way radios.

3.2 Hand Held Distracting Devices

Hand held Distracting Devices must not be used while:

- operating light vehicles, heavy vehicles or equipment;

- performing work activities, unless in accordance with this Procedure;
- in close proximity to operating vehicles and equipment; and
- walking.

If you are required to use a Hand Held Distracting Device, you must first get to a safe and controlled area where the risk of interaction with operating vehicles and equipment or any other hazards associated with the work area is mitigated. This may be as simple as stopping work and stepping back from the direct work area or it may require complete removal from the work area. Workers, Inducted Visitors and port users must be stationary while using a Hand Held Distracting Device.

If an exemption to the above is required to enable the work to be performed, then the task risk assessment needs to detail relevant hazards and controls to ensure this can be performed safely. An example of where an exemption may be required, is during the performance of fault finding, where one person is out on plant and another person is looking at the control screen.

The *Queensland Transport Operations (Road Use Management – Road Rules) Regulation 2009* (Qld) provisions for operating vehicles while on a mobile phone applies to GPC. This includes not driving with a mobile phone in your hand. If you are on your Open Licence, hands free talking on your phone is allowed, but GPC's preference is that you safely park the vehicle prior to answering or making any phone call.

3.3 Hearing Impairment Devices

Our hearing is essential for being alerted to alarms, instructions from our colleagues and operating vehicles and equipment. To ensure we remain vigilant of our surrounding work environment, we need to ensure that we are not deliberately impairing our hearing through the use of iPod's, DVD players or similar. As such, the listening to of iPod's, DVD players or similar where ear phones are applied directly to the user's ears are not permitted at GPC workplaces, with the exception of offices.

When ear plugs or head phones are worn within an office (such as where required as part of training, participating in an online forum or in an open office environment), the audio level must be set such that the user can still hear background alerts and sound.

4 Appendices

4.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<i>Work Health and Safety Act 2011</i> (Qld)
	<i>Work Health and Safety Regulation 2011</i> (Qld)
	<i>Transport Operations (Road Use Management – Road Rules) Regulation 2009</i> (Qld)

(b) **GPC's documents**

The following documents relate to this Standard:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard
Tier 3: Specification/ Procedure/Plan	#1516450 Safe Operation of Mobile Equipment Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
Other	N/A

4.2 Appendix 2– Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
20/09/2018	Document created	Tony Young, Safety Manager	Rowen Winsor, People Community and Sustainability General Manager	Tony Young, Safety Manager
28/07/2020	Legal review by HSF (minor formatting changes accepted). No material change to context or intent.	Tony Young, Safety Manager	Rowen Winsor, People Community and Sustainability General Manager	Tony Young, Safety Manager
01/09/2023	Desktop currency review to update titles. No material changes.	Kirsty Iszlaub, Safety & Environment Systems Lead	Tony Young, Safety Manager	Richard Haward, EGM Safety & ESG