



Use of Electronic Devices Procedure

Health & Safety

1 Purpose and scope

The purpose of this procedure is to ensure Roy Hill employees, contractors and visitors are aware of the use and storage of electronic devices within high risk and other operational work areas.

This Procedure applies to all persons entering and departing Roy Hill operations and workplaces over which Roy Hill has accountability and control.

2 Procedure

Only approved electronic devices are to be used within high risk areas at Roy Hill operations and workplaces. The use of electronic devices that have the potential to distract personnel and introduce hazards into high risk working areas are to be controlled.

2.1 Designated High Risk Work Areas

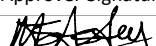
It is the responsibility of the accountable area Manager to define high risk work areas and if required where people are to store non-authorised devices at the workplace whilst they are in a high risk area. This delineation will be defined by completing a risk assessment and should be a part of the development of the area orientation/ induction for the operational location.

An area will be defined as high risk if the act of using an electronic device has the potential to distract the user such that they could endanger themselves or others around them. The area orientation/ induction will highlight high risk work areas.

2.1.1 Examples of high risk work areas;

- Within the cab of mobile plant or vehicle
- Whilst operating any equipment i.e. drill press etc.
- Traffic areas such as car parks, roadways and thoroughfares
- Within or near moving parts such as any crushing plant, conveyor systems
- Workshops environments
- Processing Plants
- Production areas
- Power Plants
- Whilst using hazardous chemicals
- Where overhead cranes are being used
- Controller Workstations with in the Control Room
- Warehouse areas

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- Other specific areas defined by the Department Managers

2.2 Use of Electronic Devices

The possession of personal electronic devices is strictly prohibited within high risk work areas except when one or more of the following applies:

- Roy Hill has issued/approved the electronic device
- The device is approved and required to complete the task i.e. identified on the JHA
- Electronic device is approved in writing by Department Manager for use in the workplace
- The use of electronic devices whilst driving a vehicle or mobile equipment is strictly prohibited unless it has been approved by the area GM and shall be synced to a fully operational approved hands free kit.
- The use of headphones (on ear, over ear and in ear) in conjunction with electronic devices is prohibited at all times whilst in an area defined as high risk.

2.3 Breach

Any violation of this standard shall result in disciplinary action up to and including termination of employment in alignment with the Roy Hill disciplinary process.

2.4 Important / Emergency Communication

Each workplace shall have a means and mechanism for employee's family to be able to contact them in the event of relaying important and or emergency information. The following shall be used as the communication strategy:

If the call is of non-urgent matter:

- The Department Administration shall be the first contact; a message shall be transferred to the Shift Supervisor for relay at the next available opportunity.

If the call is of urgent matter:

- The Department Administration shall be the first contact the call shall be relayed directly to the Shift Supervisor for urgent action.
- If Administration is not available direct contact with the Supervisor shall be made.
- During night shift, contact the Supervisor Control and arrange a message be relayed to the Shift Supervisor.

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3 Definitions

Term	Definition
Electronic Device	<p>A device depending on the principles of electronics and using the manipulation of electron flow for its operation.</p> <p>Includes but is not limited too;</p> <ul style="list-style-type: none">• Mobile phones• Cameras• Laptops• Tablets• Smart watches• Fitness trackers• PDA• E-Readers• iPods and other personal music devices <p>It does not include</p> <ul style="list-style-type: none">• A CB/UHF/Tetra radio or any other two-way radio device.• Hearing aids• Approved medical devices• Electronic devices issued and approved by Roy Hill
Use	<p>In relation to a mobile device includes any of the following actions;</p> <ul style="list-style-type: none">• Hold the device• Enter or place anything into the device• Send or look at anything that is in/on the device• Turn the power on or off• Operate any other function of the device
Workplace	<p>All parts of the Roy Hill Mine, Port, Rail and ROC (Control Room) site including travel to/from Perth airport</p>
Possession	<p>The term possession includes;</p> <ul style="list-style-type: none">• Held on/by the person• Contained within the clothing of the person• Contained within any non-proved bag/package carried by the person• Contained within a vehicle/machine cab
Operating	<p>The term operating means being in control of a vehicle or equipment unless the vehicle is correctly parked in a parking area or not on any part of a roadway or running track that may induce interaction with other vehicles.</p>
Mobile Plant & Equipment	<p>Mobile Plant and Equipment refers to vehicles, machinery and apparatus, whether or not self-propelled:</p> <ul style="list-style-type: none">• subject to or not subject to motor vehicle registration;• used exclusively on Roy Hill's premises;• principally for use off public roads; or designed or maintained to provide mobility for permanently attached equipment such as cranes, loaders, pumps, generators or welding equipment.

Table 1: Definitions

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4 References

Document number	Title
	Road Traffic Act 1974
	Road Traffic Code 2000
000RH-0000-HS-GUI-0002	Traffic Management Guideline
000RH-1000-MG-PLN-0002	Mine Traffic Management Plan
000RH-0000-IM-POL-0003	Acceptable use of IT Systems Policy
-	Disciplinary Action Procedure

Table 2: References

5 Review

This Procedure is to be reviewed annually.

Reviews are to examine the appropriateness of this Procedure taking into consideration corporate, system and compliance requirement changes to site and operations since the last review was undertaken.

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