

<b>Subject:</b>  <b>Safe Use of Cellular Phones &amp; Other Mobile Electronic Devices</b>	<b>Effective Date:</b>  May 2, 2015	<b>Initiated by:</b>  Jerry Levine Head, ES&H
	<b>Supersedes:</b>  NEW	<b>Approved:</b>  Stewart Prager Director

**Management System (Primary):** 09.00 ESH and Integrated Safety Management (ESH)  
**Management System Owner:** Head, ES&H Department  
**Management Process:** 09.07 ES&H - Occupational Safety, Health, and Medicine  
**Process Owner:** Head, ES&H Department  
**Management Subprocess:** 09.07.07 Safe Use of Cell Phones  
**Subprocess Owner:** Head, ES&H Department  
**Subject Matter Expert (SME):** Head, ES&H Department; Head, Safety Division; Safety Division Staff

**APPLICABILITY**

This policy applies to all PPPL staff, subcontractors and activities. It applies to any portable cellular-enabled or internet-capable device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email, whether the device is PPPL-supplied or personally owned. Examples of such devices are cellular phones, smart phones, tablets, iPods, and other related mobile technology.

**POLICY STATEMENT**

It is PPPL policy that the use of cell phones and other mobile electronic devices is prohibited while operating non-automated machinery (large band saws, milling machines, etc.), while operating any kind of vehicle, or when assigned as a fire or confined space entry watch or fall protection safety monitor. Under these circumstances, these devices are to be used only in the event of an emergency. In addition, cell phones and other mobile electronic devices should not be used while climbing or descending stairs, and while crossing roadways and parking lots. Distractive use of cell phones & other mobile electronic devices (i.e., web browsing, texting, emailing) while walking around the Laboratory grounds and facilities, which could result in failure to see and avoid hazards, are discouraged.

PPPL’s Parking, Traffic & Bicycle Regulations indicate that all New Jersey State traffic regulations are in effect on the PPPL site, including the prohibited use of hand-held cell phones and/or texting while driving.

**REFERENCES**

Princeton Plasma Physics Laboratory Parking, Traffic & Bicycle Regulations  
 ESHD Section 8 Chapter 5 Confined Spaces  
 ESHD Section 9 Chapter 15 Welding, Cutting and Other Hot Work

**TRAINING REQUIREMENTS**

- Subprocess Owner    1. Ensures the following training is provided.
- Target Audience: PPPL Staff and Supervisors
- Training Method:  
 Read only via distribution to all staff and Supervisors
- Frequency:  
 Once only  
 Other: New Hires (GET)