



## Highway Division Maintenance Operational Notice

Number	Supersedes	Effective Date	Cancellation Date
<b>MG 6-2</b>		December 15, 2015	<b>Until Further Notice</b>
Subject		Issuing Body	
Guidelines for Use of Cellular Devices in Maintenance and Operations Activities		 <hr/> <b>Luci Moore</b> <b>State Maintenance and Operations Engineer</b>	

**PURPOSE:**

The purpose of this notice is to provide direction on the restrictions, as well as, the acceptable use of cellular devices during maintenance and operations activities. This notice is intended to help keep workers safe and focused on their work and the hazards that exist in the work zone or maintenance operation.

**GUIDANCE:**

All cell phones, tablets, and other electronic devices (both work and personal are collectively referred to as "Devices") are restricted in use when not explicitly used to communicate in the operations. Devices may be operated in a Safe Area. Safe Areas are locations where employees are protected while operating a device. The expected safe practices are as follows:

- The driver or operator shall not use devices while operating any vehicle or equipment even hands-free if in a work zone or other maintenance operation.
- The driver or operator may use devices within the work zone or maintenance operation if the vehicle or equipment is parked in a "safe area" and they are not responsible for safety duties at that time, such as spotter or safety eyes on the operation
- Devices may be used outside the work zone or maintenance operation when used according to Oregon law
- Crews will designate as part of their work plan a "safe area" for general use of devices
- Device usage should not occur while walking unless in a safe area
- Devices used outside a vehicle or equipment must be use within the designated "safe area"
- Devices can be used in the work zone or maintenance operation during breaks and lunch as long as all work has stopped
- Devices using earbuds, headphones, and other such devices shall not be used outside of designated "safe areas", during breaks and lunch when all work has stopped or when used for communication in the work zone or maintenance operation.
- Devices may be used to take pictures in a work zone or maintenance operation after consideration of the user's location to the operation.

**Incident Responders:** Responders (designated and non-designated) may use state owned Devices in a hands-free mode while driving their vehicle within an incident zone. Responders will make every effort to park before using their Devices. Responders will establish a “safe area” for use of Devices inside and outside the vehicle as necessary, modifying the location as necessary to the ever changing situation of an incident. Responders will consider safety for emergency responders, the public, and themselves before using their devices within an incident area.

**Family Emergencies:** If a worker needs to be reached by their family for emergencies, the employee should develop a code that family members can use to indicate a family emergency exists. One such code system is to hang up and call back right away. In an emergency situation, the employee shall use the “safe area” established by the work plan to call the family member back. The family may also call the office or dispatch center for help in reaching the employee during an emergency. Crew members should also discuss with their family what situations warrant being contacted by a family member during the work day due to the safety sensitive nature of their work (Examples would be sick children, personal vehicle broke down, broken water pipe, etc.) .