



# Tool Talk Safety Meeting

**Date – 5/20/2019**

**Topics – Electronic Device Policy**

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Critical to the safety of all road, shop and yard workers is the ability to receive and communicate instructions, move and maneuver quickly to avoid danger from vehicles or equipment, and recognize and respond to potentially dangerous job-site situations (job site includes any P.K. yard or shop as well as all road construction projects). All of this requires that every road, shop and yard worker be alert and attentive to their surroundings and not distracted by outside stimuli.

To ensure worker safety, P.K. Contracting prohibits employees from wearing headphones, both wired and wireless, ear pods and any other device that reduces a worker's ability to hear while on the job site.

Employees are also prohibited from using a Bluetooth, cell phone or any other speaker to play music or any other form of broadcast on a road construction project. Employees must be able to hear all that is happening around them to ensure their safety and the safety of others.

In addition, while certain employees may be required to use a cell phone to perform their job duties, cell phone use is limited to business purposes only. Cell phone use for personal reasons is prohibited, unless approved by your supervisor. Employees who are required to call or text as part of their job must do so in a safe manner and never under circumstances where being distracted from the worksite might create a hazard for the employee or others on the site. Employees are strictly prohibited from texting while driving any vehicle or piece of equipment.

The bottom line is that road, shop and yard workers need to be aware of their surroundings 100% of the time. Any employee who fails to adhere to that principle, or violates the requirements set forth in this policy, will be subject to immediate discipline, including possible termination of employment.

If you have any questions about Tool Talk Topics or other safety items contact Kurt Shea at 269-207-2055 or [kurt@pkcontracting.com](mailto:kurt@pkcontracting.com)



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## TOOL TALK SAFETY MEETING

**TOPIC(S):** Electronic Device Policy 5/20/19

**DATE:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**Foreman's/Presenter's Name:** \_\_\_\_\_

Attendees sign and print name below

Printed Name	Signature	Printed Name	Signature

ADDITIONAL TOPICS AND/OR SUGGESTIONS FOR NEXT TOOL TALK

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