



Training Solutions, Delivered!

**CELL PHONES  
IN THE WORKPLACE:  
*A Dangerous  
Distraction* (Concise)**

**Leader's Guide, Fact Sheet  
& Quiz**

Item Number: 4104  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

**4104 CELL PHONES IN THE WORKPLACE:  
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FACT SHEET**

**LENGTH: 9 MINUTES**

**PROGRAM SYNOPSIS:**

Our cell phones are powerful tools that allow us to have instant access to information and communication. When used appropriately, these devices can make our lives easier and more enjoyable, but when used at the wrong time and in the wrong manner, these same devices can get us in trouble at work and cause serious injury. This program discusses how sending and receiving text messages can cause us to lose focus on doing our jobs safely and efficiently as well as the importance of always following your company's policy regarding cell phone use. Also featured are several workplace scenarios that illustrate the tragic consequences of ignoring these policies in order to text when it is unsafe or prohibited.

**PROGRAM OBJECTIVES:**

Upon completion of the program, viewers should be able to explain the following:

- How workplace cell phone use can distract us and cause us to lose focus on doing our jobs safely;
- How using cell phones at work adversely affects our production level;
- Why use of cell phones is prohibited in areas containing hazardous substances;
- Why we must be able to recognize and reject our excuses for texting when it is unsafe or prohibited.

**INSTRUCTIONAL CONTENT:**

**WORKPLACE CELL PHONE USE CAN BE DANGEROUS**

- While most of us would never consider doing a puzzle or juggling while performing our jobs, we often don't give a second thought to sending and receiving text messages as we complete our daily tasks.
- Of the 3,000,000,000 texts sent each day, a large number of them are now being sent from and received in the workplace
- We are all aware of the hazards of texting while driving, but sending and receiving text messages at work can be just as dangerous.

**DISTRACTED FORKLIFT OPERATOR SERIOUSLY INJURES CO-WORKER**

- Forklift operator Ramon Jamison discusses what happened the day he was distracted by texting and struck a co-worker.
- "I usually keep my phone in my locker every morning, but my wife was having an ultrasound that morning and I wanted to know if we were having a little boy or a little girl, so I kept my phone with me," says Ramon.
- "I was moving stacks of pallets in the storage yard when I heard the message alert go off," he adds.
- Ramon says he was so excited to find out that he didn't even think about not checking his text. He looked down and had to focus on his phone for a moment to select and read the text.
- "That's when Ronnie suddenly walked in front of forklift and I didn't see him until I heard him shout," he continues. "The thought of anyone walking in front of my forklift was the furthest thing from my mind."
- What should have been one of the best days of his life ended up being one of the worst. Not only did Ramon lose his job for violating his company's rules on cell phone use, his actions caused the death of a friend and a co-worker.

**USING CELL PHONES AT WORK ADVERSELY AFFECTS OUR PRODUCTION LEVEL**

- Most organizations have restrictions regarding cell phone use and texting. It is your responsibility to know how your company's rules apply to you and always follow them accordingly.
- Of course, even if no published rules exist, attempting to use your phone for texting, updating social media or even checking the weather while performing any type of hazardous job function or driving is just plain dangerous and should not be attempted.
- Of course, even in a non-hazardous situation, sending and receiving personal text messages and performing other phone based activities not only takes your focus off of your job tasks, it also takes time; time that should be spent performing your job.
- If cell phone use is prohibited at your workplace, hiding in closets and frequently visiting restrooms to send and receive texts is still a violation of company policy for which you may also be punished.

- Instead, simply get in the habit of sending and receiving text messages before you clock in, during one of your breaks or after you clock out.

#### **FOLLOWING THE COMPANY PLAN FOR EMERGENCY CONTACT**

- Of course, most companies have a procedure that allows employees to be reached in an actual emergency.
- Whatever the plan, make sure your family and friends know what it is so you may be contacted in a true emergency.
- Don't use the excuse of needing to be reached in an emergency as a reason to violate company policies limiting phone use.

#### **APPROPRIATE USE OF COMPANY-OWNED CELL PHONES**

- Of course, while many companies forbid texting and cell phone use altogether, others allow it under certain circumstances.
- Be aware that if your company provides you with a cell phone, any messages you send or receive on it are considered company property. Your employer has the right to monitor these messages, so you should not expect them to be private.

#### **HAZARDOUS CHEMICAL ON CELL PHONE INJURES MAINTENANCE TECHNICIAN'S EYES**

- Of course, whether you are provided with a cell phone at work or permitted to use your own, always follow your organization's guidelines, and your safety sense, to determine when it should be used.
- Maintenance technician Mike McCloud discusses how his cell phone became contaminated by a hazardous chemical that burned his eyes when he used it later.
- "I was in the waste treatment room, adding some chemicals to the process and doing a little cleaning up. Gary, my supervisor, was working on the other side of the plant and said he would text me what to do next," says Mike.
- "I was almost finished when I heard my phone beep. I knew I wasn't supposed to use the phone in areas containing chemicals, but I never understood why, so I went ahead and checked it," he continues. "Gary wanted me to meet with him to look at some plans, so I replied that I was on the way."
- Mike says he answered a call from another maintenance worker while he was on the way to meet Gary. When they started going over the plans, his eyes suddenly started burning and he couldn't see. He had to get Gary to guide him to the eye wash station to flush his eyes.
- "Thank goodness Gary was there to help me to the eye wash station. As it turns out, I had gotten lime on my phone in the waste treatment area and then rubbed my eyes after using it later. Now I know why I wasn't supposed to use it in the chemical area," Mike says.
- Employees who work in areas containing hazardous substances already understand not to eat, drink or apply make-up in these areas due to the risk of contamination. They must now add not using their phone to this list of banned practices in hazardous areas.
- Keep in mind that this also includes areas near flammables as well as explosive atmospheres.

#### **RECOGNIZING & RESPONDING TO UNSAFE CELL PHONE USE**

- To avoid committing unsafe acts, we must make safety our top priority in every task we perform.
- We must adopt an attitude that our primary goal is doing every job as safely as possible. Maintaining this attitude will help us recognize situations where use of cell phones would not only interfere in our ability to perform our tasks without injury, but also hinder us from completing our jobs in a timely manner.
- We must be able to recognize and reject the excuses we often make for texting when we know it is unsafe or prohibited by policy.
- Finally, we must be willing to speak up when we see people putting themselves in harm's way by texting while performing their job duties.

#### **CONCLUSION**

- So what it all boils down to is this: our phones are powerful tools which allow us to have instant access to information and communication.
- When used appropriately, these devices can make our lives easier and more enjoyable, but when used at the wrong time and in the wrong manner, these same devices can get us in trouble at work and cause serious injury.
- It's up to you to use your safety sense and your understanding of your organization's rules and procedures to know the difference.

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. a

4. b

5. b

**CELL PHONES IN THE WORKPLACE:  
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REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Sending and receiving text messages at work can be just as dangerous as texting while driving.
  - a. True
  - b. False
  
2. Employees who don't perform hazardous jobs cannot be disciplined for texting at work.
  - a. True
  - b. False
  
3. If cell phone use is prohibited at your workplace, hiding in closets and frequently visiting restrooms to send and receive texts is still a violation of company policy for which you may be punished.
  - a. True
  - b. False
  
4. The messages you send and receive on a company owned cell phone are considered \_\_\_\_\_ property.
  - a. Personal
  - b. Company
  
5. What did Mike get in his eyes after using his phone in the waste treatment area?
  - a. Sulfur
  - b. Lime
  - c. Silicon