




Safety Advisory

For leaders to discuss with their team



Safety Advisory communications provide timely safety and health information related to hygiene equipment, tools, PPE, guidance documents, and compliance.

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| Topic: | Phone-Free Policy Requirement for PG&E Contract Partners |
|  Relevant Key to Life: | 2. Follow safe driving principles and equipment operating procedures. |
| Date: | 9/21/2023 |
| Audience: | All Medium and High-Risk Contractors |
| Key Messages: | <p>This advisory describes the requirements and prohibitions for using Cellular Phones, Hand-Held, and Hands-Free/Bluetooth® Devices and limitations on using two-way radios while driving on PG&E business. Additionally, the advisory aims to reduce the potential for distraction and promote contractor and public safety.</p> <p>Starting January 1, 2024, Contract Partners will be expected to comply with the updated Phone-Free requirements outlined below.</p> <ol style="list-style-type: none"> 1. Prohibited Uses of Cell Phones, Hand-Held, and Hands-Free/Bluetooth® Devices <ol style="list-style-type: none"> a. California law prohibits the writing, sending, or reading of text-based communications (email, text messages, instant messages, GPS) while driving a motor vehicle. b. While California law allows drivers 18 years and older to use hands-free phones while driving, PG&E employees and contract partners are prohibited from using hands-free phones, including Bluetooth® Devices (Smart Watch, etc.) or other wired earpieces while driving on PG&E Business. Specifically, all employees may NOT use Cellular phones or other Bluetooth® Devices while driving to: <ol style="list-style-type: none"> i. Make voice calls ii. Answer voice calls iii. Listen to or participate in conference calls iv. Call or listen to voicemail messages v. Send voice-activated texts vi. Program or set any device's GPS or mapping services vii. Access other programs 2. Permissible Uses of Cell Phones, Hand-Held, and Hands-Free/Bluetooth® Devices <ol style="list-style-type: none"> a. Cellular Phones, Hand-Held, and Hands-Free/Bluetooth® Devices may be used while safely and legally parked. b. Cellular Phones may be used as a GPS, provided the course is set before the trip or departure from the vehicle's parked location. <ol style="list-style-type: none"> i. Any changes that require physical interaction with the device will only be conducted after being safely and legally parked in the vehicle. c. All Cellular Phones or electronic wireless communication devices used for GPS must be mounted and secured in accordance with applicable state laws. (See California Vehicle Code section 23123.5 and 26708.) |

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| | <p>3. Emergencies</p> <p>a. In the event of an emergency, employees may use a Cellular Phone and/or Bluetooth® Device while the vehicle is in motion to make an emergency call to a law enforcement agency, a medical provider, the fire department, or other emergency service provider agencies.</p> <p>4. Two-Way Radios</p> <p>a. Two-way radios installed in personally owned, contractor-owned, or leased vehicles may be used while driving by employees whose job duties require them.</p> <p>i. Conversations should be limited to dispatch purposes and emergency response activities.</p> <p>b. Two-way radios shall not be used for direct dialing another user.</p> <p>i. Two-way radios are permissible on group talk frequencies.</p> |
| Actions to Take: | <p>Field Leaders:</p> <ul style="list-style-type: none"> Review, discuss, and cascade this Safety Advisory to team members to inform, remind, and clarify PG&E’s expectations and compliance requirements starting January 1, 2024. |
| Additional Resources: | <p>Contract Partner Safety Program Contract Requirements</p> |
| Contact: | <p>Enterprise Contractor Safety</p> |