

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Music Device Policy	<b>Code:</b> HS184
		<b>Date of Issue:</b> November 2009
		<b>Revised:</b>
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### **PURPOSE:**

The use of music devices creates a hazard in the workplace and endangers workers. Among other things, it limits their ability to hear alarms or sirens, calls from co-workers and instructions from supervisors; distracts workers and may interfere with the proper and safe use of equipment and machinery; and poses the risk that the music devices themselves and/or accompanying headphones may get tangled in machinery or interfere with the proper use of Personal Protective Equipment.

### **DEFINITION:**

For the purposes of this policy Music Devices shall be defined as, but not limited to: iPods, MP3 players, CD players and radios with headphones.

### **PROCEDURE:**

1. This policy applies to workers, contractors, consultants, temporary workers and others working for Avenue II.
2. Workers may not use any music device in the workplace while they are working. During working hours workers are expected to focus on the person they are supporting not on music.
3. Workers are permitted to use music devices while they are not working, provided that the use of those devices is confined to the Avenue II kitchen or lounge area.
4. Workers who violate this policy will be subject to progressive discipline.