

Cell phones are useful for communication, directions, photos, work apps, and other job tasks, but they can also become a serious distraction.

- Cell phone use can interfere with communication, customer service, safety, productivity, and other responsibilities that require your attention.
- Frequent unnecessary phone use can make it harder to stay engaged with your work. Repeatedly checking messages, social media, notifications, or other personal content can interrupt concentration and interfere with work that needs your attention.

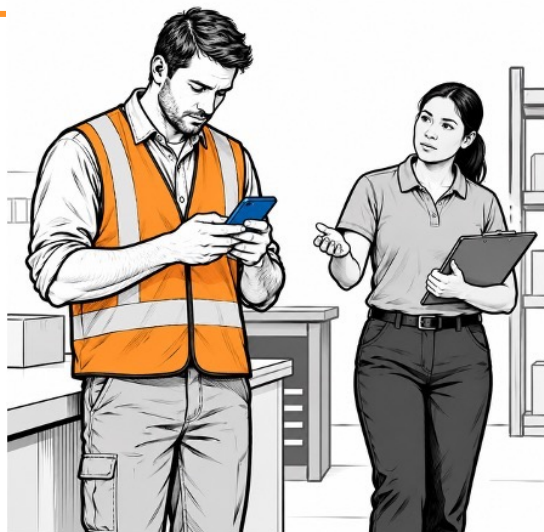
Cell phone distraction can affect your eyes, hands, and attention at the same time.

- Looking at a screen takes your eyes away from the work area.
- Holding or using the phone takes one or both hands away from the task.
- Concentrating on any phone activity reduces your awareness of what is happening around you.
- Switching attention to a phone can delay your recognition of and response to hazards.

Distraction does not always end the moment the phone is put away.

- After reading a message or handling a call, it can take a moment to fully refocus on the work.
- Before continuing, make sure your attention is back on the task and the conditions around you.

- Use breaks or other appropriate times for personal phone use. If you are expecting an important call, plan ahead.
- Do not step away or turn your attention to your phone when a task, customer, coworker, or work area requires your attention.
- Be considerate of customers, residents, coworkers, and others around you. Avoid unnecessary personal phone use when working in someone's home, business, or other shared work area.



Work-related phone use can be just as distracting as personal phone use. A message from a coworker, a work app, a photo, or a call may be part of the job, but it should not be handled while you are performing a task that requires your full attention.

When a phone is needed for work:

- Finish or safely pause the task before looking at the screen.
- Move out of vehicle and equipment travel paths.
- Stop walking before reading, typing, or entering information.
- Take photos only from a safe position.
- Complete necessary phone use before returning to the task.
- Keep the phone stored or secured when it is not needed.



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