

Three Rivers Manufacturers' Association

Personal Communications Devices Policy – Effective January 1, 2015

The use of any personal communication devices, such as cell phones or blue tooth devices, is prohibited during all classes conducted at the Three Rivers Safety Center. The following are mandatory TRMA rules:

- Devices must be turned totally off and put away while attending class, both in the classrooms and the CBT lab. Blue tooth devices may not be worn.
- If the device cannot be totally turned off, the trainee is required to leave the device in his/her personal vehicle.
- Trainees are not allowed to leave the classroom during class sessions to use their communication devices.
- Trainees are allowed to use their personal devices during breaks. However, they must return to the classroom with their devices turned off and put away by the end of the break period.
- Trainees are able to maintain “nearly-constant contact” outside the Safety Center by giving anyone needing to contact the trainee the Safety Center phone number, which is 815-744-3884. If an emergency arises that requires an immediate response by the trainee, the caller should notify the Safety Center employee who answers the phone of the emergency. The trainee will be notified within five minutes, and will be allowed to make a phone call.
- If a trainee’s communication device rings during a classroom session or in the CBT lab, the trainee will be asked to shut off the device and will be allowed to continue. The trainee will be asked to leave if this happens a second time.
- If a Safety Center staff member notices a communication device that is not put away (placed on the trainee’s lap, on the desk, etc.), the trainee will immediately be asked to leave.
- If a trainee is asked to leave, his/her company must re-register the trainee and again pay for the class.

Implementation Plan

This policy will be posted on the TRMA web site, and will be sent to Member companies, local union halls and subscriber Contractor companies during December 2014.