



## MEMORANDUM

**Date:** June 6, 2016

**To:** Bureau of Project Development Construction Staff

**From:** Rich Crawford, Assistant Director, Bureau of Project Development

**Subject:** Electronic Device Use in Work Zones

Cell phone and tablet usage in the work zone creates a safety concern. Attention needs to be on the surrounding environment and hazards.

As such, the Bureau of Project Development has developed the following guidance for its employees:

Electronic device use (calls, text, email, etc.) in the work zone must be done in a safe location away from the work (behind guardrail, on the sidewalk, in a parked vehicle, etc). Usage is for work related activities only. Personal electronic device usage is allowed during breaks and lunch away from the work zone.

Electronic device use is allowed to document work activities (photos) in a safe manner.