



HOURS OF WORK (FATIGUE MANAGEMENT) POLICY

It is recognised that working excessive hours or an excessive number of continuous shifts can result in fatigue. This may be detrimental to the health and safety of the persons undertaking the work as well as those who may be affected by their actions.

The company have a responsibility to ensure its employees and appointed subcontractors comply with the requirements of the Railway and Other Guided Transport Systems (Safety) Regulations 2006 and Network Rail Company Standard – NR/L2/ERG/003 Management of Fatigue: Control of working hours for persons undertaking safety critical work and the guidance given in NR/GN/INI/001 – Guidance on the management of door to door work and travel time.

Employees or other persons working for, or on behalf of the company are expected to comply with the following nominal requirements as regards working hours and shifts, they are not expected to:

- Work more than 12 hours per turn of duty
- Work more than 72 hours in any 7-day period
- Work more than 13 continuous turns of duty in any 14-day period

Duties will be planned, so far as is reasonably practicable, to conform to these requirements; travel to / from the site of work being included within the turn of duty.

Ideally a rest period of nominally 12 hours is to be taken between completing one turn of duty and before commencing the next; where work or personal requirements do not allow this rest period to be taken then an assessment of the likely risk to that person and any others who may be affected is to be made.

In situations to cover essential work AND only provided no alternative arrangements can be made, the limits shown above may be exceeded. Any such exceedance is authorised by a nominated company manager / representative and provided that:

- The need to extend the hours / shifts of work is identified
- Risk assessment is carried out, on site, by a nominated representative
- Extended hours are authorised by the company nominated Client representative
- The authorisation and approval is recorded

The defined arrangements for complying with these requirements are defined in the work instruction for 'Safe Working Hours'

Where the above are met the work will be allowed to continue.

Where they cannot be met those involved will be sent home.

Reviewed By:

A handwritten signature in black ink, appearing to read 'Shane Seaton'.

Shane Seaton
Managing Director
Date: 16th January 2020

Integrated Business Management System		Hours of Work Policy	
Document Number: POL/ 03	Issued: January 2020	Issue Number: 09	Page 1 of 1
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	