



WORKING HOURS POLICY

This policy applies to all operatives who undertake work on Network Rail and LUL Controlled infrastructure.

In order to prevent fatigue, the company has considered the requirements of LU QUENSH, the Working Time Regulations, Railway and Other Guided Transport Systems (Safety) Regulations 2006 and Network Rail standard NR/L2/ERG/003 - Control of Excessive Working Hours for Persons Undertaking Safety Critical Work.

The company has set the following working time limits set limits:

- Maximum shift length of 12 hours.
- Minimum rest between shifts 12 hours.
- Maximum of 72 hours worked in any 7 day period.
- Maximum of 13 days continuous in any 14 day period. (Applies to NWR)
- Maximum of 6 consecutive days, followed by a rest period of not less that 24 hours. (Applies to LUL)

Operatives working patterns will be monitored on a daily basis in order to prevent non-compliance with the working hours requirements. In order to prevent operatives from working over 72 hours in a week and to ensure that the 14th day on NWR and 7th day on LUL in every work cycle is a rest day, the daily hours worked will be logged on a spreadsheet which is used to monitor each cycle of work.

If a timesheet is returned detailing a non-compliance with the working hour's requirements the operative and supervisor will be questioned over the reason for and duration of the non-compliance.

A request at site for exceedance of working shift must be reported to the company prior to permission been granted.

This policy will be reviewed annually, or sooner following experience or because of operational or organisational changes.

Signed on behalf of the Company:

Managing Director – January 2020