

Working Hours Policy

PL-003 Working Hours Policy

Date:	Changed by	Change/Amendment	Version
Nov 18	P. Lindley	First issue	v1.0
Feb 19	P. Lindley	Editorial updating, now fit for use	v1.1
Mar 19	L. Botten	Document Ref Change MF051 to "1.16 PR"	v2.0
Mar 20	P. Lindley	Document Ref Change "1.16 PR" to "PL-003"	v2.1
April 21	T. Ellis	Annual review	v3.0
May 22	T. Ellis	Annual review	V4.0
June 23	P.Mell	Annual Review	V5.0

Working Hours Policy

SigTech Rail recognises its responsibilities under the Health & Safety at Work Act 1974 to provide a safe system of work and thereby reduce any potential risk to As Low as Reasonably Practicable. SigTech Rail acknowledges the increase in risk to our employees, contractors, passengers, visitors and those affected by working excessive hours.

Additionally, we recognise our responsibilities under Network Rail Standard NR/L2/OHS/003 9th edition Fatigue Risk Management and NR/GN/INI/001 1st edition Guidance on the management of door-to-door work and travel time, we will:

- Not work more than 13 turns of duty within any 14 consecutive days
- Have a minimum rest period of 12 hours between booking off from a duty / shift to booking on for the next turn / shift.
- Not work more than 12 hours, including travelling time to and from work sites, in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken
- Only allow an exceedance of planned hours in exceptional circumstances subject to an assessment of risk and relevant approvals

The arrangements in place to implement this policy form part of SigTech Rail's day to day operational procedures as defined under the work instruction Employee Fatigue; management of hours worked and as such are reviewed on a continuous basis. A formal review will take place on an annual basis. Where opportunities for improvement in the management of safe working hours or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are dealt with adequately.

The implementation of this policy will be monitored at various levels throughout SigTech Rail in order to ensure compliance with its objectives.

Signed:



Pete Lindley
Managing Director
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