

The purpose of this policy is to set out the company's commitment to comply with the requirements of the Railways (Safety Critical Work) Regulations 1994 (RSCWR), the Working Time Regulations 1998 (as amended in 2003) (WTR), Railway Group Standard GH/RT4004 Changes in Working Hours – Safety Critical Work and Network Rail Contract Requirements - Safety. This policy deals solely with time spent by RTG employees and contractors at a site of work whether this is time spent waiting or working and includes all types of work and attendance on training courses (this will be referred to as “at the workplace” or “working hours”). This policy does not cover travelling time or driving time to and from the site of work which are the subject of a separate policy.


The company is committed to ensuring that working hours are planned, managed, controlled and monitored such that fatigue will not lead to errors that are likely to create danger on the railway infrastructure. The policy is applicable to all company employees and contractors employed by the company.

Subject to the provisions of WTR, the working hours, turns of duty and rest periods shall meet the following requirements:

- No one shall work more than 13 consecutive turns of duty in any 14 day period.
- No one shall spend more than 72 hours at the workplace in any calendar week (00:01 Sunday to 24:00 Saturday).
- No turn of duty shall be planned to consist of more than 12 hours at the workplace.
- Additionally, for work on signal and control system assets, or the maintenance or renewal of track, no more than 23 turns of duty shall be worked in any two consecutive 14 day periods.
- The minimum rest period between turns of duty shall be 12 hours except that a short break of at least 8 hours between shifts is permitted when changing turns at weekends or when there are short breaks between no more than 3 consecutive shifts. (“Rest period” refers to the period of time when an employee or contractor is not at the workplace.)

The above requirements should be exceeded only on a strictly short-term basis in exceptional circumstances. Exceptional circumstances means circumstances where, owing to adverse weather, equipment failure, accident or other incident, extended working is necessary in order to avoid or reduce risk to the health and safety of persons or significant disruption to services and it is not reasonably practicable to take alternative steps to avoid the limits being exceeded.

Whether exceedance of the requirements is planned or unplanned, the exceedance must first be authorised. Authorisation will only be given after a risk assessment has been carried out and any additional control measures agreed. A risk assessment will be carried out by the Resources Manager, the On Call Manager or the Contract Manager depending upon the nature of the exceedance. It is the duty of every employee to seek authorisation where an exceedance is likely to happen or has already occurred. It is also the duty of every employee to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work in accordance with Section 7 of the Health and Safety at Work etc. Act 1974.



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