

RAIL WORKING HOURS POLICY.

As a leading company within the Construction Industry M J Church, as a responsible employer, recognises that employees who work excessive hours pose danger to themselves, other employees and the general public and we are committed to ensuring the highest possible safety standards in all our operations.

Our policy is to protect and improve the general welfare and health of its employees and to forbid excessive hours by any employee at their workplace, to ensure that all employees are fit to undertake their work.

The Railway and other Guided Transport Systems Regulations (ROGS) require that staff undertaking safety critical work must not be unfit due to fatigue. In order to give effect to this requirement, the company have implemented a working hours policy specifically for rail projects. This policy is based on the requirements of the ROGS 2006 and NR/L2/ERG/003 Management of Fatigue – SCW current version. All staff are briefed on the company working hours policy. Details of the policy are briefed to staff via the induction process.

The work patterns of staff working on railway projects will be planned such that there are no exceedances of the working hour rules below but this does not in itself ensure elimination of fatigue (see below for RA):

- Shifts not to exceed 12 hours
- Total hours not to exceed 72 hours per week (Monday to Sunday)
- Must not work more than 13 shifts in 14 days
- Must not have less than 12 hour rest periods between consecutive shifts

In addition to the 12 hour shift, a Door-to-Door policy is also applied of a maximum 2 hrs travelling

Where the client, rather than the company, is responsible for planning the work patterns for supplied contingent labour, the company will obtain written confirmation of the planned work pattern and any changes to that work pattern ensuring that a risk assessment has been undertaken to minimise fatigue following the HSE's Fatigue Risk Index (FRI) spreadsheet and associated guidance notes. This will also be undertaken in house for own employees where the company is responsible and the records will remain in file.

In the event that the planned work pattern changes for any reason, a risk assessment will be carried out to ensure that the changes will not give rise to hours exceedances likely to cause fatigue, create any other risk to staff or present a risk to the Client's continuity of operations.

In this situation any out of hours working will be reported to the Compliance Manager on the next day.

Staff must not exceed the limits stated (except in emergency situations).

Any need to work more than 12 hours per shift, or other non-compliance with the policy, must be authorised by the Managing Director, Compliance Manager or Site Supervisor prior to the hours being worked. A risk assessment will be undertaken and formal written approval issued. A change to working hours risk assessment form is available as part of the policy document. Staff must advise the Compliance Manager immediately, by telephone and in writing, of any non-conformance.

Any other work carried out for other employers must also be notified to the company and must conform to the Management of Fatigue - Safe Working Hours policy.

The company will monitor working hours and shift patterns to identify any contravention of the requirements of the policy.

In order to prevent staff suffering fatigue as a result of excessive driving requirements, the company will always endeavour to appoint staff who lives locally to the work location. Where this is not possible we will try to limit driving to and from the location of work to 1 hour at each end of the shift. Should this not be possible then a member of the Rail Management Team must be notified and a risk assessment and formal written approval must be issued. The risk assessment may result in the implementation of additional measures such as the provision of an additional driver, or accommodation, as deemed appropriate.

The Risk Assessment process for exceeding working hours in an emergency situation must be in compliance with NR/L2/ERG/003 Control of Changes in Working Hours Safety - Critical Work and the ROGS 2006 (Railway & Other Guided Transport Systems) and include recorded verbal communication between line mgmt. and other associated operators to confirm the details of hours worked to date and proposed hours to be worked in excess of normal limits plus the work to be undertaken and prevailing conditions.

Only if fully satisfied that the additional working requirement is necessary and urgent and that the men on site have no objections especially safety ones then confirmation can be given to extend the working pattern to tight constraints and with safety as the overriding factor. Ensure all the details of the Risk Assessment review are recorded including who has been involved in the discussion, the times etc.

The company will at management meetings review patterns of exceedance authorisations to ensure future planned working eliminates repeat requests, wherever possible.

It is the responsibility of every manager, employee and persons working on our behalf to comply with this policy and to respond to any issue or discuss any possible improvements or requirements. It is the responsibility of every manager to monitor the hours worked by employees and to seek advice from the Health & Safety Manager at the earliest sign or notification of a breach of this policy.

This policy will be periodically reviewed and amended if required, to ensure its effectiveness and the performance monitored.

For & on behalf of M J Church



S.P. Blower.
Managing Director

Last reviewed: April 2017