



HOURS WORKED POLICY STATEMENT

Mane Contract Services Ltd (Mane) recognise our responsibilities under the Health & Safety at Work Act 1974 to provide a safe system of work and thereby reduce any potential risk to ALARP (as low as reasonably practicable). Mane acknowledges the increase in risk to our employees, other contractors, passengers, visitors and those affected by working excessive hours.

For safety critical work posts, these are the limits of working time are as defined in Network Rail Standard NR/L2/OHS/003 Fatigue Management.

These are:

Network Rail Standard NR/L2/OHS/003

- Not work more than 13 turns of duty within any 14 consecutive days.
- Not work more than 72 hours in any 7 day period.
- Have a minimum rest period of 12 hours between consecutive shifts.
- Not work more than 12 hours in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken.
- Where Mane are engaged to work on Signalling and Telecommunications Testing, we will not work more than 13 turns of duty in any 14 day period and no more than 23 turns of duty in any two consecutive 14 day periods (starting and ending on any day of the week).

For the purpose of controlling fatigue and the management of work and travel time, the following definitions and guidance will apply in accordance with Network Rail Guidance Note NR/GN/INI/001:

Definitions

- **Door to door time** – a period of time identified as the combined total of travel time and work time.
- **Travel time** – a period of time directly from rest location to place of work including return journey irrespective of terms of payment or modes of transport.
- **Work time** – a period of time, inclusive of breaks, during which an employee is undertaking work activities.

Guidance

- In accordance with the definitions, door to door time should not be planned to exceed a maximum of 14 hours.

LUL Contract QUENSH conditions

- The longest shift in any roster shall be 12 hours.
- The minimum amount of rest between two shifts shall be 11 hours.
- As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:
 - a) 6 consecutive days, followed by a rest period of not less than 24 hours.
 - b) 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours.
- Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

The limits set shall be exceeded only in exceptional circumstances and then only with a written safety justification for each individual.

Where the minimum amount of rest is not met in these circumstances, compensatory rest is permitted.

DLR Safety Critical Hours Monitoring

- No more than 12 hours are to be worked per turn of duty;
- 12 hours minimum rest period between rostered shifts;
- No more than 13 turns of duty are to be worked consecutively.
- No more than 72 hours are to be worked in consecutive turns of duty.

The arrangements in place to implement this policy form part of the company's day to day operational procedures as defined under work instruction MQW211 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 the company in order to ensure compliance with its objectives.

Signed



Position

CEO

Date

1 September 2021

EXCEPTIONAL CIRCUMSTANCES

EXCEEDING WORKING TIME LIMITS

In emergency situations to cover essential work, and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated Health and Safety representative of the client – in accordance with NR/L2/OHS/003 and LUL Contract QUENSH Conditions.

PLEASE FOLLOW THE FOLLOWING PROCEDURE IN THIS CASE:

Client should contact Mane at the earliest opportunity when an exceedance is authorised (on occasions this may be after the exceedance has been worked) to explain the reason for the additional hours requirement and the anticipated extension time.

The Client will take responsibility for producing a risk assessment for each exceedance.

Should it be agreed that you will continue to work to the extended timescale, you will complete and sign the Surplus Requirement section on the time sheet to reflect the extended hours.

You should liaise with the Client's site supervisor/H&S representative and request that the extended hours be authorised on the Surplus Requirement section of the timesheet.