

Management of Hours Worked Policy



Coleman Construction & Utilities Ltd 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 As Low as Reasonably Practicable. Coleman Construction & Utilities Ltd acknowledges the increase in risk to our employees, contractor, passengers, visitors and those effected by working excessive hours.

Additionally, we recognise our responsibilities under Railway Company Standard NR/SP/ERG/003, [Control Of Excessive Working Hours For Persons Under Taking Safety Critical Work] and ROGs 2006

Critical Work', we will:

- Not work more than 13 turns of duty within any 14 consecutive days
- Not work more than 72 hours to be worked in a calendar week (00:00hrs Sunday to 23:59hrs Saturday)
- Have a minimum rest period of 12 hours between booking off from a duty / shift to booking on for the next turn / shift. This may be reduced to eight hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis.
- Not work more than 14 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 the company's day to day operational procedures as defined under the work instruction Employee Fatigue; management of hours worked CQW206 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.

Managing Director