

To enable our staff and contractors to work effectively and safely when carrying out work on the Rail Infrastructure in accordance with The Railway and Other Guided Transport Systems (Safety) Regulations (ROGS) 2006 and FR's Fatigue Risk Management Procedure (HSP003) which is based on the Network Rail standard NR/L2/OHS/003 Fatigue Risk Management modules 1 – 5.

This policy outlines the requirements for working hours and managing fatigue. Fuse Rail prohibits excessive overtime working and excessive shift lengths.

**The Production department shall implement arrangements to manage hours of work of staff in their function.**

**This shall include:**

- a) Monitoring hours of work (rostered and actual);
- b) Maintaining an up to date list of individuals who have opted out of the Working Time Regulations (WTR);
- c) Applying a working time limit as defined within this policy;
- d) Allowing a minimum of twelve hours between booking off from a period of duty/shift to booking on for the next period of duty/shift;
- e) Not permitting more than thirteen consecutive periods of duty to be worked in any fourteen day period;
- f) Not rostering more than twelve hours per period of duty/shift;
- g) Not rostering more than 60 hours work in a rolling 7 day period;
- h) Providing health surveillance for staff that work night shifts; and
- i) Managing hours of work of staff (directly employed or contract staff) in their function.
- j) Monitoring all FWI (Fatigue working index) which need to be in line with Network Rail Standards.

**NOTE: It is not possible to opt out of all the Working Time Directive requirements. Only the 48 hours a week limit can be opted out of.**

**Employees and contractors shall:**

- a) Not exceed 72 hours of working in a rolling seven-day period;
- b) Not receive less than 12 hours break between booking off from their shift / period of duty and booking on for their next shift / period of duty;
- c) Not work more than 12 hours in one shift or period of duty;
- d) Not work more than 13 consecutive turns of duty in fourteen rolling days;
- e) Not exceed 14 hours door to door.
- f) Not reach a fatigue score above 35 for days and 45 for nights.

All work and labour resources must be planned so as not to exceed the above limits, any exceedances will be assessed to comply with the exceedance criteria actions explained within NR/L2/OHS/003/03. Work is to be inclusive of travel time to site. If a potential exceedance is due to this, alternative arrangements may be used, for example, staying away overnight. If this occurs, Fuse Rail's Working away and staying overnight policy (QAD114) shall be followed.

Fuse Rail or its sub-contractors must maintain adequate records which detail the working hours of their personnel. These must be regularly reviewed to confirm compliance.

Such records shall be made available immediately, upon request, to the designated employer's representative for monitoring and audit purposes.

Any staff not continually employed by Fuse Rail or its sub-contractors must sign a disclaimer stating that, while working for the company, they have not, or will not exceed the maximum working hours laid down.

If, as the result of an emergency, an exceedance is identified, this exceedance shall be assessed by the line manager and agreed by the individual with agreement being an acknowledgement that the impacts have been assessed. Decisions on allocation of overtime or short-notice coverage will confirm the shifts aren't introducing additional risk.

On occasions, over-runs may occur on a particular job, authorisation shall be obtained before working any additional hours where this exceeds the pre-authorised work plan, and this shall be obtained using the Fatigue Assessment Form (FOR130).

**REVIEW OF POLICY**

This policy will be reviewed for adequacy and compliance to relevant standards

Signed:  .....

Date: 27/01/25

D. Saunders, Managing Director