



FATIGUE MANAGEMENT (WORKING HOURS) POLICY STATEMENT

D&D Rail Limited recognises that the management of fatigue is essential to uphold health & safety standards and to ensure a competent, committed and responsive workforce.

- 1) DD Rail Limited do not have a rostered shift pattern.
- 2) Normal working hours will be planned in accordance with The Working Time Regulations 1998, LUL Contract QUENSH Conditions and Network Rail Standard NR/L2/ERG/003 as appropriate to the work being carried out. Nothing in this policy will compromise the rights of the employee/ subcontractor as defined by Statute.
- 3) The normal working hours will not exceed the following:
 - a. An employee will not be required to work more than 48 hours in any consecutive seven day period (on average) in a 17 week reference period.
 - b. Where an employee has worked for less than 17 weeks the reference period will be the time that has elapsed since he/ she has started work for D&D Rail Limited.
 - c. The average is calculated in accordance with the Working Times Regulations 1998.
 - d. A night shift will not exceed an average of 8 hours for each 24 hours as calculated in accordance with the Working Times Regulations 1998.
 - e. An employee will not be required to work more than 12 hours in any 24 hour period.
 - f. An employee will not be required to work more than 72 hours in any consecutive 7 day period.

Specific shift allowances are as follows:

Network Rail Projects

An employee will have a minimum of 12 hours rest between booking off from a shift to booking on for the next shift.

An employee will not be required to work more than 13 shifts in any consecutive 14 day period

London Underground Projects

An employee will have a minimum of 11 hours rest between booking off from a shift to booking on for the next shift.

An employee may work the following maximum permissible shifts:

- 6 consecutive shifts followed by a minimum 24 hour rest period
- 12 consecutive shifts 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.

To ensure maximum permissible shift allowances are not exceeded by personnel D&D Rail Limited maintains a Working Hours Register to monitor the number and duration of shifts.

Extension of Working Hours

If there is an event that occurs and requires a shift to be extended beyond the 12 hour shift limit then the procedure outlined in the Health & Safety Policy will be followed to ensure this is properly managed.

An employee/ subcontractor can refuse to work the extended working hours.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.

David Farrow M.B.E.
Managing Director
D&D Rail Limited

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