

## Working Hours Policy

This statement sets out the policy of KGJ Price (Railway Contractors) Ltd., in respect of Hours Worked limitations for 'Safety Critical Work' carried out by any candidate or subcontractor under our control, in compliance with NR/L2/ERG/003 and ROGS 2011 (Railway & Other Guided Transport Systems).

A copy of the above referenced document is held by the signatory of the policy statement in the main offices of the Company, should a fuller interpretation be required and forms the basis for the following synopsis.

The Company will take all reasonable measures to ensure that those candidates are made aware of the contents of this policy and the effect of their continued employment by the company in the event of any breach of this policy. the Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy by scheduling work patterns and monitoring compliance. If appropriate, this will be done in liaison with the client.

The responsible Line Manager shall be responsible for management of a fatigue risk index calculator for all personnel under their control.

Candidates of the Company will at all times exercise diligence in monitoring their hours worked, including any other/additional employment working, to ensure overall compliance with the limitations detailed below.

It is a condition of employment with the company that all candidates shall comply with the following:

- No more than 14 hours in any one shift/day door to door
- No more than 12 hours to be worked per turn of duty
- A minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn.
- No more than 13 turns of duty to be worked in any 14-day period.

KGJ Price (Railway Contractors) Ltd., will not accept any deviation from the above conditions unless emergency conditions prevail, in which case a fatigue risk assessment will be carried out and/or a fatigue management plan implemented, by the Line Manager to ensure those roistered, are in compliance with current Network Rail Group and Company Standards.

The Line Manager shall be responsible for assignment of shifts through the Rail Diary platform and completion of fatigue risk assessments in the event that;

- More than 12hrs in one shift/working day
- Less than 12hrs rest between shifts/working days
- More than 13 day or nights in 14 rolling days
- Day time fatigue score (FRI) of 35 or more
- Night time fatigue score (FRI) of 45 or more
- Risk score (FRI) of 1.6 or more

In addition to a fatigue risk assessment;

The Line Manager shall be responsible for implementation of a fatigue management plan in the event that personnel exceed;

- 14hrs or more door to door
- More than 60hrs in 7 rolling days

In the event of exceedance of working hours, the following restrictions shall apply;

More than 60hrs in 7 rolling days – The Line Manager MUST undertake a Fatigue Risk Assessment for the individual(s) involved & shall implement a Fatigue Management Plan

Operatives SHALL NOT BE PERMITTED to undertake the following;

- No lookout duties
- No Individual working alone
- No safety critical duties without additional controls
- No driving duties

KGJP H&S POL 00003	Issue: 3	Authorised	BE
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Operatives MUST HAVE a minimum 12 hours rest before next period of work

More than 72hrs in 7 rolling days - The Line Manager MUST undertake a Fatigue Risk Assessment for the individual(s) involved & shall implement a Fatigue Management Plan

Operatives SHALL NOT BE PERMITTED to undertake the following;

- No lookout duties
- No Individual working alone
- No safety critical duties
- No management of trains
- No driving duties
- No OTP operation
- No OTM operation

Operatives MUST HAVE a minimum of 24 hours rest before next period of work

No other employment working times should impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the Company.

In order to comply with this policy and to maintain the stated and accepted standards of the Company candidates should at all times:

- Avoid, wherever possible, other employment working times which could impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the company.
- Notify the signatory of this document should other employment working times impact on the limitations outlined.
- Refer to the signatory of this document should a more detailed review of the full document NR/L2/ERG/003 be required to ensure full understanding and compliance.

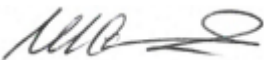
The Risk Assessment process for exceeding working hours in an emergency situation must be in compliance with NR/L2/ERG/003 and the ROGS 2011 (Railway & Other Guided Transport Systems) and include recorded verbal communication between line mgmt. and other associated operators to confirm the details of 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 employees 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.

In order to prevent staff suffering fatigue as a result of excessive driving requirements, the Company will always endeavour to appoint staff who live 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.

This policy and supporting arrangements will be reviewed at least once annually

Signed:



Position:

DIRECTOR

Date:

14/4/2023

KGJP H&S POL 00003	Issue: 3	Authorised	BE
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