

KGJ Price [Railway Contractors] are committed to enforcing an effective Hours of Work Policy. We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our employees, contractors and sub-contractors, and all those affected by our work. KGJ Price [Railway Contractors] will take all measures as far as is reasonably practicable to ensure that all employees, contractors and sub-contractors are aware of and adhere to the guidelines below regarding hours of work.

KGJ Price [Railway Contractors] requires that all employees, contractors and sub-contractors when working on its behalf shall not:

- Work in excess of 12 hours per turn of duty.
- Work in excess of 60 hours per calendar week (Level 1 exceedance)
- Work in excess of 72 hours per calendar week (Level 2 exceedance)
- Work more than 13 turns of duty in any 14-day period.
- Take less than 12 hour's rest between booking off and on concurrent turns of duty.

Deviation from the above limits will require notification to a KGJ Price [Railway Contractors] Line / Senior Manager to enable any exceedance to be risk assessed and a Safe System of Work agreed to allow completion of the work.

Travelling Time

All employees, contractors and sub-contractors are required to adhere to the following requirement with regard to travelling to and from sites and lodging away when working for KGJ Price [Railway Contractors]:

- Travelling each way to and from site should ideally be included in the maximum 12 hours turn of duty. However, where this is not possible, the travelling time must not lead an overall turn of duty time in excess of 14 hours.
- Where travelling will lead to an exceedance of the above 14 hour turn of duty limit.

LODGING WILL BE REQUIRED IN ALL CIRCUMSTANCES.

KGJ Price [Railway Contractors] has developed internal procedures aimed at preventing employees or subcontractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

External References

- NR/L2/OHS/1003 Fatigue risk management
- NR/L2/OHS/003-01 Fatigue Risk Index Principles
- NR/L2/OHS/003-02 Roster Design and Working Patterns
- NR/L2/OHS/003-03 Exceedance management
- NR/L2/OHS/003-04 Fatigue assessment and fatigue management plans
- NR/L2/OHS/003-05 Working hours and on call
- NR/GN/INI/001 Guidance of management of door to door working time
- Regulation 25 Railway Operating Group Standard

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Internal References:

- KGJ-RMS-P26 Fatigue Management
- KGJ -RMS-P59 Roster Design and Working Patterns
- KGJ -RMS-P60 Exceedance Management
- KGJ -RMS-P61 Fatigue assessment and fatigue management plans
- KGJ -RMS-P62 Working hours and on Call Procedure
- KGJ -RMS-P63 Management of Door-to-Door Work and Travel Time

This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

Mervyn Harris



Director
01.05.24

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