



HOURS OF WORK POLICY

AB2000 Ltd. is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of Network Rail Standards, NR/L2/ERG/003 - Management of fatigue: Control of working hours for staff undertaking safety critical work (current Issue) and NR/GN/INI/001 - Guidance on the Management of Door to Door Work & Travel Time (current issue). We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

AB2000 Ltd. will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for hours of work.

AB2000 Ltd requires that all employees or sub-contractors shall not:

- Work in excess of 12 hours per turn of duty
- Work in excess of 72 hours per calendar week
- 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. With the exception of the following circumstances:

All rosters shall be risk assessed using the Fatigue and Risk Index (FRI) prior to implementation to evaluate whether the pattern of shifts places staff at risk of fatigue.

Deviation from the above limits will require a Risk Assessment and will affect the Client's Plant Operators Licence.

Travelling Time

All AB2000 Ltd. employees and contractors who hold a Sentinel card competency or are required to undertake Safety Critical Work on behalf of AB2000 Ltd. will be required to adhere to the following requirement with regard to travelling to and from sites and lodging away:

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.**

AB2000 Ltd. has developed internal procedures to prevent employees or sub-contractors 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.

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


Managing Director

Date 31/5/18

Issue No:	1
Issue Date:	May 2018
No of Pages:	Page 1 of 1
Document Ref:	AB – HWP