

	Working Hours Policy	Issue number: 06	Document Reference: OSL/POL/HSQE/003
		Issue Date: July 2016	Author: Mike Gregory

OSL manages the working times of its personnel and subcontractors to meet compliance relevant standards and legislation, Network Rail Company Standard NR/L2/ERG/003 Management of Fatigue: 'Control of Working Hours for Staff Undertaking Safety Critical Work'.

OSL maintains a Fatigue Management Procedure document that details our requirements to control effects of fatigue from working hours, this has been produced to ensure our employees don't exceed maximum working hours as detailed below and where this is not practical due to emergency situations arising, an assessment of the risk is carried out and controls measures introduced to reduce fatigue risk as low as reasonably practical.

The following shall apply:

Maximum number of turns of duty

- No more than 13 shifts of duty to be worked in any 14-day period.

Maximum hours worked

- No more than 12 hours to be worked per turn of duty.
- No more than 72 hours to be worked per week.

Minimum rest periods

- Minimum rest period of 12 hours between booking off from a turn of duty until reporting (booking on) for the next turn of duty.

Exceeding working time limits

During exceptional circumstances and where no alternative arrangements can be made, the limits shown above may be exceeded where authorised by the Director, Line Manager or nominated Supervisor.

In such cases the competent person authorising the exceedance must carry out a risk assessment and record the findings for each individual required to work for suitability and fitness when working the excess of the pre-planned hours.

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Staff and subcontractors responsibility

Staff and subcontractors must inform OSL Rail Limited of any other work they may carry out for other companies that may have impact on the working hours stipulated above, regardless of whether it is railway related or otherwise.

John O'Boyle
 Director



Mathew Conway
 Director

