

Policy – Rail

Title: **Working Hours**

Resourcing Solutions Limited acknowledge it is essential that all Rail staff comply with the Railway and other Guided Transport Systems Regs (ROGS) and NR/L2/OHS/003, with respect to safe working hours.

Resourcing Solutions Limited will manage working hours to ensure that staff who are carrying out safety critical work do not become unfit due to fatigue.

To give effect to the above, Resourcing Solutions Limited have implemented a safe working hours policy. This policy is based on the historic working hours limits established by the Railway Safety Critical Work Regs (now superseded by ROGS).

The safe working hours limits are:

- Work shifts not to exceed 12 hours
- Total hours not to exceed 72 hours per week (Sunday to Saturday)
- Must not work more than 13 shifts in 14 days
- Must not have less than 12 hour rest periods between consecutive shifts

For all personnel working on Transport for London (TfL) Managed Infrastructure

- The longest shift in any roster shall be 12 hours.
- The minimum amount of rest between two shifts shall be 11 hours.
- As determined by London Underground (LU) or LU's suppliers the consecutive days that may be worked before a rest period shall be either:
 - a. 6 consecutive days, followed by a rest period of not less than 24 hours.
 - b. 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours.
 - c. Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

The limits stated above must not be exceeded except in an emergency.

In the event of an emergency requiring excess hours to be worked, the individual affected must seek authorization from a member of Resourcing Solutions Limited management *prior to the excess hours being worked*. This may involve a telephone call to Resourcing Solutions Limited office or to the out of hours representative.

Before any authorisation for exceedance of working hours rules can be given, a suitable and sufficient risk assessment must be completed and accepted by a representative of Resourcing Solutions Limited Management.

Any work carried out for other employers or sponsors must also be notified to Resourcing Solutions Limited in advance, to ensure that total hours conform to the Safe Working Hours policy. This applies to any work and is not restricted to Rail projects.



(Kenny Burton)

Signed:

Position: Rail & Construction Director

Dated: 04th December 2021