

	WORKING HOURS		REF:	PL07		
			ISSUE:	02		
			DATE:	JAN 2021		
			PAGE:	1	OF	1

K Rouse Civil Engineers Ltd will ensure that all employees and temporary workers are made aware of this policy statement through the induction process.

K Rouse Civil Engineers Ltd confirms the following policy is in place to observe and control working hours on the railway infrastructure:

- No more than 12 hours in any shift.
- No more than 72 hours to be worked in any calendar week [Monday to Sunday]
- A minimum rest period between working shifts of 12 hours
- No more than 13 shifts to be worked in any 14-day period.

It should be noted that “working hours” should include:

- Travelling time from the period after an employee has attended the location at which they commence working at their employer’s disposal
- Work that is not classified as safety critical (e.g. attendance at a training or residential courses, at or away from the normal place of work) but which is undertaken by staff during the same shift as safety critical work
- On call staff where safety critical work is undertaken, such as when the individual is managing an incident or supplying information

The company confirms that every employee is given the opportunity to opt out of the constraints of the Working Time Directive, which limits the working hours available to 48 hours in any calendar week.

The following management systems are in place within K Rouse Civil Engineers Ltd to ensure the working hours and rosters comply with the requirements laid out in the Network Rail Company Standard NR/L2/ERG/003.

- Induction process which includes ‘Working Hours Administration’
- Timesheets / Log books which detail the maximum permitted working hours.
- Timesheet analysis which is carried out by the company to monitor working hours
- Rostering by the Project Manager / Operations Director to ensure that working hours are scheduled, controlled and fatigued is managed correctly.
- Pay suspension which prevents the payment of any additional hours until such times as K Rouse Civil Engineers Ltd and the client have agreed and authorised an Hours Exceedence Form.



Signed:Managing Director

Date: Jan 2021