	Working Hours Policy	Issue number: 08	Document Reference: OSL/POL/HSQE/003
		Issue Date: Aug 2017	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 exceptional circumstances arising, an assessment of the risk is carried out and controls measures introduced to reduce the effects of fatigue risk as low as reasonably practical.

The following Working Time limits shall apply:

Maximum number of turns of duty

- No more than thirteen periods of duty to be worked in any fourteen day period

Maximum hours worked

- No more than twelve hours to be worked per period of duty/shift
- No more than seventy two hours to be worked in any seven day period


Minimum rest periods

- A minimum of twelve hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift

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 circumstances the person authorising the exceedance above must carry out a risk assessment and record the findings for each individual required to work for suitability and fitness when working in 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

