	Travel Time Policy	Issue number: 08	Document Reference: OSL/POL/HSQE/004
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OSL promote and enforce rigorous health, safety and wellbeing for all personnel and its subcontractors, to ensure the workforce are operating within a safe working environment.

Network Rail Company Standard NR/GN/INI/001 – ‘Guidance on the Management of Door to Door Work and Travel Time’ has been consulted during the production of this Policy.

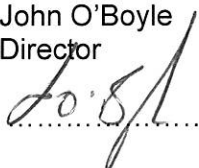
This Policy considers the safety of personnel and contractors travelling to and from their place of work and strives to reduce instances of fatigue during travelling time. To achieve this OSL personnel and subcontractors shall apply the following criteria at all times:

- Personnel required to drive for a period of more than two hours each way to and from their place of work (not on a 12 hour shift) shall utilise local accommodation to ensure they maintain the required level of fitness to perform their duties safely without fatigue.
- Personnel driving to and from their place of work shall stop at a suitable location and take a rest period of at least fifteen minutes after driving for a period of an hour.
- Personnel shall not exceed 14 hours travelling from ‘door to door’ including the shift working time, that is no more than an hours travel each way on a 12 hour shift.

Managers and Supervisors shall ensure that when selecting personnel for specific works to meet Company and Customer requirements they give consideration and preference to personnel residing closest to the worksite location. This will prevent fatigue by reducing the amount of travelling to and from the place of work.

This Policy shall be consulted and communicated to all employees and contractors as part of their Company induction and posted on Company Intranet and Safety notice boards.

Review of this Policy will take place annually as a minimum or where instigated by changes to legislation, standards or accident / incident recommendations.

John O’Boyle
 Director


Mathew Conway
 Director
