



HOURS OF WORK – RAILWAY STAFF

It is the policy of Southern Cranes and Access Ltd to observe and control the mandatory requirements in respect of changes to the working hours of people undertaking all work, in accordance with Railway Ground Standard GH/RT/4004, 1996.

The limits applicable to this standard are set out as follows:

- a) To carry out no more that 12 hours to be worked per turn of duty
- b) No more than 72 hours to be worked per calendar week (Sunday to Saturday)
- c) To ensure a minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next. (This may be reduced to 8 hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis
- d) To ensure that no more than 13 turns of duty is worked in any 14 day period

Exceptional circumstances where, owing to adverse weather, equipment failure, accident or other incident working exceeding limits set in a working time pattern will be taken into account to reduce the risk to people or significant disruption to services, and where it is not reasonably practicable to make alternative arrangements.

Where the changes relate to all work by people employed by, or under the control of, contractors engaged by Network Rail, the review shall be carried out by that part of Network Rail responsible for acceptance and review of the relevant Contractor's Safety Case:

Risk Assessments carried out by the responsible body, must contain the following information, and communicated to the people affected:

- Show the working time patterns and controls presently in place
- Show the changes proposed and the related risk assessment of the effects of these changes
- Show proposed control measures and the reduction in the risk they are designed to achieve
- Show monitoring arrangements
- Show contingency arrangements in the event of a failure of control measures
- Show contingency arrangements in the event of a level to risk worse than predicated
- Consultation with affected people

Further information regarding this policy and other related issues is available with the Group Standards File.

Signed :-

Michael Sadler
Managing Director, Southern Cranes and Access Ltd.

Date: September 2011

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