

Fatigue Management (Working Hours) Policy Statement

Fatigue is one of the leading underlying causes of injury in the workplace and at home. Fatigue poses a danger to all employees, whether they are site or office based, working shifts or normal business hours.

Working whilst fatigued can be fatal to you and others. It is just as dangerous to work while fatigued than to undertake these activities whilst impaired due to drugs and alcohol.

VolkerRail's policy for the control of working hours is the internal standard SAF06 – Management of Fatigue (Control of Working Hours). This procedure identifies when individuals should report excessive working hours or inadequate rest periods.

This is broken down into four categories which are as follows:

- **Category 1:** More than 12 hours continuous work time (including travel time) in any 24 hour period
- **Category 2:** Less than 12 hours rest between turns of duty
- **Category 3:** More than 72 hours work in a seven day period
- **Category 4:** More than 13 turns of duty in a 14 day period

When you are aware that you will exceed 12 hours continuous work time in any 24 hour period you must contact VRCC when you have reached 11 hours working time on site or before if known. VRCC will then undertake a risk assessment, to assess your fitness to continue.

Travel time is defined as time taken to travel to or from a place of work or to or from a place of rest. If working a 12 hour shift then your travel time must be included in the 12 hours. Exceeding a 12-hour shift cannot be planned and is only permissible if you are undertaking emergency works or the safety of the line is compromised and this is supported by an acceptable fatigue and risk index calculation authorised by the Approving Manager (see SAF06).

A handwritten signature in black ink, appearing to read "SC" or similar initials.

Steve Cocliff, Managing Director

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