



## HOURS OF WORK POLICY (Rail)

Up & Under is committed to enforcing an effective hours of work policy in accordance with the requirements of Network Rail Company Standards NR/L2/ERG/003 - Control of Excessive Working Hours for Persons Undertaking Safety Critical Work (current Issue) and NR/GN/INI/001 (current issue) - Guidance on the management of door to door work & travel time. We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

Up & Under will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for hours of work.

Up & Under requires that all employees or sub-contractors shall not:

- Work in excess of 12 hours per turn of duty
- Work in excess of 72 hours per calendar week
- Work more than 13 turns of duty in any 14 day period
- Take less than 12 hour's rest between booking off and on concurrent turns of duty. With the exception of the following circumstances:

Deviation from the above limits is for emergency situations to cover essential work only and will require a full risk assessment beforehand and will affect the Client's Principal Contractor/Plant Operators Licence. Please see OP14 (section 14.9) for further instruction, form Exceeding WRP Form1 (UU14) must always be completed when undertaking unplanned exceedance of hours.


### Travelling Time

All Up & Under employees and contractors who hold a Sentinel card competency or are required to undertake safety critical work on behalf of Up & Under will be required to adhere to the following requirement with regard to travelling to and from sites and lodging away:

- Travelling each way to and from site should ideally be included in the maximum 12 hours turn of duty.  
However where this is not possible, the travelling time must not lead to an overall turn of duty time in excess of 14 hours.
- Where travelling will lead to an exceedance of the above 14 hour turn of duty limit.  
**LODGING WILL BE REQUIRED IN ALL CIRCUMSTANCES.**

Up & Under has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

Signed		Position	Managing Director
Name	S Enderby	Date	01/03/2019
Reviewed	March 2019 (no changes required)		

Copies are also available on the company website and in the QMS.