DSEC
RAIL PROJECTS

HOURS OF WORK POLICY.

DSEC Ltd is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of Railways and Other Guided Transport Systems (Safety) Regulations 2006, Network Rail Standards NR/L2/OHS/003 – Fatigue Risk Management and its associated modules - (current Issues) and Guidance on the Management of Door-to-Door Work & Travel Time - NR/GN/INI/001 (current issue). We recognise 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.

DSEC Ltd 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.

An exceedance trigger shall be declared by DSEC Ltd when any of these conditions are or might be reached:

- a person exceeds 60 hours of working in a rolling seven-day period. **This shall be classed as a level 1 exceedance**;
- a person exceeds 72 hours of working in a rolling seven-day period. **This shall be classed as a level 2 exceedance**;
- a person receives less than 12 hours break between booking off from their shift / period of duty and booking on for their next shift / period of duty;
- a person works more than 12 hours in one shift or period of duty;
- a person works more than 13 consecutive turns of duty in 14 rolling days;
- a person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime or 45 during night-time hours;
- a person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working);
- a person exceeds 14 hours door to door.

Travelling Time
DSEC Ltd employees and contractors who hold a Sentinel card competency or are required to undertake Safety Critical Work on behalf of DSEC Ltd 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 an overall turn of duty time in excess of 14 hours.

Where travelling and work will lead to an exceedance of the above 14 hours turn of duty limit **Lodging required IN ALL CIRCUMSTANCES**

DSEC Ltd 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:

Name (Print): D Smalley

Position: Managing Director

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