

AHL Resourcing Solutions

HOURS OF WORK

APPROVAL AND AUTHORISATION



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ABBREVIATIONS

HSQE *Health, Safety, Quality and Environment*

APPENDICES

- A: *Table 1: Hours of Work*
- B: *Hours of Work (Flowchart)*

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1.0 PURPOSE

The purpose of this procedure is to define the roles and responsibilities with respect to controlling Hours of Work

2.0 SCOPE

This procedure applies to all staff and Sub-Contractors carrying out Safety Critical Work.

3.0 DEFINITIONS

Safety Critical Work

As defined in the Railways (Safety Critical Work) Regs 1994 and guidance on Regulations

Informed Buyer

Individual who possess sufficient expertise and knowledge in a defined area of products and services procured by the company to be able to assess their appropriateness.

4.0 RESPONSIBILITIES

4.1 Director

The Director is responsible for ensuring that people registering with the Company and Sub-Contractors used, sign a copy of the Company Policy on Hours of Work and is also responsible, so far as reasonably practical, for ensuring work is planned so as not to exceed the requirements as detailed in Appendix A: Table 1: Hours of Work

In the unlikely event that planned or emergency work will result in staff exceeding the requirements above, the Director will be responsible for agreeing the exceedance before it takes place.

The Director shall also monitor timesheets for excessive hours and auditing compliance with this procedure.

4.2 Site Supervisor

Site Supervisors, where employed, are responsible for all staff, to control, monitor and ensure the working hours rules in Table 1 are implemented and maintained.

If these rules are to be exceeded on site due to emergency or other unforeseen circumstance, the Site Supervisor shall complete 'Hours of Work Assessment' form and gain Director authorisation before allowing staff to exceed the rules.

If approval is not gained, work must immediately stop as soon as the site is made safe.

5.0 PROCEDURE

5.1 General

Where new staff join the company to work on projects in a Safety Critical position, the Director shall provide, as part of the induction, a copy of the company policy on hours of works, and obtain the necessary signature to show that the new employee understands the policy.

5.1.1 The signed copy of the "Hours of Work" policy shall be placed in the employees Personnel file.

5.1.2 When a customer requests staff, the Director shall plan the work so as not to exceed the requirements of Table 1.

5.1.3 Where unforeseen or emergency work is likely to necessitate excessive hours the Director or Site Supervisor must, prior to authorising staff to do excessive hours, assess their suitability to carry out the duties without affecting the safety of themselves or others and record on Standard Form 'Hours of Work Assessment'.

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5.1.4 Staff affected by exceedence of hours/shifts shall ensure that the reason is clearly detailed on the timesheet and endorsed by the customer's representative who requested/instructed the exceedence.

5.2 Review of Hours of Work Policy

When there are changes to industry standards (Railway Group Standards, etc.) changes to the company Hours of Work Policy will be revised, briefed and issued by the Director to all existing staff.

A copy of the revised "hours of Work" policy shall be signed by the staff concerned, and placed on their personnel file.

6.0 RECORDS

This procedure will produce records of:-

- Signed copies of Hours of Work Policy
- Endorsed timesheets showing reasons for excessive hours (where applicable)
- Risk Assessments for Excess Hours

7.0 AUDITING REQUIREMENTS

The Director will carry out an annual audit of compliance with this procedure.

8.0 SOURCE DOCUMENTS

Document	Title
QUENSH	Quality, Environment, Safety & Health (LUL)
ROGS	Railways and Other Guided Transport Systems (Safety) Regs 2006
NR/SP/ERG/003	Control of Excessive Working Hours for Persons undertaking Safety Critical Work
GE/RT 3170	RGS – Track Safety Handbook
GE/RT 8000	RGS – Modular Rule Book
GE/RT 8067	RGS – Personal Track Safety – Medical Fitness Requirements

Appendix A: Table 1 Hours of work

Maximum Hours Worked per Shift	No more than 12 hours to be worked per turn of duty
Maximum Hours Worked per Week	No more than 72 hours to be worked per week
Maximum Number of Turns of Duty	No more than 12 turns of duty (LUL) 13 turns of duty Network Rail to be worked in any 14 day period
Minimum Rest Periods	Minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn.

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Appendix B: HOURS OF WORK (Flowchart)

