DigiSig Rail Group Ltd

Working Hours Policy

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Version	**Description**	
1.0	Initial Issue	
1.1	Update to new logo	
1.2	Clerical updates following annual review	
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Working Hours Policy

DRGL is committed to enforcing an effective Working Hours Policy to protect the health and safety of its staff and subcontractors by ensuring they will be sufficiently rested prior to commencing each shift. This Policy complies with the requirements of Network Rail Company Standards NR/L2/OHS/003 – Fatigue Risk Management and Modules (latest Issues).

DRGL requires that all employees and subcontractors shall not:

- Work more than 12 hours per turn of duty
- Work more than 72 hours per rolling seven-day period
- 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

All DRGL employees and subcontractors who are required to undertake Safety Critical Work on behalf of DRGL will be required to adhere to the following requirements about travelling to 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 more than 14 hours (door to door time).***
- Wherever a maximum "door to door" time of 14 hours is reached, the working shift in all cases must not have exceeded 12 hours.
- Where travelling will lead to an exceedance of the above 14 hour turn of duty limit - **LODGING WILL BE REQUIRED IN ALL CIRCUMSTANCES.**
- There is no maximum travel time within the 14 hour limit, but a suitable risk assessment process for managing periods of travel time they consider excessive is in place.

DRGL will take all measures to ensure the Working Hours limits are not breached by:

- Developing and maintaining internal procedures to prevent employees or subcontractors from working excess hours or shifts.
- Planning all proposed work in advance and ensuring working hours are rostered so that staff and subcontractors are not required to work in excess of the Working Hours limits.
- Rostering the working hours to take into account any time / work undertaken elsewhere within DRGL (non-rail) or for another organisation.

- Asking staff and subcontractors to confirm that they have not worked in the preceding twelve hours before they commence a shift.
- Ensuring staff and subcontractors are aware of this Policy and procedure and are encouraged not to work excessively if they consider it to be unsafe.

DRGL will monitor the compliance and effectiveness of this policy by way of internal inspections and audits.

Section 7.2 of the DRGL BMS covers fatigue management in further detail and shall be referred to when ensuring that fatigue management and working hour regulations are met.