PARARAIL
SINGLE SOURCE SOLUTIONS

EXCESSIVE OVERTIME WORKING AND LENGTH OF SHIFTS POLICY

To enable personnel to work effectively and safely and in accordance with Railway Group Standard GH/RT 4004, and the Railway and Other Guided Transport Systems (Safety) Regulations 2006, ParaRail Limited prohibits excessive overtime working and excessive shift lengths.

Employees must:

a) Work no more than 13 turns of duty within 14 consecutive days
b) Not work more than 72 hours within 7 consecutive days
c) Have a minimum rest period of 12 hours between consecutive shifts
d) In any one shift, work no more than 12 hours (or other lesser period, considered by ParaRail Limited to be appropriate to the health and safety requirements for the particular task to be undertaken).

Where an employee or sub-contractor is engaged to work on signal and control system assets or the maintenance or renewal of track, the requirements of section a) are enhanced to read: "No more than 13 turns of duty to be worked in any 14 day period and no more than 23 turns of duty to be worked in any two consecutive 14 day periods."

All work and labour resources must be planned so as not to exceed the above limits. Work is to be inclusive of travel time to site. If a potential exceedence is due to this, alternative arrangements may be used e.g. lodging.

For all posts identified as Safety Critical in accordance with the Railways (Safety Critical Work) Regulations: 1994, ParaRail or its Sub-Contractors must maintain adequate records which detail the working hours of their personnel. These must be regularly reviewed to confirm compliance.

Such records shall be made available immediately, upon request, to the Designated Employers Representative for monitoring and audit purposes.

Any staff not continually employed by ParaRail or its Sub-Contractors must sign a disclaimer stating that, whilst working for ParaRail, they have not, or will not, exceed the maximum working hours laid down.

If, as the result of an emergency, and exceedence is identified, all staff must be 'risk assessed' and specific authorisation to work additional hours given by the Resource Manager. This is to minimise any risk to the Staff, Sub-Contractor, Client or General Public.

ParaRail Safety Management Procedure PR/SP/0102 "Control of Hours Worked Procedure" supports this policy.

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