

## **WORKING TIME LIMITS POLICY STATEMENT**

For all works on Network Rail Managed Infrastructure, A McKie Building & Engineering Services Ltd operate a Working Time Policy that is compliant with Network Rail Company Standards - *NR/SP/ERG/003 Control of Excessive Working Hours for Persons Undertaking Safety Critical Work* and *NR/GN/INI/001 Guidance on the Management of Door to Door Work and Travel Time, the Railways and Other Guided Transport Systems (Safety) Regulations 2006* and *the Working Time Regulations (as amended) 1998*.

In doing so A McKie Building & Engineering Services will not knowingly plan or roster any employee to work:

- More than 12 hours per turn of duty/shift.
- More than 14 hours per day (including Door to Door travel time).
- More than 72 hours per calendar week (00:01hrs Saturday to 23:59 Friday).
- More than 13 shifts in any 14 day period.

In pursuance of this policy A McKie Building and Engineering Services Ltd will endeavor to ensure that a minimum rest period of 12 hours between shifts is provided to each employee. This may be reduced to 8 hours between a rostered shift occurring a maximum of once per week.

The contents of this Policy will be briefed to all Employees, Suppliers and Contractors either at time of Company induction or Site induction. As a consequence, A McKie Building & Engineering Services Ltd expects all of its Employees, including Suppliers and Contractors, to comply with this policy. Where an Employee expects a breach of this policy to occur then they must notify their supervisor immediately so that alternative rostering arrangements can be made for them or, where absolutely necessary, authorisation for a working hours exceedance sought from a Senior Manager within the Company.

In circumstances of extreme adverse weather, equipment failure, accident and other significant incident, unscheduled extended working may be necessary in order to avoid or reduce Health & Safety risk to Personnel working on or disruption to the Operational Railway. In these situations A McKie Building & Engineering Services Ltd will take all reasonable steps to avoid the maximum hours being exceeded but where appropriate will also seek a working hours exceedance authorised by a Senior Manager within the Company.

All arrangements under this policy will be recorded and monitored by A McKie Building & Engineering Services Ltd.

The requirements of this Policy Statement are reflected in more detail in the A McKie Building & Engineering Services Ltd Procedure [AMBES/OP/001 - Control of Safety Critical Work Hours](#).

**Archie McKie**



**Managing Director**

**A McKie Building & Engineering Services Ltd**

**Dated: 23 June 2011**