



Fatigue Management (Working Hours)

Policy MSP 01e

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Purpose

This policy has been developed to protect all employees from fatigue due to working excess hours or due to shift patterns.

Working excess hours or some shift patterns can cause fatigue in workers. This will affect the safety of the individuals and co-workers and also affect the quality of the work undertaken.

Policy

Suttle Projects Rail Division manages its employees' and suppliers' hours worked to minimise the risk of workers not being able to discharge their duties safely and adequately, due to fatigue. (Refer to MSP 01e Appendix Exceedance Decision Process).

These formal arrangements cover the management of normal working times and the procedure for when these may need to be exceeded.

The working time limits for safety critical and NRMI personnel are laid down by Network Rail in NR/L2/ERG/003. These permitted working time limits are communicated to sub-contractors and suppliers.

Health and Safety Plans for rail work have defined and limited working patterns. Exceedance trigger levels, are as follows:

- More than 60hrs in 7 rolling days would be a Level 1 Exceedance
- More than 72hrs in 7 rolling days would be a Level 2 Exceedance
- 14hrs or more door to door
- More than 12hrs in one shift/working day
- Less than 12hrs rest between shifts/working days
- More than 13 day or nights in 14 rolling days
- Day time fatigue score (FRI) of 35 or more
- Night time fatigue score (FRI) of 45 or more
- Risk score (FRI) of 1.6 or more

These levels determine the action to be taken.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. All staff are obliged to adhere to and to facilitate the implementation of the policy and report excess fatigue to a line manager.

The person named above shall ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment/ induction.

Signed:

A handwritten signature in dark ink, appearing to be 'J Paine', written over a horizontal line.

J Paine, Managing Director

Dated: 19th January 2025

Date of next review: Jan 2026