

**Fatigue & Working Hours Management**

Any employee must not commence or continue work if they are fatigued to such an extent that their condition may prejudice their safety, or the safety of others.

Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period. Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is fatigued.

To contribute to improved safety performance through the control of fatigue limitations on Network Rail Infrastructure hours worked will be applied as follows:

**Working Hours and Rest Periods**

- No more than 13 turn's of duty to be worked in any 14 day period.
- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per week
- Door to Door time NOT to exceed a maximum of 14 hours
- Minimum rest period of 12 hours between a turn of duty.

In the case of operatives working on a regular shift pattern which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to 8 hours.

**Exceeding Working Time Limits**

In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated client representative.

**Records to be Kept**

The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why such authority was given must be recorded on the individual's timesheet.

**Definitions**

- 14 day period - any 14 days, starting and ending on any day of the week.
- Hours worked - actual (not rested) paid hours of work, inclusive of paid meal break.
- Week - refers to a paybill week, i.e. Saturday to Friday
- Emergency/Call out situation - circumstances that cannot be anticipated and which threaten serious disruption to the service.
- Essential work - work necessary to avoid serious disruption to the service.

**TfL Working Hours**

The longest shift in any roster shall be 12 hours.

The minimum amount of rest between two shifts shall be 11 hours.

As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:

- Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.
- 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours
- Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

**Employee's Responsibility**

It is the employee's duty to inform Taziker Industrial of any other work that you may carry out for others, regardless of whether it's rail related or not.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized representation of the name Paolo Benedetto.

**Paolo Benedetto**  
Group Managing Director  
8<sup>th</sup> January 2018