

BCM will take all reasonable steps to ensure that all employees and subcontractors are aware of the hours worked rules in accordance with HSQE legislation, Railway Group Standards and Network Rail Standards.

It is a BCM requirement that all employees and subcontractors shall:

1. Work **not** more than 13 shifts within any 14 consecutive days
2. Work **not** more than 72 hours per calendar week (00:00 hours Sunday to 23:59 hours Saturday)
3. Work **not** more than 12 hours per shift (in any 24 hour period)
  - (a) 10 hours should be considered on nights or early morning starts
  - (b) 8 hours should be considered for shifts starting before 05.00
4. Have a minimum rest period of 12 hours between consecutive shifts
  - (a) Have a minimum rest period of 14 hours for consecutive night shifts
5. Take adequate rest and meal breaks in relation to the length of shift
  - (a) During the day a regular 10 to 15 minute break every two hours
  - (b) During the night a 10 to 15 minute break every hour
6. Plan at least fortnightly recovery periods of at least 48 hours
7. **Not** exceed a 14 hour shift, including "Door to Door" time
8. Have the ability to refuse to work on the grounds of excessive hours, without any form of disciplinary action taken against them
9. Set and monitor objectives and targets in relation to hours worked

We will use best practical means to implement recommended changeover times for planned 3 shifts during long possession works of:

- 07:00 hours, 15:00 hours and 23:00 hours

BCM will make best effort to effectively plan resource in order to not have any requirement of staff to exceed 10 hour shift times. Suitable planning, resource and management controls must be implemented to ensure compliance. Any 10 hour exceedance must be proven as an exceptional circumstance and risk assessment controls implemented prior to sanctioning continuation up to but no greater exceedance than 12 hours.

All employees and subcontractors must never work excessive hours (except in unforeseen circumstances) in any one shift considered inappropriate to protect health and safety requirements for a particular task (e.g. HAVS).

Any circumstances that may lead to the limits being exceeded, an appropriate risk assessment must be carried out by a Line Manager and agreed by the On-Call Manager.

Monitoring and review of hours worked will be in accordance with our Fatigue Management Procedure.

BCM will not tolerate any unauthorised departure from these rules and will instigate disciplinary action in the event of any infringement.

All employees and others working on behalf of BCM are required to comply with this policy. It is briefed and acknowledged by all employees during the induction process, following any changes, and is accessible via SharePoint, noticeboards, and available on request. Subcontractors and other interested parties can access this Policy via the company website or is available on request.

The Directors of BCM are committed to this Policy and are responsible for ensuring its arrangements are implemented and upheld. It will be reviewed annually and revised as often as may be deemed appropriate.

Shane O'Halloran  
**Managing Director**  
January 2019