

# MANAGEMENT OF FATIGUE POLICY STATEMENT

ISS Labour Ltd (ISSL) is committed to the application of this policy which meets the requirements of Network Rail Company Standard NR/L2/ERG/003 [Management of Fatigue: Control of Working Hours for Staff undertaking Safety Critical Work](#) (current issue).

We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our workers, contractors, and all those affected by our works.

ISSL will take all measures as far as is reasonably practicable to ensure that all safety critical workers and contractors are aware of and adhere to the guidelines for hours of work and managing fatigue.

ISSL requires that all safety critical workers or contractors shall not:

- Work in excess of 12 hours per turn of duty (with a maximum door to door time of 14 hours)
- Work in excess of 72 hours per calendar week
- Work more than 13 turns of duty in any 14 day period
- Undertake less than 12 hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift

Any deviation from the above limits will require a Risk Assessment to be carried out.

ISSL has developed internal procedures to prevent staff or contractors from working excess hours or shifts. Where applicable rosters shall be risk assessed using the Fatigue and Risk Index prior to implementation to evaluate whether proposed shift patterns place staff at risk of fatigue.

Measurement of the effectiveness of these processes and procedures will be carried out via continuous monitoring and audit. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

ISS Labour Ltd will implement the Hours of Work Policy in the following way:

- By briefing the policy to all workers, potential workers, contractors and visitors during induction and keeping records of the briefings.
  - By ensuring all workers understand and sign an Hours of Work declaration
  - By keeping weekly master records of all hours/shifts worked
  - By an appointed person carrying out a weekly review of all master duty records
  - By an appointed person compiling a summary of any identified exceedances
  - The SQE Manager will review the identified exceedances and identify appropriate action where necessary
  - All records relating to hours of work will be kept including risk and fatigue and exceedance risk assessments
- Working Time Directive (1998)**

Workers and contractors, at the request of the company or client may be required to work more than an average of 48 hours per week. Under the Working Time Regulations 1998 this requests their agreement to opt out of the 48 hour limit. The individuals concerned will be requested to sign an hours of working declaration confirming agreement to work in excess of 48 hours when requested to do so.

This policy will be communicated to all staff and contractors and reviewed annually for effectiveness.



**Gary Beeston**  
**Managing Director**