

It is Data Tech Holdings Ltd policy to ensure that all employees work within the requirements of the Working Time Regulations and any industry specific requirements for working hours. The Working Time Regulations determine the maximum weekly working time, pattern of work and holidays, plus the daily and weekly rest periods along with the health and working hours of night workers.

Risk of fatigue is managed by the pre-planning and working of the **scheduled** shift(s) thereby ensuring that staff are sufficiently rested before commencing work.

The Working Time Regulations provide rights to:

- ◆ A limit of an average of 48 hours a week a worker can be required to work, although individuals may choose to work longer by "opting out".
- ◆ 11 consecutive hours' rest in any 24-hour period.
- ◆ Rest break of at least 20 minutes when the working day is longer than six hours.
- ◆ One day off each week.
- ◆ A limit on the normal working hours of night workers to an average of eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

Working Hours do not include normal travelling to and from home to work

Special arrangements exist for the Rail industry as follows.

Network Rail

It is company policy to ensure that any operative selected for a work team or for driving is not likely to exceed the limits imposed in the Network Rail Hours of Work Policy and company standard NR/L2/ERG/003.

All proposed work on Network Rail Managed Infrastructure must be planned in advance and working hours rostered so that operatives are not required to work in excess of the prescribed times. The calculation of working hours must take into account any time worked off the railways for the company. Employees are required to report any work undertaken elsewhere.

This process ensures that all operatives working on Network Rail Managed Infrastructure comply with the following:

- ◆ A maximum of 12 hours per shift or 72 hours per calendar week or 13 shifts in any 14 day period.
- ◆ At least 12 hours rest between shifts
- ◆ Door to door time should not exceed a maximum of 14 hours provided the working shift does not exceed 12 hours (NWR standard NR/GN/INI/001), no maximum travel time within the 14 hour limit.

Where necessary, suitable risk assessments will be produced for managing travel time.

London Underground

- ◆ A maximum of 12 hours per shift
- ◆ At least 11 hours rest between shifts
- ◆ Rest period of not less than 24 hours after 6 consecutive shifts or;
- ◆ Rest period of not less than 48 hours after 12 consecutive shifts.

Staff are aware of the Worksafe procedure and encouraged not to work where considered unsafe.

In general, the rostering of operatives is arranged by the company to ensure that they do not work during the twelve hours before commencing site works, and they will be asked to confirm that they have not worked in the preceding twelve hours. They will also be asked by the client during the site briefing. Unauthorised exceedances will not be paid for.



Bob Jacobs
Managing Director