

## Policy: Fatigue (Rail) Policy

### 1. Summary

- 1.1. This policy defines WINNS Services Fatigue (Rail) Policy to ensure it meets requirements.
- 1.2. The Operations Director is responsible for the implementation and management of Fatigue (Rail) Policy

Rev.	Date	Nature of Changes	Approved By
1	25th February 2022	Original issue.	C Stebbing
2	13th February 2023	General Updates	C Stebbing

### 2. POLICY: Fatigue (Rail) Policy

#### STATEMENT BY THE DIRECTORS

WINNS has a duty to ensure that staff are not subjected to excessive hours of work, as part of our compliance with legislation, Network Rail and London Underground standards as well as the wellbeing and mental health of our staff.

All staff will comply with UK regulations and any other relevant legislation applicable to the client.

Our staff management system, PARiM, monitors working hours and alerts us when these may be excessive. Our staff induction process, briefings and toolbox talks give information about working hours.

For the management of personnel and any WINNS contractors working on Network Rail, London Underground and other construction sites as may be applicable, WINNS will ensure that no individual shall work without prior risk assessment and authorisation and adopt the following criteria:

#### Network Rail:

No one may work

- More than 12 hours per shift of duty and no more than 14 hours including travelling time
- more than 60 hours in one week (seven days)
- more than 13 shifts of duty in any 14 day period

No one may have less than 12 hours between shifts of duty.

### **3. London Underground:**

- No one may work more than six shifts within any seven consecutive days. The seventh day must be at least 24 hours
- The minimum amount of rest between any two shifts is 11 hours.

The longest shift in any roster is 12 hours.

No one may work

- more than 72 hours within seven consecutive days
- more than 12 shifts within any 14 consecutive days. The 13th and 14th rest days must be at least 24 hours each
- Within any 14 day period, there must be two rest periods, each at least 24 hours.
- In any one shift, you may not work more than 12 hours. This may be 14 hours including travelling time, or other lesser periods, considered by the safety officer as appropriate to the health and safety requirements for a particular task

### **4. Construction sites**

Working hours on non-rail construction sites will be agreed specifically with the client. They will be in line with Network Rail standards.

### **5. Exceptional circumstances**

Planning and rostering reduce risk from fatigue and are used proactively to increase efficiencies and ensure WINNS Services gives the best service possible to its clients.

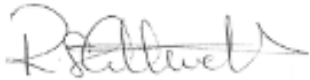
In exceptional circumstances, the working hours above may be extended. For example:

- Essential emergency engineering works that may affect operational safety and mass disruption to Network Rail or London Underground infrastructure
- Planned engineering works that have overrun, when it is not practical to make alternative arrangements
- Providing emergency services in the case of an incident or fatal accident

### **6. Authority to exceed working hours**

Any breach of this policy must be agreed in writing by WINNS Services and the client's representative and be risk assessed in accordance.

You must tell your manager or supervisor if you consider yourself to be unfit to start work or continue to work because of fatigue or if your fatigue could affect your health or safety or the health or safety of other people.

A handwritten signature in black ink, appearing to read 'R. Stittwell'.

Signed Date: 13th February 2023

Managing Director