



## **Fatigue Policy**

***This policy supplements the health & safety policy statement.***

Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her 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 hours worked will be applied.

Employees must:-

- Not work more than twelve hours in any one shift.
- Not work more than 72 hours in a calendar week.
- Have a minimum rest period of 12 hours between booking off and booking on for consecutive shifts.
- Not work more than 13 shifts within any 14 consecutive days.  
If working for Transport for London or on the London Underground
- The longest shift will be 12 hours.
- The minimum rest between shifts will be 11 hours.
- The maximum days that can be worked between rest periods are:-
  - 6 consecutive days followed by a rest period of not less than 24 hours.
  - 12 consecutive days followed by two consecutive rest periods each of not less than 24 hours.
  - Within any 14 day period, two rest periods each of not less than 24 hours.

Calculating the total hours and shifts worked must include the hours worked for another supplier and on all infrastructures.

Travelling time will be limited to a maximum of one hour to two hour from the work site where shifts are of 12 hour duration. Where travelling exceeds this the working hours will be adjusted accordingly.



## FATIGUE POLICY

Recording and monitoring will take place weekly using the working hours data collected on timesheets during plant hire and daily journals on project work.

In instances where the above has been exceeded the Contracts Manager will complete a Working Form and return to Human Resources.

Exceedance of these hours in emergency situations shall only be permitted once the risk of fatigue has been assessed and an acceptable outcome achieved.

The implementation of this policy is the responsibility of the Managing Director and other members of his management team and the subcontractors or PPL employees also have a responsibility to report to whomever is in charge if their working hours exceed the above.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

**Name : C Pope**

**Position : Company Director**

**Date : 02.02.2020**

**Sign : **