

FATIGUE MANAGEMENT AND WORKING HOURS POLICY

The Company's policy on fatigue management and working hours applies to all companies in the Pell Frischmann Consulting Engineers Ltd Group including any subsidiaries.

This Policy supplements the Health and Safety Policy Statement. It is important that every employee is aware of his or her obligations under this Policy, and any queries should be addressed to the Managing Director or the Deputy Health and Safety Director.

Any employee must not commence work or continue to 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 are authorised to prevent any employee from commencing work or continuing to work, if they believe the employee is fatigued.

Individuals will plan to ensure that working hours' requirements are met. Company Project Managers will carry out checks to ensure that working hours are being properly planned and recorded. Work undertaken on behalf of the Company irrespective of physical location will be included within working hour's calculations.

To contribute to improved health and safety through the control of fatigue, staffing resources allocated will be such that the requirements of The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS), NR/L2/OHS/003 Fatigue Risk Management and NR/GN/INI/001 Guidance on the Management of Door to Door Work and Travel Time can be met. This requires that Company employees and its subcontractors:

- Work not more than 13 turns of duty within any 14 consecutive days
- Work not more than 72 hours within 7 consecutive days
- Work not more than 12 hours in any one shift including travel to and from site
- Have a minimum rest period of 12 hours between booking off and booking on for consecutive shifts

Breaks and time spent travelling to and from site as a driver or passenger are included in the allowable working hours.

All working hours for Company employees including those who work on rail projects will be recorded on timesheets, with records maintained.

This Policy will be reviewed annually or when circumstances indicate a change is required, such as a new or revised legislation or Network Rail Standard.

Iain Bisset

Iain Bisset
Managing Director
1 March 2022