



PLANNED WORKING HOURS POLICY

This company policy established the arrangements for planning, monitoring and recording patterns of working hours, on site, at Hawton Lane and includes travel time.

The planned hours described in this policy do not apply to the HGV drivers that we employ through sub contract work as these drivers abide by the rules in accordance with the Road Transport (Working Time) Regulations.

Planned Working Time Arrangements.

Site based operatives employed by Aarsleff Ground Engineering Ltd will be required to undertake varied working hours, but usually a 10-hour working shift pattern is planned for each project.

The week is normally Monday to Friday; however, alterations can be requested and planned if the specific project demands it.

Normal working hours during the week will be 07.30 until 18.00. A half hour is taken for lunch. If more than 12 hours is worked then there must be a planned break for an hour.

Operatives are required to work for such periods as necessary for the efficient and safe discharge of their duties.

Working patterns for all employees are monitored through the completion of a weekly time sheet that includes travel time.

Work and Travel Patterns are:

- Travel on a Sunday is required if only one person is driving and the journey is likely to exceed 250 miles. If there are 2 drivers then travel may take place on a Monday.
- Journeys of up to 50 miles can be made by one driver on the day of the shift.
- Journeys of up to 100 miles can be made by two drivers on the day of the shift.
- Journeys more than 100 miles requires the operative to stay in accommodation before the shift.
- A normal calendar week will be 50 hours on site. (Plus Travel, Monday - Friday).

These hours may be extended through working at the weekend if required, however, this extension will be risk assessed on a project to project basis.

When the company is employed on Network Rail's Managed Infrastructure, a maximum of 12 hours per shift will be worked. Travel time to and from the site must not exceed 1 hour.

A minimum of 12 hours will be taken as a rest period before each shift and no more than 13 shift will be worked in a 14-day period. A maximum of 72 hours may be worked in any 7-day period.

Working rosters are established, dependant on specific contract requirements.

Arrangements will be made for each project on a case by case basis and working time plans will be developed for each specific project and documented in the form of a program.

Provision for breaks is planned in the works to ensure that the workforce receive refreshment to sustain their wellbeing during the works.



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Travel time in excess of these guidelines will be subject to a risk assessment and control measures may be introduced such as an additional driver, coffee breaks etc.

Working Pattern Risk Assessments

Project Risk Assessments will consider work pattern requirements. Results and subsequent control measures will be documented as part of the Method Statement in the WEP.

Unplanned Exceedance of Works

All proposed changes to working hours for employees on projects are subject to risk assessments before they are implemented.

The Contract Manager and or Engineer will complete risk assessments in agreement with the client and the Director.

Risk assessments will identify new and increased risk to safety and safe interworking and that control measures are implemented. Risk Assessments will cover:

- The nature of the work.
- The Length of the shift
- Breaks throughout the shift
- Rest periods between shifts
- The number of shifts undertaken/planned over a 13-day period
- Next Rostered shift
- How excess hours are recorded and monitored

Related documents and forms:

- Timesheets
- Wages records
- Unplanned Exceedance of working hours Risk Assessment
- Network Rails Guidance on the Management of door to door work and travel time (NR/L2/INI/001)

Signed.....
Kevin Hague - Director

Date..... 10/12/18.....