

POLICY STATEMENT

THE GIFFEN GROUP LTD WORKING HOURS - SAFETY CRITICAL WORK STATEMENT

Management systems are in place to ensure that the company complies with the requirements laid out in the Railways and Other Guided Transport Systems (Safety) Regulations, Network Rail and London Underground Standards.

To ensure the monitoring and control of safety critical staff so ensuring that so far as is reasonably practicable, that a safety critical worker under the management, supervision or control of the Company does not carry

out safety critical work in circumstances where they are so fatigued or where they would be liable to become so fatigued that their health or safety or the health or safety of other persons on a transport system could be significantly affected.

Exceedences will only be considered in extreme circumstances and permission from a member of the Board of Directors must be received prior to the extra work being undertaken.

Network Rail

Maximum number of turns of duty

Staff working on Network Rail Infrastructure must work no more than 13 turns in any 14 day period.

Staff working on signal or control system assets on Network Rail Infrastructure must work no more than 13 turns in any 14 day period AND no more than 23 turns in any two consecutive 14 day periods.

Maximum hours worked

- No more than 12 hours to be worked per turn of duty (to include breaks).
- No more than 72 hours to be worked per week. (Week = 00:01 Sunday-23:59 Saturday)

Minimum rest period

- All staff must have a minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn of duty.
- In the case of employees working a regular shift pattern that rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to not less than 8 hours.

London Underground

Maximum number of turns of shift

The consecutive days that may be worked before a rest period shall be either:

- 6 consecutive days, followed by a rest period of not less than 24 hours.
- 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours..
- Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

Maximum hours worked

- The longest shift in any roster shall be 12 hours.

Minimum rest period

- The minimum amount of rest between two shifts shall be 11 hours.

I will ensure that such systems are maintained and reviewed to continued compliance with both current legislation and stated policy outlined above.



Jonathan Giffen,
Chairman,
31st January 2010



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