

MANAGEMENT OF HOURS WORKED POLICY STATEMENT

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At Coleman Construction and Utilities Limited we recognise our responsibilities under the Health & Safety at Work Act 1974 to provide a safe system of work and thereby reduce any potential risk to As Low as Reasonably Practicable. We acknowledge the increase in risk to our employees, contractors, passengers, visitors and those affected by working excessive hours.

Additionally, we recognise our responsibilities under The Transport and Work Act, The Railway & Other Guided Transport Systems (Safety) Regulation and Network Rail Standard NR/L2/OHS/003 Fatigue Risk Management, and we will:

- Not work more than 13 turns of duty within any 14 consecutive days, with generally one day off each week (or 2 consecutive days off over a fortnight)
- Not work more than an average of 48 hours a week (averaged over 17 weeks), unless individuals have chosen to work longer by "opting out"
- Not work more than 72 hours within 7 consecutive days regardless of "opting out"
- Have a minimum rest period of 12 hours between consecutive shifts when carrying out Safety Critical Work, and a minimum of 11 consecutive hours' rest in any 24-hour period for all other workers
- Not work more than 12 hours, including travelling time to and from work sites, in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken
- Provide at least the minimum rest break of 20 minutes where the working day is longer than 6 hours
- Provide at least the minimum entitlement to paid annual leave, strongly encouraging workers to take that leave
- Not allow young workers' working hours to exceed 8 hours per day or 40 hours per week, with at least 2 days off each week, and we will provide a rest break of at least 30 minutes if their working day is longer than 4.5 hours
- Limit the normal working hours of night workers to an average of 8 hours in any 24-hour period (calculated over 17 weeks), ensuring that regular health assessments are offered to night workers

The arrangements in place to implement and enforce this policy are defined in Work Instruction CQW206 Control & Monitoring of Hours Worked and are reviewed on a continuous basis as part of operational requirements. A formal review will take place in line with the company's management review process.

Where opportunities for improvement in the management of safe working hours or safety problems are identified, they will be tackled promptly and with sufficient resources to ensure that they are dealt with adequately.

The implementation of this policy will be monitored throughout the company in order to ensure compliance with its objectives.