

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 14 hours including door to door travel to site of work
- Have a minimum rest period of 12 hours between rolling shifts
- Not work more than 13 turns of duty within any 14 rolling days
- Not work more than 60 hours within 7 consecutive days without recording a Level 1 exceedance
- Not work more than 72 hours within 7 consecutive days without recording a Level 2 exceedance
- 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 shifts where planning indicates a Fatigue Risk Index Risk score greater than or equal to 1.6 for day or night working
- 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.

This Policy statement will be briefed to all employees at Induction and shall formally be reviewed on an annual basis at the Management Review meeting. This policy will also be communicated to all persons working under the control of the company and can be made available to interested parties at the discretion of the Managing Director.