

Policy Title: Working Hours Policy

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## Working Hours Policy

PRB Consulting Ltd recognises 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. PRB Consulting acknowledges the increase in risk to our employees, contractor, passengers, visitors, and those affected by working excessive hours.

Additionally, we recognise our responsibilities under Railway Company Standard NR/L2/OHS/003 Fatigue Risk Management and NR/GN/INI/001 Guidance on the Management of Door to Door Work and Travel Time', we will:

- monitor hours of work (rostered and actual).
- maintaining an up-to-date list of individuals who have opted out of the WTR.
- allow a minimum of twelve hours between booking off from a period of duty/shift to booking on for the next period of duty/shift.
- not permit more than thirteen consecutive periods of duty to be worked in any fourteen-day period.
- not rostering more than twelve hours per period of duty/shift.
- providing health surveillance for staff that work night shifts; and
- manage hours of work of staff (directly employed or contract staff) in their function.
- Only allow an exceedance of planned hours in exceptional circumstances subject to an assessment of risk and relevant approvals.

The arrangements in place to implement this policy form part of the company's day to day operational procedures as defined under procedure Fatigue Management P023 and as such are reviewed on a continuous basis. A formal review will take place on a periodic basis. 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 at various levels throughout the company in order to ensure compliance with its objectives.



Richard Bell

Managing Director

January 2024