



Inside Out
Group
FATIGUE & HOURS OF WORK POLICY

Inside Out Group (Europe) Limited is committed to enforcing an effective Fatigue Management & Hours of Work Policy in accordance with the requirements of Network Rail Company Standards NR/L2/OHS/003 – Management of Fatigue: Control of Excessive Working Hours for Persons Undertaking Safety Critical Work (current Issue) and NR/GN/INI/001 (current issue) - Guidance on the Management of Door to Door Work & Travel Time. We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works. Inside Out Group (Europe) Limited will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to this policy regarding managing fatigue and working hours.

Inside Out Group (Europe) Limited has set the following working time limits as per the above industry requirements:

No more than twelve hours to be worked per period of duty/shift

No more than seventy two hours to be worked in any seven day period

A minimum of twelve hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift

No more than thirteen periods of duty/shift to be worked in any fourteen day period

Note: *These limits are on their own are not sufficient to control all of the risks from fatigue. They form part of a set of fatigue management arrangements in conjunction with other measures such as the risk assessment of base rosters and of actual hours worked.*

Deviation from the above limits will require a Risk Assessment and will affect the Client's Principal Contractor/Plant Operators Scheme Licence.

Travelling Time

All Inside Out Group (Europe) Limited employees and contractors who hold a Sentinel card competency or are required to undertake Safety Critical Work on behalf of Inside Out Group (Europe) Limited will be required to adhere to the following requirement with regard to travelling to and from sites and lodging away:

Travelling each way to and from site should ideally be included in the maximum **10** hours turn of duty. However where this is not possible, the travelling time must not lead an overall turn of duty time in excess of 12 hours.

Where travelling will lead to an exceedance of the above 12 hour turn of duty limit.

LODGING WILL BE REQUIRED IN ALL CIRCUMSTANCES.

Inside Out Group (Europe) Limited has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

Signed:



Jay Dale

Operations Director

Inside Out Group (Europe) Limited

Date: 1st July 2020