

Spiceteq South Communications Ltd (hereinafter is the document referred to as the Company) recognises its 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. The Company acknowledges the increase in risk to our employees, contractors, visitors and those affected by working excessive hours.

Additionally, should any aspect of our contractual obligations require works to be carried out on any property or land owned, leased or occupied by any Company or Group that operates in any capacity associated with the National / Local / Private rail network we recognise our responsibilities under the Railway Group Standard NR/L2/ERG/003 Control of Excessive Working Hours for persons undertaking Safety Critical Work and NR/L2/ERG/003 Guidance.

It is a requirement of the Company that the working time of operatives comply with the following limits as stipulated in Railway Company Standard NR/L2/ERG/003:

Maximum Number of Turns of Duty

- No more than 13 turns of duty to be worked in any 14 day period.

Maximum Hours Worked

- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per week
- Door to Door time NOT to exceed a maximum of 14 hours

Minimum Rest Periods

- Minimum rest period of 12 hours between bookings off from a turn of duty to booking on for the next turn.
- In the case of operatives working on a regular shift pattern which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to 8 hours.

Exceeding Working Time Limits

In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated Client representative.

Records to be Kept

The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why such authority was given must be recorded on the individual's timesheet.

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Definitions

- 14 day period - any 14 days, starting and ending on any day of the week.
- Hours worked - actual (not rested) paid hours of work, inclusive of paid meal break.
- Week - refers to a pay bill week, i.e. Saturday to Friday.
- Emergency / Call out situation - circumstances that cannot be anticipated and which threaten serious disruption to the service or network.
- Essential work - work necessary to avoid serious disruption to the service.

Employee's Responsibility

It is the employee's duty to inform the Company of any other work that you may carry out for others, regardless of whether it's industry related or not.

The arrangements in place to implement this policy form part of the Company's day to day operational procedures as defined under the work instruction Employee Fatigue; management of hours worked and as such are reviewed on a continuous basis. A formal review will take place on an annual 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.

Paul Parkinson

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CEO

21/06/2024

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