

## Policy – Rail

**Title: Safe Hours Worked Policy**

Matchtech aims to minimise fatigue for all our staff and subcontractors who work under our control and are carrying our 'Safety Critical Work'.

This policy sets out how Matchtech will fulfil our health and safety commitments and demonstrate compliance with the following requirements for managing fatigue and working hours:

- **Railway and other Guided Transport Systems (Safety) Regulations 2006**
- **NR/L2/OHS/003 Fatigue Risk Management.**
- **NR/GN/INI/001 Guidance on the management of door to door work and travel time**

The Matchtech rostering system imposes the following limits on working time and will not allow for planning of staff to work more than these limits:

- **No more than 12 hours per period of duty / shift**
- **No more than 72 hours in any seven-day period**
- **A minimum of 12 hours' rest between booking off from a period of duty / shift to booking on for the next period of duty / shift**
- **No more than 13 periods of duty to be worked in any 14-day period**

### Breaks

Staff and subcontractors will be allowed time to take physical needs breaks throughout their shift. Due to the nature of the work, actual length and pattern of breaks will vary but at least one break of 30 minutes will be allowed at about mid-shift and two other breaks of at least 10 minutes. Staff and subcontractors may be required to take breaks at their workstation.

### Work Travel Time

Staff and subcontractors are not expected to travel more than one hour to work in their own time. Where travel is likely to exceed one hour in each direction, the total door to door work and travel time shall not exceed a maximum of 14 hours in accordance with Network Rail Guidance Note NR/GN/INI/001. A risk assessment will be carried out for excessive travel times and mitigation measures applied accordingly.

### Changes to Planned Shift patterns

Candidates must notify Matchtech if there are any changes to the shift patterns agreed with the client in the placement contract. This includes changes instigated by the client or the candidate and applies to any and all changes to the original, agreed shift pattern; even if only for a short period. Matchtech uses a software-based fatigue management system, which requires prior knowledge of any changes to the agreed shift pattern in order to effectively predict and mitigate fatigue risks. Failure to provide adequate prior notice of any shift changes, will inhibit Matchtech from accurately calculating fatigue status, and may put the candidate at risk of fatigue and in breach of the Sentinel Scheme Rules.

### Exceptional Circumstances

The following exceptional circumstance may arise that result in the above limits being exceeded:

Over-run of possessions, associated work or engineering work, resulting in staff and subcontractors being required to remain on site to fulfil Network Rail safety requirements.

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Any other exceptional circumstances as stated in Network Rail Standard NR/L2/OHS/003 that dictates an extension of planned shift times. In these circumstances, the staff and subcontractors concerned are required to contact the Matchtech On-Call Manager who will undertake a fatigue risk assessment on the staff or subcontractor and take any appropriate steps as indicated by the assessment.

Matchtech monitors safe hours worked in accordance with the procedures laid down in PR09 Working Hours. Any exceedance instances are reviewed in the monthly safety meeting to facilitate and verify that appropriate management controls are in place.

Matchtech require our staff to manage their off-duty time to avoid fatigue and limit their hours worked for other companies (if any) to avoid any exceedance of Matchtech working time limits.

This policy is available to all Matchtech staff and is available to other interested parties upon request.

Signed:  (Kenny Burton)  
Position: Rail and Construction Director  
Dated: 5<sup>th</sup> of July 2022