

## Policy – Rail

Title: **Fatigue Management**

Matchtech acknowledge it is essential that all rail workers comply with the Railway and other Guided Transport Systems Regs (ROGS) and NR/L2/OHS/003 standards, with respect to safe working hours.

Matchtech shall monitor and manage working hours to ensure that staff who are carrying out safety critical work do not become unfit due to fatigue. Matchtech shall calculate fatigue/risk of fatigue and will complete Fatigue Risk Assessments and/or Fatigue Management Plans. Matchtech shall intervene and insist upon adequate rest periods for workers where risk of fatigue is identified.

To give effect to the above, Matchtech have implemented a safe working hours policy. This policy is based on NR/L2/OHS/003. See table below as a guide.

Trigger	Fatigue Assessment or Management Plan required?	Minimum controls to be put in place
More than 60hrs in 7 rolling days	Both	<ul style="list-style-type: none"> <li>No lookout duties</li> <li>No Individual working alone</li> <li>No safety critical duties without additional controls</li> <li>No driving duties</li> <li>Minimum 12 hours rest before next period of work</li> </ul>
More than 72hrs in 7 rolling days	Both	<ul style="list-style-type: none"> <li>No lookout duties</li> <li>No Individual working alone</li> <li>No safety critical duties</li> <li>No management of trains</li> <li>No driving duties</li> <li>No OTP operation</li> <li>No OTM operation</li> <li>Minimum of 24 hours rest before next period of work</li> </ul>
14hrs or more door to door	Both	To be agreed following fatigue assessment
More than 12hrs in one shift/working day	Assessment	To be agreed following fatigue assessment
Less than 12hrs rest between shifts/working days	Assessment	To be agreed following fatigue assessment
More than 13 day or nights in 14 rolling days	Assessment	To be agreed following fatigue assessment
Day time fatigue score (FRI) of 35 or more	Assessment	To be agreed following fatigue assessment
Night time fatigue score (FRI) of 45 or more	Assessment	To be agreed following fatigue assessment
Risk score (FRI) of 1.6 or more	Assessment	To be agreed following fatigue assessment

### For all personnel working on Transport for London (TfL) Managed Infrastructure

- The longest shift in any roster shall be 12 hours.
- The minimum amount of rest between two shifts shall be 11 hours.
- As determined by London Underground (LU) or LU’s suppliers the consecutive days that may be worked before a rest period shall be either:
  - 6 consecutive days, followed by a rest period of not less than 24 hours.
  - 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours.
  - Within any 14-day period, 2 rest periods, each of which is not less than 24 hours.

The limits stated above must not be exceeded except in an emergency.

In the event of an emergency requiring excess hours to be worked, the individual affected must seek authorization from the Matchtech HSQE Manager prior to the excess hours being worked. This may involve a telephone call to the Matchtech office or the On-Call manager (out of hours).

Before authorisation for any exceedance of the working hours rules can be given, a suitable and sufficient risk assessment must be completed and approved by a qualified risk-assessor, using the regulation assessment template.

It is the responsibility of the worker to ensure Matchtech has the correct roster/shift information in advance of the work being carried out, so that accurate fatigue risk analysis can be conducted.

Matchtech must also be notified in advance of any work carried out for other employers or sponsors, to ensure that total hours worked do not contravene the Safe Working Hours policy. This applies to any work and is not restricted to rail projects.

Signed:



(Kenny Burton)

Position:

Rail Director

Dated:

3<sup>rd</sup> July 2024