



CHANGES TO WORKING HOURS ASSESSMENT

In accordance with our (Matchtech) policy on working hours, we are required to carry out an assessment for any excessive hours that need to be worked.

The recognised limits on working hours are as follows: -

- Work shifts of more than 12 hours on site (or 14 hours including travel to/from site)
- Work more than 72 hours per week (Sunday to Saturday)
- Work more than 13 shifts in 14 days
- Have less than 12-hour rest periods between consecutive shifts

IF REQUIRED TO EXCEED LIMITS ON WORKING HOURS THE RELEVANT Matchtech MANAGER MUST BE CONSULTED. THIS FORM MUST BE USED TO ASSESS ANY ADDITIONAL RISK POSED.

	COMMENTS
IS IT AN EMERGENCY/ARE THE WORKS SAFETY CRITICAL? (EXCESSIVE HOURS MUST ONLY BE WORKED IF ABSOLUTELY NECESSARY)	
CAN THE WORK BE CARRIED OUT AT ANY OTHER TIME?	
HAVE HOURS ALREADY WORKED ON SITE EXCEEDED 12? (HOW MANY HOURS WORKED?)	
DOES THE TYPE OF WORK CAUSE EXTRA FATIGUE?	
IS TRAVELLING TO/FROM SITE A FACTOR? (WHAT DISTANCE? HOW LONG? WILL THE TOTAL SHIFT incl. TRAVEL TIME EXCEED 14 HOURS?)	
DO STAFF KNOW HOW MANY EXTRA HOURS ARE NEEDED TO COMPLETE THE SHIFT?	
DID STAFF HAVE ADEQUATE REST BEFORE SHIFT? (MIN 12 HOURS)	
DID STAFF WORK ANY EXCESS HOURS IN THE PREVIOUS WEEK? (INCLUDING WORK FOR OTHER EMPLOYERS)	



<p>HAVE STAFF HAD BREAK/S AND MEAL/S?</p>	
<p>IF APPROPRIATE, ARE ADDITIONAL STAFF AVAILABLE TO RELIEVE/ATTEND SITE?</p>	
<p>IS THE PROVISION OF A DRIVER APPROPRIATE?</p>	
<p>ARE EXTENDED REST PERIODS REQUIRED PRIOR TO WORKING THE NEXT SHIFT?</p>	
<p>ARE ADDITIONAL BREAKS REQUIRED?</p>	
<p>IS A HOTEL STAY APPROPRIATE?</p>	

NAME OF PERSON REQUESTING ASSESSMENT:

SITE/CLIENT DETAILS: _____

PROJECT NUMBER:

NAME(S) OF PERSON(S) REQUESTING TO WORK EXCESS HOURS:

NAME OF MANAGER COMPLETING ASSESSMENT:

TAKING THE ABOVE FACTORS INTO ACCOUNT I HAVE DECIDED:

SIGNED: _____

DATE: _____ **TIME:** _____

ANY EXCESSIVE HOURS PROPOSED TO BE WORKED MUST BE NOTIFIED INITIALLY BY TELEPHONE TO Matchtech AND FOLLOWED UP IN WRITING AS SOON AS POSSIBLE GIVING DETAILS OF THE HOURS WORKED, NUMBER & NAMES OF STAFF INVOLVED AND THE REASONS WHY.