



Policy

Title: Management of Fatigue and Working Hours

We Invicta Rail Ltd (Invicta) acknowledge it is essential that all rail staff comply with the Railway and other Guided Transport Systems Regs (ROGS) and Network Rail standard NR/L2/OHS/003, with respect to the management of fatigue and safe working hours, similarly the company is aware of the content of Network Rail guidance note NR/GN/INI/001 Guidance on the Management of Door to Door Work and Travel Time.

We (Invicta) will manage working hours to ensure that staff who are carrying out safety critical work do not become unfit due to fatigue. To give effect to the above, we (Invicta) have implemented a safe working hours policy. This policy is based on the historic working hours limits established by the Railway Safety Critical Work Regs (now superseded by ROGS).

The safe working hours limits in relation to works on NRMI are:

- Work shifts not to exceed 12 hours
- No more than 60 hours to be worked per week (in a rolling seven-day period). This is classed as a level 1 exceedance
- No more than 72 hours to be worked per week (in a rolling seven-day period). This is classed as a level 2 exceedance
- Must not work more than 13 shifts in any 14-day rolling period
- Must not have less than 12-hour rest periods between consecutive shifts

Details of the exceedance levels detailed above and the associated requirements for the completion of Risk Assessments prior to Working Excess Hours / Shifts and Fatigue Management Plans can be found within management system procedure PR/01 titled Management of Fatigue and Working Hours.

The Fatigue Risk Management standard (NR/L2/OHS/003) in correspondence with HSE guidelines also contains a list of fatigue trigger conditions based on the output from the Fatigue Risk Index (FRI) calculator. When someone exceeds a trigger condition, there are specific fatigue risk management actions that need to be taken as detailed in NR/L2/OHS/003. These are the trigger conditions that relate to FRI scores:

- Fatigue index should be no more than 35 for day shifts
- Fatigue index should be no more than 45 for night shifts
- Risk index scores should not be above 1.6

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 authorisation from a member of our (Invicta) management prior to the excess hours being worked. This may involve a telephone call to our (Invicta) office or to the out of hours representative.

Before any authorisation for exceedance of working hours rules can be given, a suitable and sufficient risk assessment must be completed and accepted by a representative of our (Invicta) Management.

Any work carried out for other employers or sponsors must also be notified to us (Invicta) in advance, to ensure that total hours conform to the Working Hours policy. This applies to any individuals involved in rail works (and those sponsored via the Sentinel database) and is not restricted to rail project works undertaken by such individuals.

Signed: Michael Cooper

A handwritten signature in blue ink, appearing to read 'Michael Cooper', written over a horizontal line.

Position: Director

Dated: 01/04/2024