



## Fatigue Management Policy



Ref.	BTPOLS - 04		
Issue.	01		
Date.	01/11/2018		
Page.	1	of	1

### Working Hours

Bourne Track Ltd will take reasonable steps to ensure that all employees are aware of the hours worked rules in accordance with H&S legislation, Railway Group Standards and Network Rail Standards. It is a Company requirement that all employees shall:

- Not work more than 13 shifts within any 14 consecutive days
- Not work more than 72 hours per calendar week
- Not work more than twelve hours per shift
- Have a minimum rest period of 12 hours between consecutive shifts
- Take adequate rest & meal breaks in relation to the length of shift
- Not exceed 14-hour shifts, including "Door to Door" time
- Exercise their right to refuse to work on the grounds of excessive hours, without any form of disciplinary action taken against them

All employees must never work excessive hours (except in unforeseen circumstances) in any one shift. Any circumstances that may lead to the limits being exceeded, an appropriate risk assessment must be carried out by a Line Manager and agreed by the Director. Monitoring and review of Hours worked will be in accordance with our Hour Worked / Fatigue Management Procedure. The Company will not tolerate any unauthorised departure from these rules and will instigate disciplinary action in the event of any infringement.

### Fatigue

Fatigue has been identified as a factor in accidents and incidents which can lead to reduced vigilance and alertness, increase errors, impair decision making and deterioration in mood and motivation. Bourne Track recognise that there are human performance risks from fatigue which may cause accidents and that fatigue cannot be overcome by an individual making more effort.

The Company will take reasonable steps to ensure that all employees are aware of the risks surrounding fatigue and our company process for the management of these risks. We are committed to plan and implement suitable working patterns, collect and review the associated data in accordance with our Management of Fatigue Procedure. Employees will be encouraged to honestly discuss and progress any fatigue issues that they may have. Managers recognise that fatigue management is not a one-off activity, it is a continuous improvement system that requires an ongoing commitment of resource to support effective, ongoing fatigue controls and are committed to involving employees in implementing and monitoring our fatigue risk control measures.

We will encourage individuals to:

- Make appropriate use of off-duty periods provided in the working pattern to obtain sufficient sleep to carry out their work safely
- Setting and monitoring Targets and Objectives
- Take reasonable steps to ensure that travel arrangements do not adversely affect their ability to carry out their duties safely;
- Inform their line manager as soon as possible if they believe that they or a colleague are, or are likely to become, too tired to carry out their duties safely
- Declare any second job which could reasonably be expected to adversely affect their level of fatigue and their consequent ability to carry out their duties safely;
- Report any other concerns they may have regarding risks from fatigue in the operation;
- Co-operate with other reasonable requirements or requests of the Company which are aimed at controlling risks from staff fatigue.

This statement will be reviewed annually (or as and when required) by the MD. It is briefed and acknowledged by all employees on induction and following any policy changes.

Mr T Clifford  
Managing Director  
01/11/19

Next review date: