



Fatigue Management / Hours Worked Policy

1. INTRODUCTION

Managing Fatigue

As part of Doctore On Track Training Services Ltd's overall Health and Safety Policy, the Company recognises that fatigue is a major health risk that must be controlled effectively. To this effect, Doctore On Track Training Services Ltd is fully committed to managing and mitigating fatigue risks to ensure staff receive enough rest to perform their duties safely.

To achieve this, Doctore On Track Training Services Ltd shall;

- Introduce effective controls at individual, job and organisation levels
- Have in place policies i.e. hours worked, to manage and mitigate the risks of the workforce becoming fatigued
- Monitor and review current fatigue controls for continued effectiveness
- Collect and use the necessary data and its effects, including the fatigue reporting system for reporting errors, adverse events and concerns which could have a fatigue element
- Identify arrangements for training, communication and information for all staff on fatigue issues

Hours worked

This statement sets out the policy of Doctore On Track Training Services Ltd in respect of hours worked limitations for 'safety critical work' carried out by any employee or subcontractor under the Company's control, in compliance with NR/L2/OHS/003 control of changes in working hours safety-critical work and the ROGS 2006 (Railway & other guided transport systems)

2. RESPONSIBILITY

The Company shall take all reasonable measure to ensure that those "safety critical" individuals referred to above are made aware of the contents of this policy and the effect of their continued employment by the company in the event of any breach of this policy.

The Company shall take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy by scheduling work patterns and monitoring compliance. If appropriate, this will be done in liaison with the client.

Should there be a requirement to exceed working hour limitations, the risk assessment process shall be used by the individual in conjunction with the Training Manager to determine the risk associated to the fatigue.

Employees of the company shall at all times exercise diligence in monitoring their hours worked, including any/additional employment working, to ensure overall compliance with the limitation's details below.

For all Trainers/assessors who are sub-sponsored by Doctore On Track Training Services Ltd, their availability during the forthcoming month shall be sought at least a month in advance from the



Primary Sponsor via collaboration prior to submission of a formal shift request form. A forecast of training and assessment courses/assessments hours shall be provisionally provided to allow both Primary Sponsor and Sub-Sponsor to monitor actual hours and manage fatigue.

3. LIMITS ON WORKING TIME

It is a condition of employment with the company that all individuals referred to above shall comply with the following, excluding traveling time up to 1 hour:

- a. no more than 12 hours to be worked per turn of duty
- b. no more than 72 hours to be worked per calendar week (Sunday to Saturday)
- c. a minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn. This may be reduced to 8 hours at a weekly shift changeover, in the case of employees working a shift pattern which rotates or alternates on a weekly basis
- d. no more than 13 turns of duty to be worked in any 14-day period.

The company shall not accept any deviation from the above conditions unless emergency conditions prevail, in which case a risk assessment will be carried out to ensure necessary additional working hours, to those rostered, are in the compliance with current Network Rail Group and Line standards

No other employment working times should impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the Company.

4. COMPLIANCE

To comply with this policy and to maintain the stated and accepted standards of the Company those individuals referred to above should, at all times;

- a. avoid, whenever possible, other employment working times which could impact on the above to either exceed the limitations or compromise the flexibility of the workforce of real recruitment.
- b. notify the Training Manager should other employment working times impact on the limitations outlined.
- c. Refer to the Training Manager should a more detailed review of the hour's breakdown shown above be required to ensure full understanding and compliance.

5. MONITORING & CONTROL

- a. The trainer assessor shall log their working hours and travel time in the course register each day of training or testing. OTP/F/003 Training / Assessment Register.
- b. This information is transferred on to the Timesheet Matrix DOTS/M/007 which calculates the monitoring of time in between allowable timeframes.
- c. Anything out of the allowable timeframes will flag up and a risk assessment will be required to be generated using the Exceed of hours worked RA record form OTP/F/034 and recorded on the Exceed of hours worked RA Matrix DOTS/M/008.
- d. The information from the Timesheet Matrix is transferred over to the Hours Worked Matrix DOTS/M/006 to be cross referenced against the planned time and the actual time taken.

The responsibility for the implementation of this policy is the Operations Manager

Signed:  Dated: 31/12/2024