

This Policy sets out RJ Powers commitment for staff working (or those supporting works) across all our companies (Railway Infrastructure, Construction sites and Electrical based activities) in respect of managing the hours those staff can work avoiding or managing the working of excessive hours that could lead to fatigue.

This Policy is compliant with current Rail and Construction Industry Standards, though RJ Power acknowledges the desire of Network Rail for its Supply Chain to be working towards compliance with Issue 9 of their Standard NR/L2/OHS/003, and the ROGs Regulation 25.

Fatigue and excessive hours worked has been identified as a factor in industry and driving accidents and incidents. It can lead to reduced vigilance, alertness, increase errors, impaired decision making and deterioration in mood and motivation.

RJ Power 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.

RJ Power will take all reasonable steps to ensure that all employees and sub-contractors are aware of the risks surrounding fatigue and our company process for the management of these risks.

Fatigue management is an open two-way communication between all employees & suppliers and is a joint responsibility for fatigue to be managed effectively.

All employees and sub-contractors will be encouraged to honestly discuss and progress any fatigue issues that they may have.

Our Senior Managers to 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 and sub-contractors in implementing and monitoring our fatigue risk control measures.

We are committed to plan and implement suitable working patterns, collect, and review any associated data to manage fatigue.

**Hours worked:**

It is a RJ Power requirement that all employees and sub-contractors shall:

- Work **not** more than 13 shifts within any 14 rolling days.
- Plan at least fortnightly recovery periods of at least 24 hours.
- Work **not** more than 72 hours per 7 rolling days.
- Plan **not** to exceed more than twelve hours per shift (14 hours including travel).
- Have a minimum of 12 hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift (Rail).
- Have a minimum of 5 hours rest (in a non-working environment) before a planned night shift (Non-Rail).
- Have a minimum rest period of 10 hours following a night shift in a non-working environment (Non-Rail).
- Take a 1-hour break in relation to the length of shift (1-hour break can be split into several breaks).
- Individuals **not to drive** more than 4 hours per shift.
- Refuse to work on the grounds of excessive hours, without any form of disciplinary action taken against them.

It is the responsibility of employees to ensure that they do not work for other employers during the any minimum rest period.

**Exceptional Circumstances:**

In exceptional circumstances (such as avoiding possession / critical work overruns or causing delays to trains), to cover essential work only, and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by the customers nominated representative on site.

In this case, a risk assessment of the ability of individuals to carry out duties without affecting the safety of themselves or others must be completed prior to authorising or working extended hours.

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The person authorising the exceedance must record the actual times worked, travelled, and rested along with the reasons why such authority was given. This record must be monitored and is subject to audit.

All employees and sub-contractors must never work excessive hours (except in exceptional circumstances) in any one shift that would be considered inappropriate to protect their health and safety obligations.

### Fatigue:

We will encourage individuals to:

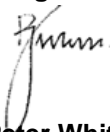
- Make appropriate use of off-duty periods provided in the working pattern to obtain enough sleep to carry out their work safely, including taking future duty times into account when planning their off-duty lives,
- Take reasonable steps to ensure that their sleeping environment, nutrition, use of caffeine, alcohol, drugs and medications, and their travel arrangements do not adversely affect their ability to carry out their duties safely.
- Participating in fatigue-related education and training activities arranged by RJ Power.
- Informing 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.
- Inform their Line Manager if they become aware that they may have a condition such as a sleep disorder which could make them more liable to potentially dangerous levels of fatigue at work.
- Reporting any other concerns, they may have regarding risks from fatigue in the operation.
- Co-operating with other reasonable requirements or requests of RJ Power which are aimed at controlling risks from staff fatigue.

This Policy Statement should be read in conjunction with our RJPOL-101 Occupational Health & Safety Policy Statement and our RJPOL-106 Safe Fleet Operator Policy Statement.

All employees and others working for RJ Power, are required to comply with this policy to ensure they co-operate and carry out activities in a responsible manner. It is the responsibility of RJ Power management and supervisory staff to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by RJ Power and then communicated and explained to all employees and sub-contractors. This policy is available to the public and all other interested parties on request.

**Signed:**



**Peter White**

Chief Executive Officer – RJ Power Group Limited

April 2021

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