

Fatigue management policy

At VGC we acknowledge our duty to ensure that staff do not work excessive hours.

We comply with legislation, Network Rail and London Underground standards, but more importantly we care about the wellbeing of our workforce.

Drivers

All drivers will comply with EU and UK regulations.

We have systems to monitor working hours and alert us when these may be excessive. Our induction process, briefings and toolbox talks share information about working hours with all our people.

No-one is to do any work without prior risk assessments and authorisation.

Network Rail:

No one is to work

- more than 12 hours per turn of duty, no more than 14 hours including travelling time
- more than 72 hours in one week (seven days)
- more than 13 turns of duty in any 14 day period

No-one may have less than 12 hours between turns of duty.

London Underground:

- No-one may work more than six shifts within any seven consecutive days. The seventh day must be at least 24 hours.
- The minimum amount of rest between any two shifts is 11 hours.

The longest shift in any roster is 12 hours.

No-one may work

- more than 72 hours within seven consecutive days
- more than 12 shifts within any 14 consecutive days. The 13th and 14th days must be at least 24 hours each.

Within any 14 day period, you must have two rest periods, each at least 24 hours.

- In any one shift, you may not work more than 12 hours. This may be 14 hours including travelling time or other lesser period, considered by the DER as appropriate to the health and safety requirements for a particular task.

Where personnel are engaged to work on signal and control system assets, the hours worked shall be strictly in accordance with UI standard S&CSE-SQ-DQN0033.

You must have a minimum of 12 hours rest before you attend any UI training course.

Construction sites

Working hours on non-rail construction sites will be agreed specifically with the client. They will be in line with Network Rail standards.

Exceptional circumstances

We use planning and rostering to reduce risks from fatigue and to make sure we give the best and most efficient service to our clients.

In exceptional circumstances the working hours above may be extended. For example:

- essential emergency engineering works that may affect operational safety and mass disruption to Network Rail or London Underground infrastructure
- planned engineering works that have over-run, when it is not practical to make alternative arrangements
- providing emergency services in the case of an incident or fatal accident.


Authority to exceed working hours

Any breach of this policy must be agreed in writing by the company and the client's representative, and be risk assessed in accordance with VGC procedure 4.SQE.GEN.014: fatigue management, and 11.CTM.004 extension of working hours or shift assessment.

All exceedances must be reported to HSQE.

This policy will be reviewed at least once a year.

You must tell your manager or supervisor if you consider yourself to be unfit to start work or continue to work because of fatigue, if your fatigue could affect your health or safety or the health or safety of other people.

Signed: 

Laurence Mckidd
Managing director

Dated: June 2019