

FATIGUE MANAGEMENT POLICY



TRAC Engineering and TRAC Training Ltd (TRAC) recognise the significant hazard that fatigue may represent within our industry, specifically that:

- There are human performance risks from fatigue which may cause accidents
- Fatigue cannot be overcome by our staff making more of an effort
- Excessive fatigue/shift work can adversely affect health and safety.

TRAC are committed to the health and wellbeing of our employees and are committed to taking all necessary steps to control the associated risks from fatigue so far as is reasonably practicable as set out in this policy. This policy has been created and shall be implemented in accordance with the:

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Working Time Regulations
- Railway and Other Guided Transport Systems (Safety) Regulations.

All TRAC staff and sub-contractors carrying out safety critical tasks and/or working on Network Rail Infrastructures shall have their working hours monitored to limit fatigue. Working patterns will be planned in advance (accounting for travel time and distances) and recorded on Engineering's Scheduler or Training's Monitoring Tool in accordance with NR/L2/OHS/003. The following work pattern guidelines shall be followed by all personnel working on NRMI:

- Door-to-door time will be planned so it does not exceed a maximum of 14 hours
- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per calendar week
- A minimum rest period of 12 hours between shift
- No more than 13 shifts in any 14-day period.

In emergency situations, to cover essential work only and if no alternative arrangements can be made, the limits shown above may be exceeded if authorised by the relevant responsible Manager after a suitable risk assessment. Where the risk assessment identifies the potential to increase risks to operations, control measures to address the increased level of risk must be included. Details of excessive works shall be noted on the relevant job files and the staff timesheets.

Working hours shall be monitored by means of the Personnel Monitoring Board, Sentinel data and timesheets. Breaks during the course of work and rest periods between shifts shall be monitored. Where monitoring processes highlight deviation, then appropriate action will be taken to address.

TRAC shall ensure that our staff are routinely briefed on the hazards that fatigue may present and that they understand their individual duties in relation to fatigue management, including:

- Making appropriate use of off-duty periods to obtain sufficient sleep
- Taking reasonable steps to ensure sleeping environment, use of caffeine, travel arrangements etc. do not adversely affect ability to carry out their duties safely
- Swipe in and out of sites with Sentinel card
- Immediately reporting any concerns they have regarding fatigue risks (i.e. conditions such as sleep disorders that they may suffer from, if they believe they or a colleague are, or are likely to become, too tired to carry out their duties safely etc.)

For and on behalf of TRAC Engineering Ltd and TRAC Training Ltd:

Managing Director	K. Stephen	Signature
Date	28 th January 2021	