

Hours of Work Policy

It is a requirement of Network Scaffolding Contractors Ltd that the working times of operatives comply with the following limits as stipulated in Network Rail Company Standard NR/L2/ERG/003.

- Maximum Number of Turns of Duty
 - No more than 13 turns of duty to be worked in any 14 day period
- Maximum House Worked
 - No more than 12 hours to be worked per turn of duty
 - No more than 72 hours to be worked per week
 - Door to Door time NOT to exceed a maximum of 14 hours
- Minimum Rest Periods
 - Minimum rest period of 12 hours between booking off from a turn of duty to booking in for the next turn
 - In the case of operatives working on a regular shift pattern which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to 8 hours
- Exceeding Working Time Limits
 - In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated client representative
- Records to be Kept
 - The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why such authority was given must be recorded on the individual's timesheet
- Definitions
 - 14 Day Period – any 14 days, starting and ending on any day of the week.
 - Hours worked – actual (not rested) paid hours of work, inclusive of paid meal break.
 - Week – refers to a paybill week i.e. Saturday to Friday
 - Emergency/Call out situation – circumstances that cannot be anticipated and which threaten serious disruption to the service
 - Essential Work – work necessary to avoid serious disruption to the service.
- Yours Responsibility
 - You must inform Network Scaffolding Contractors Ltd of any other work that you may carry out for others, regardless of whether it's rail related or not.

The Company will measure the effect of this Policy and the monitoring process following a period of twelve months, at which time its adequacy will be reviewed by the SQE Manager.



Stephen Guthrie
Managing Director