



HOURS OF WORK POLICY

Construction Training Assessments is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of Network Rail Standards NR/L2/ERG/003 - Management of fatigue: Control of working hours for staff undertaking safety critical work (current Issue) and NR/GN/INI/OOI - Guidance on the Management of Door to Door Work & Travel Time (current issue). We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

Construction Training Assessments will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for hours of work.

Construction Training Assessments requires that all employees or sub-contractors shall not:

- Work in excess of 12 hours per turn of duty
- Work in excess of 72 hours per calendar week
- Work more than 13 turns of duty in any 14-day period
- Take less than 12 hour's rest between booking off and on concurrent turns of duty. With the exception of the following circumstances:

Travelling Time

Construction Training Assessments employees and contractors who hold a Sentinel card competency or are required to undertake Safety Critical Work on behalf of Construction Training Assessments will be required to adhere to the following requirement, with regard to travelling to sites and lodging away:

Travelling to site up to a maximum of 1 hour each way: **Acceptable.**

Travelling to site above 1 hour: **Lodging required IN ALL CIRCUMSTANCES**

Duties will be planned to conform to these requirements with travel to/from the site of work being included in the turn of duty.

Construction Training Assessments has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

Name:- Amy Stevens

Signed:- 

Appointment:- Centre Director

Date: 1st March 2010 Review Date:- By 1st March 2019

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