

WORKING HOURS POLICY

The aim of this policy is to communicate the commitment of the Management team of Met SYSTEMS Ltd to safe working practices, particularly in regard to the hours worked by staff and sub-contractors..

Met SYSTEMS recognises its responsibilities under the Health & Safety at Work Act 1974 to provide a safe system of work and thereby reduce any potential risk to As Low as Reasonably Practicable. The Company acknowledges the increase in risk to our employees, contractors, passengers, visitors and those affected by working excessive hours.

Additionally, we recognise our responsibilities under Railway Company Standard NR/SP/ERG/003 Control of Excessive Working Hours for persons undertaking Safety Critical Work and NR/GN/INI/001 Guidance on the management of door to door work and travel time', we will:

- Not work more than 13 turns of duty within any 14 consecutive days
- Not work more than 72 hours to be worked in a any 7 consecutive days
- Have a minimum rest period of 12 hours between booking off from a duty / shift to booking on for the next turn / shift. This may be reduced to eight hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis.
- Not work more than 12 hours, including travelling time to and from work sites, in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken
- Only allow an exceedance of planned hours in exceptional circumstances subject to an assessment of risk and relevant approvals

The arrangements in place to implement this policy form part of the company's day to day operational procedures as defined under the work instruction Employee Fatigue; management of hours worked and as such are reviewed on a continuous basis. A formal review will take place on an annual basis. Where opportunities for improvement in the management of safe working hours or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are dealt with adequately.

The implementation of this policy will be monitored at various levels throughout the company in order to ensure compliance with its objectives.

James Childs
Director
10/01/2019