



Contents

- 1. Purpose 2**
- 2. Scope..... 2**
- 3. Responsibilities 2**
- 5. Procedure 4**
 - 5.1 Planning 4**
 - 5.2 Authorising Exceedences 5**
 - 5.3 Monitoring 5**
 - 5.4 Review 5**
- 6. Records 5**
- 7. Definitions..... 6**
- 8. Maximum Hours of Work.....6**



CONTROL OF WORKING HOURS

1. Purpose

This procedure sets out the processes to be followed in order to control the hours worked by Fortel staff to ensure excessive hours are kept to a minimum.

2. Scope

This procedure applies to all Fortel staff and managers responsible for arranging, placing, controlling and monitoring of Labour.

3. Responsibilities

The Labour Managers authorise exceedences of the maximum hours of work after having assessed the risks, considered alternative options and implemented additional mitigation measures as appropriate.

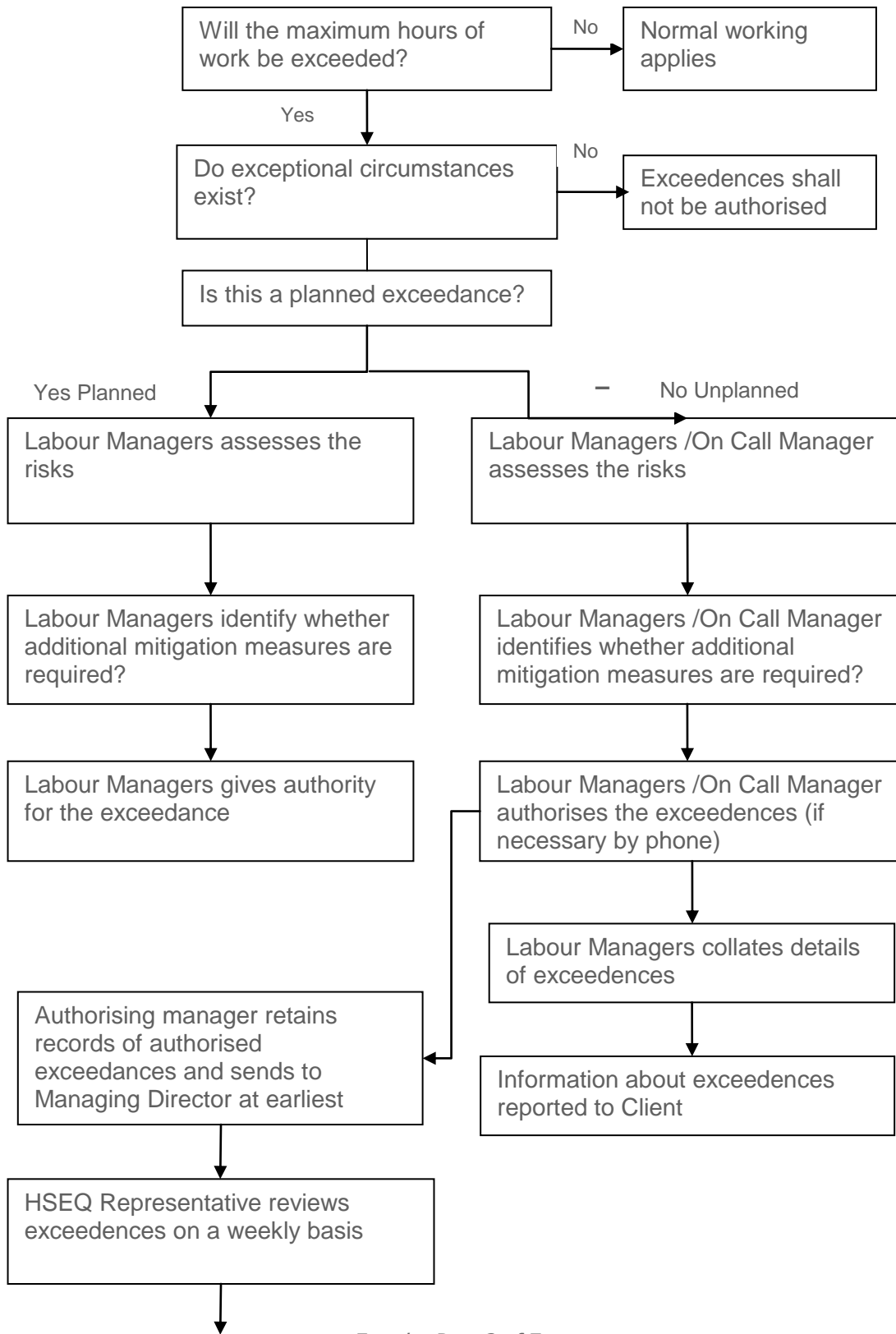
On Call Managers authorise exceedences of the maximum hours of work out of hours and after having assessed the risks, considered alternative options and implemented additional mitigation measures as appropriate.

The Labour Managers shall monitor exceedences for employees on a weekly basis, including an analysis of the reasons for the exceedance, identification of any trends or patterns and progress with corrective actions.



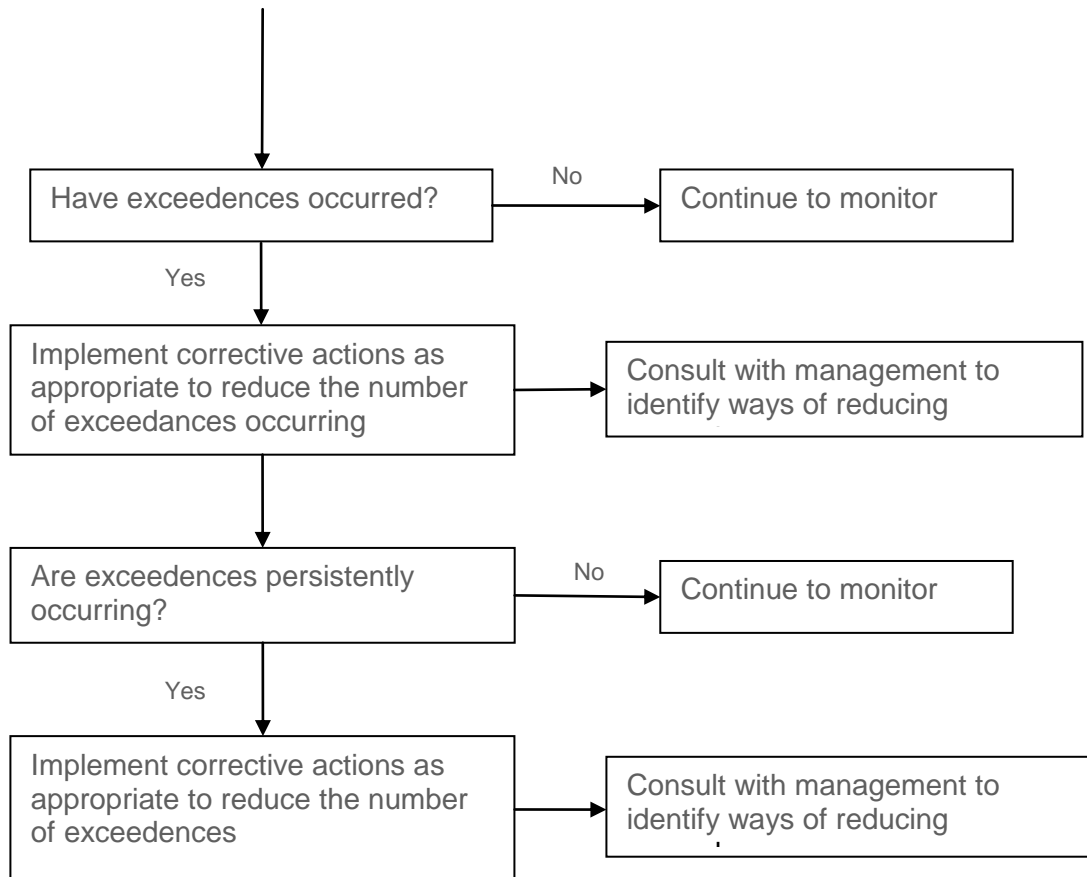
CONTROL OF WORKING HOURS

4. Flow Chart





From Previous page



5. Procedure

5.1 Planning

Labour Managers shall ensure that no changes to the work patterns of staff are made which exceed the maximum hours of work, as shown in Section 8.

All planning shall take into consideration the 'door to door' time, which includes travelling and working time, and must not exceed 14 hours.

There is no maximum length of travelling time within the planned 14 hours 'door to door' time, although any travelling time in excess of 2 hours each way must be subject to risk assessment and authorisation.

Where hours of work are already close to the maximum permitted, the line manager shall plan accordingly and make any necessary contingency provision to ensure that the limits will not be persistently exceeded.



Employees having an on-call commitment shall count the number of hours worked, if called out, towards the total number of hours worked.

5.2 Authorising Exceedences

The maximum hours of work may be exceeded by employees on a strictly short-term basis in exceptional and planned circumstances. This includes circumstances involving:

- a) Adverse weather conditions,
- b) Equipment failure,
- c) Accident or other incident,
- d) Over-running engineering work,
- e) Planned possession work.

The HSEQ Representative shall assist the Labour Managers in implementing appropriate corrective actions (e.g. additional recruitment, short term labour to cover long term sickness, improved rostering).

When an exceedence request is submitted, the Labour Managers shall consider the risk factors involved in working over the maximum number of hours and what alternative options might exist.

If the Labour Managers decides to approve the exceedance then additional mitigation measures shall be identified and recorded.

For the purposes of accurate monitoring, the reason for and the type of exceedance shall be recorded. This information shall be forwarded to the HSEQ Representative.

5.3 Monitoring

The Labour Managers shall phone the Fortel staff to advise them when they have worked 11 consecutive days; the Labour Managers shall arrange the appropriate rest arrangements prior to an exceedance occurring unless an unavoidable exceedance is deemed necessary.

The HSEQ Representative shall review the details of working time exceedances on a weekly basis. The review shall include an analysis of the reasons for the exceedance and agreement on corrective actions.

5.4 Review

The working hours spreadsheet shall be continuously reviewed by the Labour Managers to identify potential and actual exceedences and to identify trends in the hours worked. This analysis shall be reported live to the management as appropriate, and at least annually, as part of the management review process. The management review shall determine how to reduce exceedences.

6. Records

- F37 Exceedences Assessment and Authority Form,
- F21 Working Hours Declaration.



7. Definitions

- On Call manager** Person nominated to authorise exceedances out of hours. These may be the person on-call or a Duty Shift Manager.
- 14 day period** Any 14 successive days, starting & ending on any day of the week.
- Exceptional Circumstances** Adverse weather, equipment failure, accident or other incident, extended working to avoid or reduce the health and safety risks to persons or significant disruption to services, and it is not reasonable to take alternative steps to avoid the maximum hours work being exceeded.
- Hours of work** Actual (not rostered) paid hours of work, inclusive of any paid travelling time and paid meal breaks. In the case of relief staff paid travelling time from their home station to their place of work, travelling time is excluded, unless they are required to report to their home station at either the beginning or end of their shift on a particular day.
- Exceedences** Exceedences is when hours/shifts are worked over the maximum hours of work detailed within the Standards. When working more than 13 consecutive shifts, each additional day shall be counted as one exceedence.
- Door to Door** A period of time that is identified as the combined total travel and work time. This time is taken from a person home / rest location to their place of work and the return journey.

8. Maximum Hours of Work

The weekly maximum working hours

Adult workers cannot be forced to work more than 48 hours a week on average - this is normally averaged over 17 weeks. They can work more than 48 hours in one week, as long as the average over 17 weeks is less than 48 hours per week.

Opting out of the 48 hour week

Adult workers can agree to work longer than the 48 hour limit if they choose - this is known as an opt out agreement. It must be voluntary, agreed in writing and signed by the worker. Workers can cancel the opt out agreement whenever they want, although they must give three months notice.

There is not a limit on the number of hours that can be worked as long as FG-F37 - 48 hour opt out agreement has been signed.

Breaks

All adult workers are normally entitled to a rest period of 11 uninterrupted hours between each working day, this is not averaged. All adult workers are entitled to one whole day off a week. Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. It is the company's responsibility to ensure that the employees can take their rest.

Adult workers are entitled to a rest break of 20 minutes if they have to work more than six hours at a stretch. (If a worker works up to six hours or exactly six hours, they are not entitled). It does not matter how much more than six hours that they work - for example if they work a twelve hour shift - they are still only entitled to one 20 minute rest break for that shift. Employers must make sure that workers are able to take their rest.



CONTROL OF WORKING HOURS

The break must be taken in one block. It cannot be taken at the start or end of the shift. The worker must be able to take it away from their work station.

For workers doing security or surveillance based work, instead of getting normal breaks, are entitled to 'compensatory rest'. This is rest taken later, ideally during the same or following working day. The principle is that everyone gets a minimum 90 hours rest a week on average. This is the total of their entitlement to daily and weekly rest periods, although some rest may come slightly later than normal.

Working at Night

'Night time' must be at least 7 hours long and include the time between midnight to 5.00am.

To qualify as a night worker they must work for at least 3 hours during the night time period either

- on most the days they work
- on a proportion of the days worked which is specified in a workforce agreement.
- often enough to say that such hours are worked on a regular basis (e.g. a third of working time worked at night).

Restrictions on night work

Night workers should not work more than an average of eight hours in each 24-hour period, this excludes overtime. This night working limit cannot be opted out of.

If your night work involves special hazards or heavy physical or mental strain, you can't be made to work more than eight hours in any 24-hour period. This is an absolute limit rather than an average limit

Exceptions to night working time limits

Limits on night work do not apply if you are doing security or surveillance-based work.