

McGarry Construction will take all reasonable steps to ensure that all persons working for the company are aware of the rules in accordance with HSQE legislation, Railway Group and Network Rail Standards.

It is a requirement of McGarry Construction that **NO** persons working for the company shall:

- Work more than 72 hours per calendar week (00:00 hours Sunday to 23:59 hours Saturday)
- Work more than twelve hours per shift
- In any one shift, work more than 12 hours in any 24 hour period
- Work more than 13 shifts within any 14 consecutive days
- Work more hours in any one shift, considered appropriate to protect their health and safety requirements for a particular task (e.g. HAVS)
- Plan any shift to exceed a maximum of 14 hours, this includes “Door to Door” time
(There is no maximum travel time within the 14 hour limit, but McGarry Construction has a risk assessment process for managing periods of travel time they consider excessive)

It is a requirement of McGarry Construction that all persons working for the company shall:

- Take adequate rest & meal breaks in relation to the length of shift
- A minimum rest period of twelve hours between shifts
- Have the ability to refuse to work on the grounds of excessive hours without any form of disciplinary action taken against them

All timesheets will be monitored weekly against the ‘Actual / Planned Hours Worked’ spreadsheet.

Any circumstances which arise in the course of work that will lead to the limits being exceeded are to be monitored by the Site Manager and their authority to exceed the limits must be given prior to any extra hours being undertaken, also an appropriate risk assessment must be carried out by the Site Manager and agreed by the client.

We will not tolerate any unauthorised departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

This statement will be reviewed annually, (or as and when required) by the Managing Director.

It is briefed and acknowledged by all persons working for the company.