Business Operating System
P23
Working Hours Policy Statement

Rail Signalling & Power Ltd (RSP) is a supplier of specialist engineering products and design services to the UK Rail, Power, and Industrial Engineering sectors. The company's activities include the design, assembly, and test of electrical and electronic panels, including various types and sizes of equipment housings, and the development of value-engineered products for the railway industry.

RSP has a strict policy on the working hours for all employees, including safety critical staff, in accordance with legislation and industry specific requirements. RSP is committed to implementing and applying the Railways and Other Guided Transport Systems (Safety) Regulations 2006 and Network Rail Standard NR/L2/OHS/003 Fatigue Risk Management.

The company records and monitors the working hours of all employees, agency supplied workers and sub-contractors engaged to carry out work that may be considered safety critical. RSP defines safety critical and safety related work as work which has the potential to lead to significant adverse effect on the safe operation of the railway system, including work that may affect the operation or safety on Railway Authority-Controlled Infrastructure.

All staff, agency staff and subcontractors contracted by RSP are responsible for ensuring that they are familiar with the rules relating to working hours and making sure that they comply with them. A detailed explanation of the rules is contained in the RSP document **H73 Managing Working Hours**, which is located in the RSP Business Operating System (BOS) and supplied at induction.

All RSP employees must complete their weekly timesheet and are responsible for informing their Line Manager immediately if there is any risk that they may exceed the acceptable working hours limits or they feel fatigued. The Line Manager will find the best way to mitigate the risk, following the process described in **H73 Managing Working Hours**. If it is evident that an exemption is required, then the RSP SHEQ Manager will assess the risk using RSP document **HF73004 Authority for Working Hours Exceedance Risk Assessment**.

Under no circumstances is anyone working on behalf of RSP to exceed the acceptable limits on working hours without authorisation from the RSP Managing Director and/or the RSP SHEQ Manager.

RSP Managers are responsible for making sure the system is implemented for all staff under their control, especially safety critical and safety-related personnel, and that the risk of personnel exceeding acceptable limits is eliminated or mitigated as far as possible. They must ensure arrangements are in place to manage individuals who are unfit to work owing to fatigue, remain alert as to the state of individuals under their authority and ensure that they do not carry out safety critical work.

The RSP HR Manager and RSP SHEQ Manager are responsible for investigating why the employee has become fatigued (e.g. excessive working hours) and setting out any actions to prevent reoccurrence.

The RSP Management Team are responsible for reviewing this policy on an annual basis. The policy will also be reviewed following any major organisational changes, if an incident/event occurs, or if a report is received that impacts upon the company's health and safety management system.



Andrew Billson
Managing Director
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