



Working Hours

It is a requirement of TI Protective Coatings Specialists that the working times of operatives comply with the following limits as stipulated in Railway Group Standard GH/RT 4004:

Maximum Number of Turns of Duty

- No more than 13 turn's of duty to be worked in any 14 day period.

Maximum Hours Worked

- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per week

Minimum Rest Periods

- Minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn.

In the case of operatives working on a regular shift pattern which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to 8 hours.

Exceeding Working Time Limits

In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated client representative.

Records to be Kept

The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why such authority was given must be recorded on the individual's timesheet.

Definitions

- 14 day period – any 14 days, starting and ending on any day of the week.
- Hours worked – actual (not rested) paid hours of work, inclusive of paid meal break.
- Week – refers to a paybill week, i.e. Saturday to Friday
- Emergency/Call out situation – circumstances that cannot be anticipated and which threaten serious disruption to the service.
- Essential work – work necessary to avoid serious disruption to the service.

Employee's Responsibility

It is the employee's duty to inform TI Protective Coatings of any other work that you may carry out for others, regardless of whether it's rail related or not.

A handwritten signature in black ink, appearing to read 'G. Moor', with a horizontal line underneath.

Graham Moor

Managing Director

11th May 2009