

## WORKING HOURS POLICY

COWI UK Ltd is a company of consulting civil and structural engineers, specialising in bridges, tunnel and marine projects. We undertake projects at our offices in Bristol, Derby, Glasgow, Hong Kong, London and York, with our business support division located in Uttoxeter. We are a subsidiary of the COWI Group.

COWI UK Ltd is committed to enforcing an effective working hour's policy in accordance with statutory requirements, such as the Railway and Other Guided Transport Regulations and other client requirements.

We will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for working hours and fatigue management.

We require that all employees or sub-contractors shall not;

- > Work in excess of 12 hours per day door to door, (which may be extended occasionally to 14 hours, providing less than 1 hour travel each way).
- > Work in excess of 72 hours per calendar week
- > Work more than 13 days in any 14 day period
- > Take less than 12 hours rest before and after shifts.

### WHEN WORKING ON LONDON UNDERGROUND (LU)

We require that all employees or sub-contractors working on LU shall comply with the following limits;

- > The longest shift in any roster shall be 12 hours
- > The minimum rest between 2 shifts shall be 11 hours.

As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:

- > 6 consecutive days followed by a rest period of not less than 24 hours
- > 12 consecutive days followed by 2 consecutive days rest, each of which is not less than 24 hours
- > Within a 14 day period, 2 rest periods, each of which is not less than 24 hours
- > Staff must not work in the 12 hours preceding the start of any training course.

### DEVIATION FROM THE LIMITS:

We do not plan to exceed the maximum working hours and ensure that alternative arrangements are in place during the planning stage to comply with our policy. However, due to circumstances out with our control, there may be emergency situations which result in

a deviation from the limits. Any deviation from the limits will require a risk assessment and may affect the Client's Safety Case.

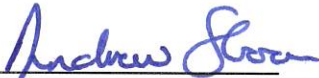
## **TRAVELLING TIME**

All employees or contractors working on behalf of COWI UK Ltd are required to adhere to the following requirements for travelling to sites:

- > Travelling time to and from site must be recorded in the company IMS form, Site HS&E Plan
- > Travelling time is included within the maximum working day hours, shown above, and should be considered on a project by project basis
- > The company will cover the cost of overnight accommodation, regardless of travel time, should an employee feel fatigued
- > Sufficient rest / breaks must be included within your travel time and working day.

COWI UK Ltd has developed internal procedures to prevent employees and contractors from working excessive hours or shifts. Measurements of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

Signed: \_\_\_\_\_



**Andrew Sloan**

Executive Director responsible for Health & Safety

**COWI UK Ltd**

07/03/2019