

Working Hours Policy

Statement

Chisholm & Winch (Contracts) Ltd have implemented a Working Hours Policy acknowledging it is essential that we are compliant with the requirements of the Working Time Regulations 1998, and our legal obligation under the Health & safety at Work Act 1974 to reduce risks to as low as is reasonably practicable, Chisholm & Winch (Contracts) Ltd will manage working hours to ensure that staff who are carrying out operations do not become unfit due to fatigue.

Scope

This policy applies to all employees working for Chisholm & Winch (Contracts) Ltd.

Purpose

The purpose of this policy is to provide guidance in understanding the hours of work of employees within Chisholm & Winch (Contracts) Ltd, and to provide guidelines in the determination of work hours, rest breaks and meal periods

HOURS

Normal Hours

Employees hours are laid down in their contract of employment, in the case of operational Staff this refers to the terms & conditions in the CIJC Working Rule Agreement as amended from time to time.

What counts as working time?

Working time means any period during which you are working, including working time spent at Chisholm & Winch premises or construction sites, carrying out activities or duties.

Working time also includes:

- Travelling where it is part of your job
- Job-related training

Under the Working Time Regulations, employees should sign a waiver if they intend to work in excess of a 48-hour working week. Waiver declarations can be obtained from your line manager.

What does not count as working time?

- Travelling between home and work
- Lunch or any rest breaks

Working Hours Records

All employees regardless of role or grade are required to record their time on a formal time sheet.

Overtime

For all employees, it is a condition of employment that employees **may** be required to work in excess of normal hours where the operational needs require, in accordance with the Working Rule Agreement.

Efforts shall be made to minimise the need for additional working hours.

Where additional work is unavoidable managers may authorise additional hours where this is appropriate to the case.

Employees shall be consulted and given as much notice of the requirement as is practically possible. Any requests for additional work must be mutually agreed by both parties.

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Working Hours Limits

As working excess hours is essentially a health and safety issue the following controls will be applied

Dayshift Working

Work shifts not to exceed a maximum of 12 hours in 24 Hours

Total hours not to exceed a maximum of 76 hours per week (Monday to Sunday)

Must not work more than 13 shifts in 14 days

Must not have less than 11 hour rest periods between consecutive shifts

Night Shift Working

Work shifts not to exceed a maximum of 8 hours in 24 Hours

Total hours not to exceed a maximum of 56 hours per week (Monday to Sunday)

Must not work more than 13 shifts in 14 days

Must not have less than 11 hour rest periods between consecutive shifts

Additional Rest Periods

When Overtime is authorised to be worked the operative will take a break prior to the additional hours commencing

The limits stated above must not be exceeded except in an emergency.

In the event of an emergency arising that requires excess hours to be worked, the individual affected must seek authorisation from a member of Chisholm & Winch management prior to the excess hours being worked.

Before any authorisation for exceeding Working Hours Rules can be given, a suitable and sufficient risk assessment must be completed by a representative of Chisholm & Winch Management.

Monitoring

Managers will be expected to monitor overtime and review working arrangements where excess hours being accrued on a regular basis.

Policy Review & Assessment

This Policy may be amended by Chisholm & Winch (Contracts) Ltd at any time in order to take into account changes in legislation and best practice