



## Company Policy Statement: **Fatigue Management Policy**

Portfolio: Business Services  
Portfolio Director: Mr Frank Lloyd-Murray

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## DOCUMENT ETYMOLOGY

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### Responsibility

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### Approver

Title	Name	Date
Chief Executive Officer	Mr Frank Lloyd-Murray	Friday, 08 July 2022

### Distribution

Name	Business Area	Reason and Use
Director (Project Management)	Senior Leadership	Sign-Off and Acceptance
Director (Rail Systems Engineering)	Senior Leadership	Sign-Off and Acceptance
Director (Business Development)	Senior Leadership	Sign-Off and Acceptance
Director (Software and Systems Design)	Senior Leadership	Sign-Off and Acceptance
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**FATIGUE MANAGEMENT POLICY STATEMENT ..... 2**



# Section: 2 – The Policy Statement

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## What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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## FATIGUE MANAGEMENT POLICY STATEMENT

It is GRAAY<sup>®</sup> Limited's company policy to ensure that any person selected for a work team or for driving is not likely to exceed the working hours and shift limits specified below.

All staff working on NRMI (*Network Rail Managed Infrastructure*) must not work more than;

- 12 hours per shift,
- 72 hours per calendar week,
- 13 shifts in any 14-day period and
- have **at least** 12 hours rest between shifts.

All proposed work on Network Rail Managed Infrastructure will be planned and working hours rostered by the client or your employer so that you are not required to work more than the prescribed times.

In accordance with the Network Rail Standard **NR/GN/INI/001**, door to door time should not exceed a maximum of 14 hours. There is no maximum travel time within the 14-hour limit, but employers or the client will make a suitable risk assessment for managing periods of travel time considered excessive.

All operatives must be aware of the **Worksafe** Policy and arrangements and are encouraged not to work excessively if they consider it unsafe. The calculation of working hours must consider any time worked 'off the railway' for the company in accordance with Network Rail standard **NR/L2/OHS/003** Management of Fatigue. Employees are obliged to report any work undertaken elsewhere.

In general, operative rostering will be arranged by the company so that operatives do not work during the 12 hours before commencing shifts. Operatives will be asked to confirm that they have not worked in the preceding 12 hours before they are rostered. They will also be asked by the client during site briefings.

### **Falsification of Billing Sheets will be treated as gross misconduct.**

This policy will be regularly reviewed by GRAAY<sup>®</sup> Limited to ensure that they are adequate and continue to satisfy business requirements. This policy will be reviewed and updated as required at least but not limited to once every 12 months.

Signed as Approved this day, Friday, 08 July 2022

Signature

Position

**Mr Frank Lloyd-Murray**  
**Chief Executive Officer**

