

	INFRASTRUCTURE	HIRE	DESIGN	RESOURCING	Document Control Ref	BSTA-04
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Hours Worked Policy

Enable Investment Holdings Limited is an award-winning consortium that provides a complete, in-house solution to infrastructure projects. Enable Infrastructure, Enable Infrastructure (Ireland) Ltd, Enable Hire, Enable Design and Enable Resourcing are customer-focused organisations operating across the UK and Ireland in rail, highways and utility sectors. Our philosophy is to maintain and continually improve our record of providing work of the highest quality, in accordance with the clients' requirements, on time and within budget. We endeavour to work as a team in a spirit of co-operation with our clients' and their professional representatives, investing in social value through the delivery of integrated project solutions.

The Group will take all reasonable steps to ensure that all employees and subcontractors are aware of the hours worked rules in accordance with HSQE legislation UK and Ireland, Railway Group Standards and Network Rail Standards.

It is an Enable Group requirement that all employees and subcontractors shall:

1. Work **not** more than 13 shifts within any 14 consecutive days
2. Work **not** more than 72 hours in a 7 day rolling period
3. Work **not** more than 12 hours per shift (in any 24 hour period)
 - (a) 10 hours should be considered on nights or early morning starts
 - (b) 8 hours should be considered for shifts starting before 05.00
4. Have a minimum rest period of 12 hours between booking off from a shift to booking on for the next shift.
5. Take adequate rest and meal breaks in relation to the length of shift
 - (a) During the day a regular 10 to 15 minute break every two hours
 - (b) During the night a 10 to 15 minute break every hour
6. **Not** exceed a 14 hour shift, including "Door to Door" time
7. Have the ability to refuse to work on the grounds of excessive hours, without any form of disciplinary action taken against them
8. Set and monitor objectives and targets in relation to hours worked

We will use best practical means to implement recommended changeover times for planned 3 shifts during long possession works of 07:00 hours, 15:00 hours and 23:00 hours. Anyone working more than 60 hours a week must be assessed through a risk assessment by a representative of the Health & Safety Team as documented in the Hours Worked Procedure.

The Enable Group will make best effort to effectively plan resource in order to not have any requirement of staff to exceed 10 hour shift times. Suitable planning, resource and management controls must be implemented to ensure compliance. Any 10 hour exceedance must be proven as an exceptional circumstance and risk assessment controls implemented prior to sanctioning continuation up to but no greater exceedance than 12 hours.

All employees and subcontractors must never work excessive hours (except in unforeseen circumstances) in any one shift considered inappropriate to protect health and safety requirements for a particular task (e.g. HAVS).

Any circumstances that may lead to the limits being exceeded, an appropriate risk assessment must be carried out by a Line Manager and agreed by the On-Call Manager.

Monitoring and review of hours worked will be in accordance with our Fatigue Management Procedure.

The Enable Group will not tolerate any unauthorised departure from these rules and will instigate disciplinary action in the event of any infringement.

This Policy Statement and associated IMS procedures apply to all activities and work undertaken by the Enable Group. All employees and subcontractors are required to comply with this policy. They will be briefed and made aware of our expectations during the induction process and following any subsequent amendments. It will be accessible to all interested parties via SharePoint, noticeboards, the company website and will be available on request.

The Directors of the Enable Group are committed to this Policy and are responsible for ensuring its arrangements are implemented and upheld. It will be reviewed annually and revised as often as may be deemed appropriate.

Shane O'Halloran
Chief Executive Officer
 October 2023

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