



## TRAIN OPERATIONS MANUAL

### CONTROL OF WORKING HOURS FOR OTP OPERATORS

Procedure: TMC05

Issue: 5

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#### 1 PURPOSE

- 1.1 This standard describes how Network Rail controls the hours worked by its OTP Operators

#### 2 SCOPE

- 2.1 This standard applies where OTP are operated under Network Rail's Health and Safety Management System (H&SMS) and the operators are Network Rail employees.
- 2.2 The arrangements covered by this standard apply only to operators of OTP.
- 2.3 Where the OTP operator is an employee of a Network Rail approved supplier the decision whether to authorise any exceedance shall be made by the approved supplier's control office, or on-call manager. This should be undertaken utilising similar arrangements as contained within this procedure and will be subject to audit by Network Rail.

#### 3 REFERENCES OR ASSOCIATED DOCUMENTS

- 3.1 NR/SP/ERG/003 Control of Excessive Working Hours for Persons Undertaking Safety Critical Work

#### 4 DEFINITIONS

##### 4.1 Maximum hours of work

- No more than 13 turns of duty to be worked in any 14 day period
- No more than 72 hours to be worked per 7 day period
- A minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn
- No shift to be longer than 12 hours

##### 4.2 Hours of Work

Actual (not rostered) paid hours of work, inclusive of any paid travelling time and paid meal breaks.

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### 4.3 Exceptional Circumstances

Circumstances where, owing to adverse weather, equipment failure, accident or other incident, extended working is necessary in order to avoid or reduce the risk to the health and safety of persons or significant disruption to services and it is not reasonable to take alternative steps to avoid the maximum hours of work (as defined in 4.1) being exceeded.

### 4.4 Exceedance

An exceedance occurs when hours/days are worked over the maximum hours of work defined in 4.1 above.

## 5 RESPONSIBILITIES

5.1 This document details responsibilities for the following:

- Local Manager (6.1)
- Relevant Functional Manager (6.1)

5.2 Where OTP operations are to be undertaken with Network Rail as the 'Duty Holder' the director for the function concerned shall arrange for functional procedures to be in place to comply with the requirements of this standard.

## 6 PROCEDURE

### 6.1 Local Manager

The local manager shall plan hours of work for OTP Operators that do not exceed the maximum hours of work, as defined in 4.1 above.

In the event of exceptional circumstances, as defined in 4.3 above, and before authorising an exceedance of the maximum hours of work, the local manager shall consider the risks involved, using the exceedance Assessment and Authority Form contained in Appendix A.

Where the OTP operator is an employee of a Network Rail approved supplier the decision whether to authorise any exceedance shall be made by the approved supplier's control office, or on-call manager.

If the local manager decides to authorise an exceedance, he shall identify and record the additional mitigation measures implemented, in accordance with Part 2 of the Exceedance Assessment and Authority Form, before authorisation. Exceedances may be authorised by telephone. The Exceedance Assessment and Authority Form are shown in Appendix A to this procedure.