

Managing fatigue in safety critical workers	Ref:	NR/L3/NSC/313/SP-3.03
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

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1 Purpose

This module enables Network Rail to comply with Regulation 25 of the Rail and Other Guided Transport Systems (Safety) Regulations 2006.

The module provides guidance on a Fatigue Risk Management System (FRMS) using the ORR's nine stage approach with basic fatigue controls applicable to all OTM drivers.

2 Scope

This module specifies the process to manage fatigue and working hours. It applies to all OTM Operations staff who undertake safety critical work and those who have responsibility for the rostering and/or management of staff who undertake safety critical work.

3 Definition

Term	Explanation
Exceedances	Exceeding an identified working time limit.
Fatigue	A state of perceived weariness that can result from prolonged working, insufficient rest and inadequate sleep. It involves a general feeling of tiredness, resulting in a reduced ability to perform work effectively.
Fatigue Risk Index (FRI)	A tool that compares different shift schedules to help assess the risks of fatigue.
On-track machine	Any rail-mounted machine meeting the requirements of GM/RT2400 and permitted by GO/RT3000 to be driven outside the limits of a possession.
Working time limits	Working time limits set out in section 6.2 that apply to OTM drivers undertaking safety critical work.

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4 Roles and responsibilities

4.1 Operations Standards Manager

The Operations Standards Manager shall:

- a) be responsible for reviewing the monthly report produced by the Resource Planning Manager and documenting any exceedances;
- b) confirm there is a process in place that monitors the hours of any trainee staff who are undertaking safety critical training;
- c) confirm systems are in place to monitor any staff undertaking other duties e.g. instructors who are temporarily released.

4.2 NSC 24/7 Duty Control Manager

The NSC 24/7 Duty Control Manager shall:

- a) contact the responsible manager or on-call manager for guidance on the implementation of alternative arrangements when safety critical workers are fatigued;
- b) complete NR/L3/NDS/006/F013 Risk Assessment for Unplanned Exceedances with the relevant safety on-call manager if a breach of the maximum working hours is required.

4.3 Planning Manager

The Planning Manager shall:

- a) be responsible for compiling a monthly report for conductors and drivers highlighting where the normal hours of work have been exceeded;
- b) investigate the underlying reasons in conjunction with the local manager and Operations Standards Manager where a problem appears to affect a wider group of employees.

4.4 Local manager

The local manager shall:

- a) take measures so that safety is not endangered when individual employees experience fatigue arising from working time patterns;
- b) undertake safety performance monitoring so that there is not a recurrence or a wider problem where a problem appears to be confined to one or a small percentage of employees;
- c) investigate the underlying reasons with the Planning Manager and Operations Standards Manager where a problem appears to affect a wider group of employees.

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5 Procedure

5.1 Identifying affected safety critical workers

All OTM drivers have been identified as those people carrying out safety critical work who are liable to be or could become fatigued when carrying out such work.

5.2 Setting standards

The standards set for normal working time limits for OTM drivers take account of good practice for working hours and working patterns as follows:

- a) minimum turn length 5 hours, maximum 10 hours (night shift 9 hours);
- b) hours must balance to 35 per week over the whole cycle of the roster;
- c) all rostered work must be allocated in the base roster;
- d) spare turn lengths are 7 and 8.5 hours;
- e) rest days must have a minimum rest period of 48 hours between termination and start of blocks of working days;
- f) the number of single rest days must be kept to a minimum;
- g) the maximum aggregate time in any working block must not exceed 7 consecutive days and no more than 63 hours rostered in any 7-day period;
- h) there must be a minimum of 12 hours rest between turns of duty.

5.3 Changes to working time limits and patterns of work

The Local Manager shall arrange for any change which:

- a) increases existing working time limits; or
- b) reduces existing minimum rest periods; or
- c) makes significant changes to the length or frequency of breaks; or
- d) introduces a substantial change to existing working time patterns (excluding timetable changes); or
- e) makes a substantial change to the activities consistently performed in a turn of duty which could increase the risk of fatigue

to be reviewed through the safety validation process mandated in NR/L2/HSS/020.

The change shall not be implemented unless it has been approved through the safety validation process.

NOTE Guidance on the risk assessment and factors to consider is contained in 'Managing Fatigue in Safety Critical Work', a specific ROGS guidance note published by ORR and available through the Operations Standards Manager.

5.4 Link design and roster compilation (designing working patterns)

Rosters and working patterns shall be developed in accordance with:

- a) the working time limits defined within this standard;
- b) good practice roster design to minimise the build-up of fatigue;