

This Policy applies to the control of all employees and subcontractor personnel engaged on the organisation's undertakings. The company will comply with all relevant prevailing legislation

RESPONSIBILITIES

It is the responsibility of the Managers to monitor the working time of site-based personnel to ensure their health, safety and welfare and that the legislative and client requirements are not breached.

The Directors are responsible for monitoring the activities of office-based personnel to ensure their health, safety and welfare and that legislative requirements are not breached.

REFERENCES

The Working Time Regulations 1999

The Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS).

[Road Transport Directive](#)

LEGAL REQUIREMENTS

The guiding principle of the regulations is that a maximum average 48-hour week may be worked by employees.

- A 17-week rolling reference period is used to calculate the average hours worked, so that employees can exceed 48 hours for short periods provided that it is compensated for later in the 17-week period.
- Occasional work at home, travel time and company social events are excluded provided they are of the individuals own free choice. However, a consistent workload that forces employees to take work home regularly and exceed 48 hours per week would come under the scope of the regulations and must be resolved with the line manager. Excessive daily travel should be treated similarly.
- There are detailed provisions for rest periods. Essentially there is an entitlement to 11 consecutive hours rest each day, and two days off work each fortnight. There are flexibilities provided in the regulations, including lieu time.
- Employees are entitled to an uninterrupted break of 20 minutes during each day.

PROCEDURE

- The Operations personnel will schedule the work of personnel in such a manner that their work cycle complies with the Regulations.
- To ensure that times are not exceeded a daily record of the hours worked by each operative will be maintained in the office.



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