

# Working Hours Policy

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It is company policy to ensure that any person selected for a work team or for driving is not likely to exceed the limits by working the planned shift(s) and that they will be sufficiently rested before commencing the shift.

This process ensures that all staff working on Admiral Scaffolding Group Limited Sites do not work more than 12 hours per shift or 72 hours per calendar week or 13 shifts in any 14 day period and have had at least 12 hours rest between shifts. All proposed work on Admiral Scaffolding Group Limited sites must be planned in advance and working hours rostered so that staff are not required to work in excess of the prescribed times.

Door to door time should not exceed a maximum of 14 hours provided the working shift does not exceed 12 hours. There is no maximum travel time within the 14 hour limit, but a suitable risk assessment process for managing periods of travel time they consider excessive is in place.

Our operatives are aware of the Work safe procedure and are encouraged not to work excessively if they consider it to be unsafe.

In general operative rostering is arranged by the company to ensure that the operatives do not work during the twelve hours before commencing site works. The operatives are asked to confirm that they have not worked in the preceding twelve hours before they are rostered. They will also be asked by the client during the site briefing. Rostering for site activities will be carried out by the client. Operatives must be aware that unauthorised exceedances will not be paid for.

This policy will be reviewed in July 2021 but Admiral will continually endeavour to improve our practices.

Signature of person responsible for policy:-

Mr. Terry Withers  
Managing Director  
Date: July 2021

Reviewed: July 2021  
Next Review: July 2022