

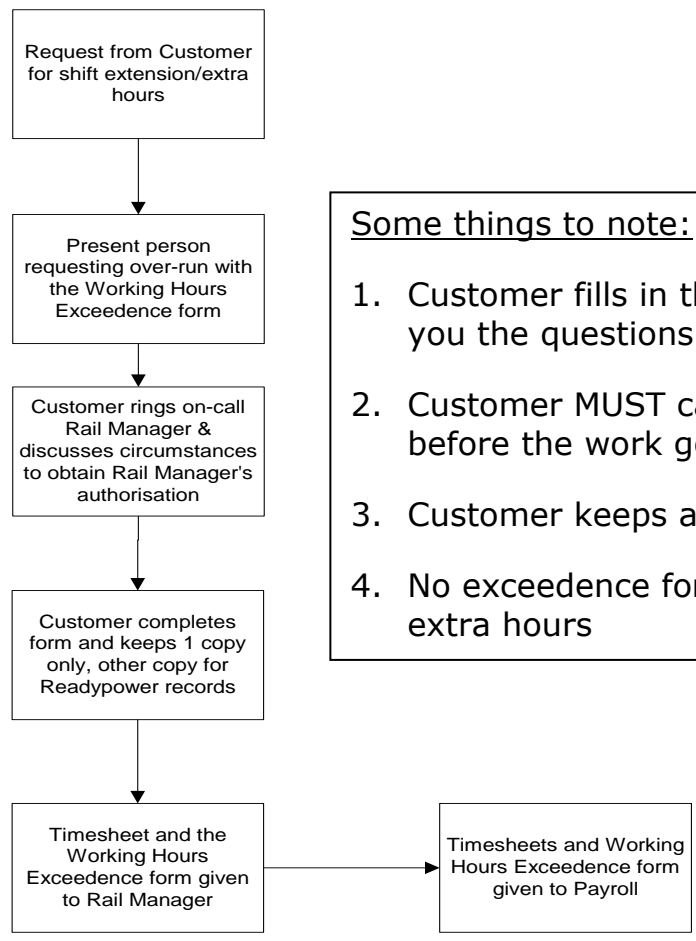


**ENGINEERING LTD**  
 NUMBER ONE FOR PLANT HIRE  
 OPERATED AND SELF DRIVE HIRE

Date: 19<sup>th</sup> November 2008

## RAIL SHIFT OVER-RUNS

This re-brief is to re-enforce the action to be taken in the event of a rail shift over-run. The following action is to be taken:



- Some things to note:
1. Customer fills in the form and asks you the questions written on it
  2. Customer MUST call Rail Manager before the work goes ahead
  3. Customer keeps a copy for their log
  4. No exceedence form, no pay for extra hours

You will not be paid for any extra hours that are claimed in this instance unless you have handed in a Working Hours Exceedence form to cover those hours.

Timesheets and the exceedence forms are to be handed in together to your manager.

Pads of these forms are available at each depot and from Head Office, we are in the process of putting 1 pad in each machine folder.

Andy Young  
 SHEQ Director

# READYPOWER

## NUMBER ONE FOR PLANT HIRE OPERATED AND SELF DRIVE HIRE

*THIS FORM IS TO BE COMPLETED BY THE CUSTOMER REQUESTING  
THE EXTENSION IN WORKING HOURS.*

Customer Company		
Work Site		
Name and Position of person Competing this form		
Date and Time of completing the form		
Reason for over-run		
Name of operator required During the over run		
Type of work our operator is expected To undertake during over-run		
Has our operator been working for a 12 hour shift already?	Yes	No
Do you believe that our operator is alert and able to continue the shift without compromising the safety of himself and others?		
Has our operator also judged himself Able to continue?		
Has our operator had reasonable Breaks during the 12hr. shift?		
How long do you estimate The excess will be?		
Have you spoken to our on-call Rail Manager on the emergency number, Reviewed the situation and agreed The excess can be worked?	Yes	No
	Managers Name	
	Time	

***Thank you for providing the above details, please now sign the declaration below and give  
the white top copy to the operator for our records.***

I have completed this form authorising excess hours as detailed above, and have discussed the excess with the Readypower Engineering Ltd on-call Rail Manager by telephone. We have jointly agreed that under the circumstances the operator mentioned be allowed to continue working at this site for a further \_\_\_\_\_ hours.

Signed: .....

Print:

Name: .....

Position with Customer Company: .....

***To the Operator: This form, once completed, is to be submitted with your timesheet to the office  
no later than Tuesday morning each week.***