

POLICY

Drivers Hours And Working Time

Main Author	Reviewer	Reviewer	Approver
Michel Mauricio	Liam O'Meara	Michael Carroll	Tom Barrett

REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	22/07/2020	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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GRADEWELL

CONSTRUCTION AND PLANT HIRE

Introduction and Hours Keeping

The company is working according to the law and respect the drivers' hours and working time regulations and ensure that this are not compromised or exceeded.

The company is checking on a regularly basis the drivers' cards and tachographs. The information is recorded on Tachometer. If there is any infringements and hours are exceeded, or the driver didn't have enough rest, the company will have evidence for this.

To make sure that all the drivers are respecting the law, the company will do Toolbox Talks and inform the drivers and update them about any changes.

The company is also keeping record in a book, having information about the jobs and drivers' hours, if they are working on site or on a day hire. Usually the drivers work a Saturday and have the next one off and have all the Sundays off. This will be arranged every day, depending on the job received.

Thomas Barrett – Director

