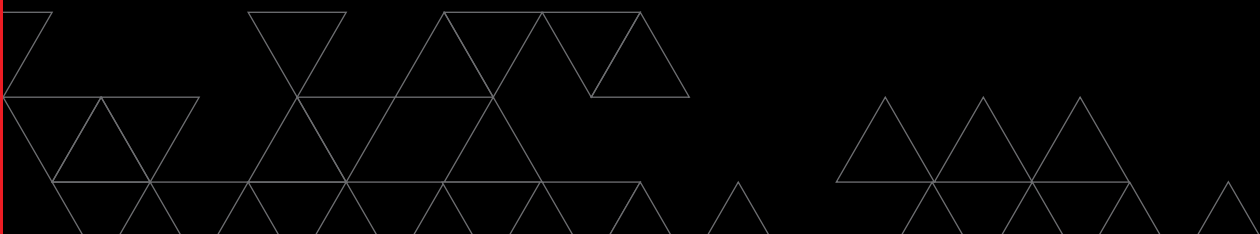
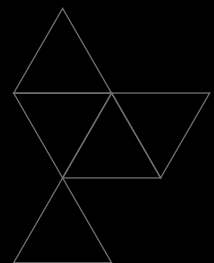


OIM GUIDANCE FOR OFFSHORE ROTA AND REST PERIODS

Improving safety through
engagement, leadership
and collaboration



**STEP CHANGE
IN SAFETY**



OIM GUIDANCE FOR OFFSHORE ROTA AND REST PERIODS

Introduction

In December 2001, Step Change in Safety issued Guidance for OIMs regarding offshore rota and rest periods. This was guidance prepared by the OIMs' network with a view to introducing good practice that could be applied consistently across the UKCS, which was made more practical at that time with the introduction of Vantage. Much of the original guidance has been retained in this revision, which has been prepared by a working group of OIMs supported by Oil & Gas UK; other stakeholders have also been consulted.

Recognising that adequate rest is required to ensure that workers are in a state of readiness to execute their duties safely and effectively, this guidance is intended to set minimum periods of rest between offshore shifts and trips, and set out the maximum days which may be worked depending on the length of shift. The purpose is to ensure offshore workers attain adequate rest prior to their next shift or trip. Oil & Gas UK does not stipulate or recommend any particular shift or rota pattern; these are decisions for individual duty holders and employers.

HSE policy and guidance in respect of offshore working and human factors, such as fatigue which may undermine a person's ability to complete his/her duties safely, have also been taken into account. The guidance is separate from, but compliant with, Working Time legislation at both UK and European level.

It is recognised that this document is guidance and cannot be enforced by Oil & Gas UK. Any collective agreements made with trades unions take precedence.

Principles and parameters

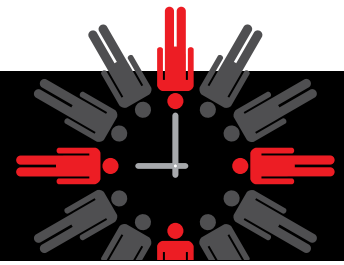
HSE Guidance (Policy on Working Hours Offshore 8/2008) states some general principles for a working hours policy including:

1. it is difficult to demonstrate a legal justification for different maximum working hours on different installations
2. working hours should be recorded
3. the target should be no overtime
4. any policy should be simple and clear
5. if using terms such as 'emergency' or 'exceptional' these should be defined

The Working Time legislation:

1. sets out minimum periods of daily, weekly and annual rest (leave)
2. sets a maximum of 48 hours per week (averaged over 12 month reference period)
3. provides for compensatory rest if rest is cut short
4. is silent on maximum hours per day and maximum consecutive or cumulative days offshore

This revised guidance has taken the above into account, in addition to the principle of being operationally fit for purpose.



Glossary of Terms

‘Documented authorisation’ is some form of traceable record, determined by the individual company concerned, that the OIM has given approval for working more than 21 consecutive days offshore or more than 16 hours in a shift, or an individual’s supervisor has approved working between 14 and 16 hours on a shift.

‘Exceptional circumstances’ includes an actual or potential HSE emergency. Examples of ‘exceptional circumstances’ are where the safety of others may be compromised if the task is not completed or where the risk of handing over to someone else outweighs the risk of continuing working. An emergency is a threat to safety and/or asset integrity involving a risk to life and/or of hydrocarbon release.

‘Onshore days worked’ may be training days during time onshore, or days spent in the office. They are working days and cannot count as rest.

‘Opt-out’ is the provision in the Working Time Regulations which allows workers to ‘opt- out’ voluntarily of the 48 hour weekly limit (averaged over the 12 month reference period) and work additional hours. Workers cannot be coerced into signing an opt-out, and have the right to change their mind at any time without detriment.

‘Reference period’ is the period of time set out in legislation over which working hours are averaged to assess against the limit of 48 hours.

‘Rest day’ refers to a day between offshore trips during which no work or training is done.

‘Working Time Legislation’ refers to the European Working Time Directive 1993 (and as amended in 2000 and 2003) and the UK Working Time Regulations 1998 (and as amended to apply offshore in 2003).

Table 1. Guidance on offshore days worked and rest days

Trip Days	Generic standard trip (e.g. 14 or 21 days)
Consecutive days offshore	Not to exceed lesser of: <ul style="list-style-type: none"> • 150% of standard trip; or • 24 days
Rest days onshore	*Not < 1/3 of offshore time
Comments	Documented authorisation by OIM required to exceed 21 days to include: <ul style="list-style-type: none"> • justification statement by individual’s supervisor to OIM • interview and subjective assessment by OIM of individual’s wellbeing and fitness to work the extended period

During the period of extended working:

- the individual involved must agree to work on
- there must be a regular check on the person’s wellbeing

*The 1/3 days rule is a minimum; it is not sanctioning a regular three on one off cycle.

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Table 2. Guidance on offshore shift hours worked and rest periods

Standard shift (hours)	Maximum shift (hours)	Minimum rest (hours after shift)	Comments
12	12	Not < 8 hours	Normal routine work; any excess should be exceptional and not systematic
	Up to 14	Not < 8 hours	Up to 2 hours overtime. Should not be planning to work 14 hours in normal schedule
	Up to 16	Not < 10 hours	Documented authorisation by superintendent/ head of department
	16+	Not < 12 hours	Documented authorisation, which includes a risk assessment, by OIM only in advance of the extended period

For the purposes of this guidance, meal and tea breaks are not included in the calculation of standard shifts; this is consistent with calculating working time under the Working Time Regulations.

'Long working hours and consequent fatigue are hazards' (HSE Policy on working hours offshore) and the target for offshore working should be no overtime. It is recognised that there may be circumstances where additional time is required to finish a particular task but this should be exceptional as opposed to planned as part of the normal work pattern; normal operations should not rely on overtime working. Where overtime is considered necessary, it should be avoided on consecutive shifts as far as possible.

Other than in exceptional circumstances, including a potential HSE emergency, daily working hours should be capped at 14.

Table 3 below shows the annual limits on working hours as derived from the Working Time Regulations 1998, based on the maximum number of hours (48) permitted per week averaged over the reference period (which is 12 months for offshore workers) and the maximum number of weeks worked when annual leave has been subtracted (46.4) without application of the opt-out.

In accordance with the Regulations, meal and tea breaks do not count as working time and therefore shift hours and actual working hours in a day can differ.

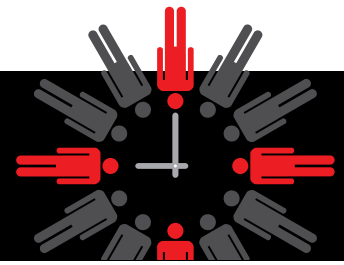


Table 3. Annual limits

Annual hours limit (without opt-out) = 46.4 weeks x 48 = 2227.2 hours per year

Rota	Hours worked per shift	Annual hours	Hours remaining	Maximum days**
Equal Time (182)	10.5*	1911	316	212
Equal Time (182)	12	2184	43.2	185
ET – 14 Days (168)	10.5*	1764	463	212
ET – 14 days (168)	12	2016	211.2	185
ET – 14 days (168)	13	2184	43.2	171
2 on 3 off (154)	10.5*	1617	610	212
2 on 3 off (154)	12	1848	379.2	185
2 on 3 off (154)	13	2002	225.2	171
2 on 3 off (154)	14	2156	71.2	159

* 10.5 hours is the shift length (worked hours) in the OCA agreement

** Maximum days is maximum days allowed offshore per year for various shift patterns and is calculated by dividing 2227 hours by hours per shift.

Note that any onshore days worked (e.g. training) should be subtracted from the total number of offshore days available per year.

Implementation

Adoption of this guidance is recommended to all offshore employers as industry best practice.



Step Change In Safety Limited
4th Floor, Annan House
33-35 Palmerston Road
Aberdeen AB11 5PQ

01224 577250

info@stepchangeinsafety.net
www.stepchangeinsafety.net

