

1. Purpose

To ensure that weekend working is authorised in a controlled and safe manner, minimising risks and ensuring compliance with company process, policies and legal requirements.

2. Scope

This process applies to all personnel seeking to work on MIDA projects who may be required to work during weekends (this process is also applicable to other planned out of hours working).

3. Procedure

3.1 Request for Weekend Working

- *Contracts Managers* whose contracts need to work during the weekend must submit a request to the *Construction Manager* by 5pm Thursday.
- The request should include the reason for weekend working, the tasks to be performed, the expected duration of works, resources required and management cover.

3.2 Review and Approval

- The *Construction Manager* reviews the request and assesses the necessity and feasibility of the weekend work.
- The *Construction Manager/Managing Surveyor* considers the risks involved, alternative options, commercial impact, client relations and any additional operational support services required i.e., HSE, ETQ, etc.
- If the request is justified, the *Construction Manager* forwards it to the *Operations Director & Finance Director* for further review at least before 12pm Friday.

3.3 Director Approval

- The *directors* review the request, ensuring that the request is reasonable and considers the wider impact to the business e.g. availability of management cover, client relations, financial implications etc.
- If the request is approved, the *director(s)* notifies the *Construction Manager* in writing.

3.4 Monitoring and Reporting

- The nominated *Construction Manager/Contracts Manager* monitors all out of hours working; conducting spot-checks of all operational sites, ensuring availability via telephone and in-person throughout the duration of works.
- The *directors* review the frequency of regional weekend working via weekly payroll and where applicable, apply challenge to the decision making of *Construction Managers / Managing Surveyors* at *Management Committee* and *Contract Performance Review* meetings.
- All weekend working must be confirmed by Donseed sign-in (including visitors to site).