



*Safety Orientation for Contractors Working on  
South Shore Line Property*

**July 1, 2019**



## **Statement of Safety**

South Shore Line is committed to providing working conditions that will promote safety and health. We believe that all accidents are preventable through individual effort, and by creating an environment, that promotes a culture of safety.

This safety culture is rooted in compliance with the rules and procedures that govern our operations. This culture is supported through a spirit of cooperation and teamwork that is focused on personal responsibility and empowerment.

As a commuter railroad, we are mindful of our safety responsibility to the community. We hold our employees, and all our contractors, accountable for maintaining a safe workplace.

At the South Shore Line, Safety is a Way of Life.



## ***Safety & Operating Rules Department***

### **Electric Railroad Safety Statement**

All employees, visitors or contractors are warned that this is an **Electric Railroad and that it is operated by HIGH VOLTAGE Transmission and Trolley WIRES**. All employees, visitors or contractors are forbidden from touching or in any manner putting themselves in personal contact with these high voltage wires. If it becomes necessary for any employee or contractor, in the discharge of their duty, to pass in proximity to these high voltage wire's, they are warned against the dangers of making personal contact with them. Particular attention is called to the poles and wires used in the electric operations of trains. These may become displaced from actions of the elements or by reason of failure of some mechanical part, and when out of place are a source of danger.

Employees or contractors working on or about electric cars must exercise due caution in keeping clear of all pantographs and 1500-volt DC equipment on the cars when the pantographs are up. When one pantograph is in contact with the overhead wire, the second pantograph, even when latched down is energized and electrically alive. Employees must not work on any 1,500-volt equipment, wiring, open switch box or equipment cover without first lowering all pantographs. Employees must not work on or about storage boxes on diesel engines and passenger cars with open flame lights or torches. This is to avoid explosion of gas generated in such battery boxes.



**DEFINITIONS USED IN THIS MANUAL**

*Abbreviations used throughout this manual are shown in parentheses.*

The following list defines railroad terminology that should be studied and understood. These terms will be used in subsequent sections of this manual and in the field:

**Adjacent Controlled Track:** A controlled track whose track center is spaced (25) twenty-five feet or less from the track center of the occupied track.

**Adjacent Tracks:** Two or more controlled or non-controlled track with track centers spaced less than (25) twenty-five feet apart.

**Controlled Track:** A track upon which the railroad's operating rules requires that all movements of trains must be authorized by the dispatcher.

**Derail:** A track safety device that guides equipment off the rails at a selected spot to prevent collision or injury.

**Dispatcher:** The employee in charge of the movement of trains and equipment on main and other tracks specified in the Employee Timetable.

**Employee** - An individual who is engaged or compensated by a railroad or by a contractor to a railroad to perform any of the duties defined in this part.

**Employee In Charge (EIC)/Roadway Worker In Charge (RWIC):** A roadway worker who is qualified to establish on-track safety for roadway work groups, and lone worker qualified to establish on-track safety for themselves.

**Effective Securing Device:** A vandal and tamper resistant lock, keyed for application and removal only by the roadway worker(s) for whom the protection is provided. The securing device will be uniquely tagged.

**Flagman:** An employee assigned to direct or restrict the movement of trains or other on-track equipment past a point on the track to provide on-track safety for roadway workers. A person may not perform any other duties while flagging.

**Foul Time:** A method of establishing working limits on controlled track in which a roadway worker is notified by the train dispatcher or control operator that no trains will operate within a specific segment of controlled track until the roadway worker reports clear of the track.

**Fouling a Track:** The placement of an individual or an item of equipment in such proximity to a track that the individual or equipment could be struck by a moving train or on-track equipment, or in any case within four (4) feet of the field side of the near running rail.

**Inaccessible Track:** A method of establishing working limits on non-controlled track by physically preventing entry and movement of trains and equipment.

**Maximum Authorized Speed:** The highest speed permitted for the movement of trains permanently established by timetable/special instruction, general order or track bulletin.

**Non-Controlled Track:** Track upon which trains are permitted by railroad rule or special instruction to move without receiving authorization from a train dispatcher.



**On-Track Safety:** A state of freedom from the danger of being struck by a moving railroad train or other railroad equipment, provided by operating and safety rules that govern track occupancy by personnel, trains and on-track equipment.

**Positive Train Control (PTC):** Positive Train Control monitors train directives or other instructions that affect the movement of trains. PTC is intended to prevent: train-to-train collisions, movement into track for which the train does not hold authority, movement of trains into work zones and over speed.

**Predetermined Place of Safety (PPOS):** A specific location that a roadway worker must occupy upon receiving a watchman/lookout's warning of approaching movement or a roadway worker in charge's (EIC/RWIC) notification of pending movement on an adjacent track as designated during the roadway worker safety briefing. The PPOS must be clear of all tracks unless the track designated as a PPOS has working limits established and the RWIC permits no movements through the working limits.

**Restricted Speed:** A speed that will permit a train or other equipment to stop within one-half the range of vision of the person operating the train or other equipment, but not exceeding twenty (20) miles per hour, unless further restricted by the operating rules of the railroad.

**Right of Way:** The limits of railroad property ownership on either side of tracks.

**Roadway Maintenance Machines:** A device powered by any means of energy other than hand power which is being used on or near railroad track for maintenance, repair, construction or inspection of track, bridges, roadway, signal, communication or electric traction systems. Roadway maintenance machines may have road or rail wheels, or may be stationary.

**Roadway Work Group:** Two or more Roadway Workers working together on a common task.

**Roadway Worker:** Any employee of the railroad, or of a contractor to the railroad, whose duties include inspection, construction, maintenance, or repair of railroad track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities or roadway maintenance machinery on or near track, with the potential of fouling a track, and flagmen and watchmen/lookouts as defined.

**South Shore Line (SSL)**

**Switch:** Two moveable rails and necessary connections designed to permit movement from one track to another.

**Track Center:** Distance from the center of one track to the center of an adjacent track.

**Train Approach Warning:** A method of establishing on-track safety by warning roadway workers of the approach of trains in ample time for them to move to, or remain in, a place of safety. This warning must be provided through means that do not require the roadway worker to have eye contact with the watchman/lookout.

**Watchmen/Lookout:** An employee who has been trained and qualified to provide warning to roadway workers of approaching trains or on-track equipment. Watchmen/lookouts shall be properly equipped to provide visual and auditory warning, such as whistle, air horn, white disk, red flag, lantern, fuse. A watchman/lookout's sole duty is to look out for approaching trains/on-track equipment and provide at least fifteen (15) seconds advanced warning to employees before arrival of trains/on-track equipment.



**Working Limits:** A segment of track with definite boundaries established in accordance with this part upon which trains or engines may move only as authorized by the roadway worker having control over that defined segment of track. Working limits will be established through "exclusive track occupancy," "inaccessible track," or "foul time" as defined herein.

### **POSSESSION OR USE OF INTOXICANTS OR NARCOTICS**

*The use of intoxicants, narcotics, marijuana, amphetamines or hallucinogens or other controlled substance by contractor employees subject to duty, or their possession or use while on duty is prohibited. Employees under medication before or while on duty must ensure that such use will not affect the safe performance of their duties. All contractors working on the right-of-way must be part of their employer's drug and alcohol program in accordance with SSL rules and 49 CFR Part 219.*



## **CONTRACT WORKER SAFETY ORIENTATION**

The following safety orientation is intended to assist contractor employees in understanding the safety requirements of the railroad environment. Failure to follow these safety instructions could result in equipment or property damage, serious injury, or death.

The South Shore Line's instructions in this manual, apply to all employees working on South Shore Line property.

Employees of a contractor, consultants, or other entities that are not employees of the South Shore Line are required to review and understand this safety orientation prior to working on SSL property. Adherence to the safety rules is a condition of working SSL property.

Contractor machines must be inspected by SSL at intervals not to exceed 3 months and must be in safe working condition to prevent injuries and delays to the trains. Contractors must have written permission before placing or putting into service equipment on or near the tracks. It is the contractor's responsibility to coordinate all inspections of equipment prior to use on the right-of-way.

SSL requires contractor employees to be properly rested and to abstain from any activity, which would affect the safe and efficient performance of their duties. The company does not expect contractor employees to incur any risk or commit any unsafe act nor does it condone such actions. Proper safety habits must be practiced and guidance given to new contractor employees working on SSL property.

Contractor employees must not depend on the watchfulness of others and be alert for their own safety.

All incidents, accidents, near misses, and unusual occurrences, regardless of how insignificant they may seem at the time, must be reported immediately to your SSL representative.

In the event someone becomes injured or ill, they shall receive immediate first aid or medical attention. As soon as the situation is stabilized, the contractor or consultant shall immediately notify SSL of the incident.

## **PERSONAL ELECTRONIC DEVICES**

***The use of a personal electronic device by contractor employees is strictly prohibited when on or about the right of way and tracks.***

A personal electronic device includes mobile telephone or another electronic device (including FitBits and iWatches) to conduct a verbal communication; place or receive a telephone call; send or read an electronic mail message or text message; play a game; navigate the Internet; play, view, or listen to a video; play, view, or listen to a television broadcast; play or listen to a radio broadcast other than a radio broadcast by a railroad; play or listen to music; execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from safety related duties.



## **WORK CLOTHING REQUIREMENTS**

To safely perform their duties, employees must wear suitable clothing and footwear and not work shirtless. (Where duties do not require arm protection, short sleeve or "T" type shirts are permitted). Employees are prohibited from wearing:

- (a) Neckwear that may become entangled or caught in machinery or equipment.
- (b) Jewelry that may become entangled or caught in machinery or equipment or contact energized electrical circuits or apparatus.
- (c) Clothing badly torn or loose enough to be hazardous. Loose or baggy trousers, cuffs, or bottoms must be secured to prevent flapping, catching, or dragging.
- (d) Short trousers, cut-offs, and tank tops.
- (e) Clothing or gloves saturated with oil, grease, or other flammables.
- (f) Head or ear covering which interferes with vision or hearing.

Employees must wear work shoes of sturdy construction, proper height (at least a 6 inch high ankle), slip-resistant soles and a ½ inch defined heel to insure adequate protection. They are prohibited from wearing:

- (a) Open toed shoes, sandals, or loafers.
- (b) Athletic shoes or sneakers.
- (c) Shoes with thin, loose, or cracked soles.
- (d) Shoes with wedge-type soles or without a definite heel of at least ½ inch.
- (e) Cowboy boots, stacked heels, or platform soles.
- (f) Shoes or overshoes not properly laced, buckled or zipped.

## **PERSONAL PROTECTION EQUIPMENT**

Approved hard hats, safety eyewear and reflectorized vest or clothing must be worn by all contractor employees while on SSL right-of-way, in shop facilities, and construction work sites. Any exclusion must be approved by the SSL.

Other protective equipment such as goggles, face shields, safety belts, floatation vests, gloves and respirators shall be issued by the contractor when required. Protection devices for hearing conservation may be used when considered necessary and safe to do so.

**NOTE:** In addition, all contractor employees working on SSL property must comply with all regulatory standards and mandates (i.e. OSHA, NIOSH, DOL, NFPA, EPA, FRA, etc.)



**HORSEPLAY OR FIGHTING**

Employees must not engage in scuffling, horseplay, or practical jokes, either on or off duty while on SSL property.

**SECURITY INFORMATION FOR CONTRACTORS**

Contractor employees must park in the established designated location. No exceptions.

Contractor employees should be aware that all containers are to be labeled, stating its contents. Keep containers as far away from critical areas or structures as possible.

Contractor employees should report any suspicious behavior, stay alert and be aware at all times.

**SAFETY INSPECTION CHECKLIST**

The purpose of this checklist is to assist contractor employees in identifying conditions that can be corrected, so as to eliminate or minimize exposure to injuries or unhealthful conditions. It does not include every possible situation that could be a potential hazard. At a minimum, the following must take place:

- First aid kits and supplies on hand
- Adequate supply of hard hats, hearing protection, eye and face protection, respiratory protection and reflectorized safety vests
- Adequate temporary lighting and bulb changes
- All passageways and stairways clear of obstruction
- Safety hazards removed - no protruding nails, broken tools, trash, etc.
- Ladders in good condition
- All scaffolding material in good condition
- All scaffolds have stable footing and complete bracing
- All elevators, floor openings, stairs, floor perimeters and roof perimeters have the adequate guardrailings
- Proper shoring methods used for all trenches
- Cranes and other hoisting equipment thoroughly inspected and inspections recorded
- Adequate clearance between equipment of machinery and energized power lines
- Adequate job site fire protection - charged fire extinguisher, water hoses, etc.
- Proper storage of bottle gases being enforced
- Proper flagging and/or watchman provided when needed
- Proper protection when near overhead catenary wire



## **OTHER REQUIREMENTS**

- (a) The contractor shall provide first aid kits and fire extinguishers at all work locations.
- (b) The contractor shall post emergency phone numbers, medical police, etc., in locations accessible to all workers.
- (c) Fires or open burning in barrels or otherwise is prohibited. The use of salamander type space heaters, propane heaters or any similar apparatus must have prior approval for use by SSL Safety Department. (**NOTE:** Approval for usage will require a fire watch by the contractor).
- (d) Prior to the completion of work, the contractor shall ensure that his construction site is left in a safe condition. This shall include barricades, good housekeeping and adequate lighting.

## **ON OR ABOUT TRACKS**

- (a) *Employees must not foul any track unless it is necessary in performance of their duty.*
- (b) *Only foul tracks when authorized by qualified SSL employee.*
- (c) *Expect equipment movements on any track, in either direction, at anytime.*
- (d) *When instructed by a qualified SSL employee to vacate tracks, all contractor employees must comply immediately.*

Walk or cross tracks only when necessary, and only when accompanied by or with permission from a qualified SSL employee. When crossing tracks, expect the movement of equipment at any time, in either direction. When crossing tracks, employees must cross tracks at a point no less than 15 feet from the end of standing locomotives, cars and or equipment. Always use approved walkways when available; otherwise take the shortest safe route after looking in both directions.

When passing between 2 standing locomotives, cars and or equipment a minimum of a 50 foot separation must be maintained between that equipment.

Never pass under or over standing locomotives, cars and or equipment.

Remain clear of standing trains, self-propelled vehicles and machinery, or other wheeled equipment. Employees are prohibited from sitting, stepping, standing, or walking on rail, frog, switch, interlocking machinery, or other such parts of track structure unless specifically required to do so in the performance of their duties. Keep as far as practical from passing trains. If in confined place, secure loose clothing, large or long coat, and, if possible, maintain handhold until train has passed.

Employees **Must Stop All Work** when being passed by trains or equipment. Employees must inspect passing trains and equipment for defects. If dangerous conditions are noted, employees must immediately notify the RWIC and others in the Roadway Work Group.



Employees must not rest objects on their shoulders while close to moving train. Employees must have permission from a qualified SSL employee before:

- (a) Fouling tracks.
- (b) Moving out from or between structures.
- (c) Getting on or off equipment.
- (d) Performing any other applicable operation.

Jumping from trucks, car platform, or other elevated location is prohibited. If necessary to descend without the use of ladder or steps:

- (a) Observe ground or floor conditions,
- (b) Avoid holes, slippery spots, or obstructions, and
- (c) When possible, maintain secure handhold.

Where ladder, scaffold, trestle, or other such work facility is located where it is likely to collide with a person, self-propelled equipment, machinery, or highway vehicle, it must be protected by:

- (a) Surrounding the facility with a suitable guard at least 10 feet from such obstruction, properly marked and, if necessary, illuminated,

**OR**

- (b) Stationing an employee at the site equipped with appropriate warning means. Do not walk through steam, smoke, vapors or other unknown substances.

## **SURVEYING EQUIPMENT**

Measuring tapes must be non-metallic to avoid shunting the signal system electric circuits. This will occur when a metallic object is laid across the top rail of any track.

Electrically rated fiber glass elevation rods are to be used to avoid injury in the event contact is made with energized catenary or signal/communication lines. Elevations of catenary wires must be obtained by, or under direct supervision of the Line/Signal Department.

## **WHEN WALKING ON RIGHT-OF-WAY**

When going to or from work locations employees must not run. They must walk keeping hands out of pockets and use established paths or routes. They must be alert to avoid tripping and slipping hazards and walk around, not jump across, excavations, holes, or open pits.

If practical, remove tripping or slipping hazards from paths, walkways, platforms or work areas. Employees will promptly inform immediate supervisor of tripping or slipping hazard locations.

Employees must use designated routes, path, or crosswalk to or from yard office, parking lot, station, shop, or other work location.

While walking or working in poorly lit areas, have sufficient light to permit moving about and performing work safely.

If necessary to look away from direction in which walking, stop while doing so.

Employees must use a plastic flashlight or lantern when passing through poorly lit areas. The use of a flashlight or



lantern with metal case is prohibited when working near electricity.

If required to walk or stand on a slippery surface, if practical clean the surface, and/or scatter salt, sand, calcium chloride or other suitable material.

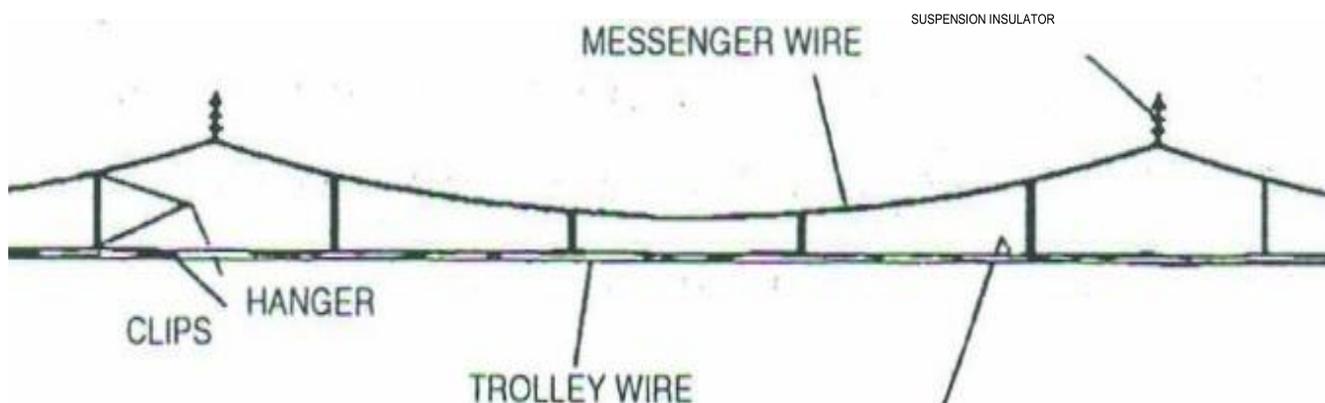
### **RAILROAD BRIDGE WORKERS**

Employees must use fall-protection equipment in accordance with OSHA regulations when working on towers and masts, and FRA regulations when working on bridges.

Except when a scaffold or ladder is used, a safety harness, belt, net, or guard rope must be used during work.

## **WORKING AROUND ELECTRIFIED TRACKS**

South Shore Line uses 1,500 volt DC overhead catenary for electrical operations. All overhead wires must be considered energized (LIVE) at all times. This electrical system can be life threatening when proper safety precautions are not taken. Constant care and vigilance must be exercised by all persons working in and around electrical components to guard against personal injury, loss of life, or damage to property.



All employees must not approach within 10 feet of transmission systems wires, catenary systems or signal power wires, except when it is known they have been de-energized, properly bonded and permission is communicated.

## **SECTIONALIZING/BONDING OF OVERHEAD CATENARY SYSTEM**

**UNDER NO CIRCUMSTANCES SHOULD THIS SECTION BE INTERPRETED TO ALLOW FOR ANY CONTACT WITH ANY CONDUCTOR OR PART OF THE CATENARY SYSTEM EXCEPT WITH PRIOR APPROVAL OF SSL LINE/SIGNAL DEPARTMENT**

The SSL may agree to de energize/sectionalize and bond to rail negative the 1500 VDC overhead catenary system where contractors have no option but to work or have equipment within 10 ft. the 1500 VDC lines. SSL will determine the appropriate measures to be taken to de energize the catenary system in the work areas affected, and contractors will be advised of the work periods available for these measures to be in place.

SSL personnel exclusively will operate all appropriate breakers and/or switches necessary to de energize the overhead catenary system in the affected work area, verify by use of a metering device that the lines are de energized, and if appropriate, place a bonding cable between the overhead catenary system and the rail. The location and method of installation of any bonding cables will be determined on a case by case basis, depending on the work area.



## **ROADWAY WORKER SAFETY BRIEFINGS**

Prior to fouling any track, the RWIC will hold a roadway worker safety briefing, and any time that there is a change in on-track protection. All Roadway Workers must participate in this roadway worker safety briefing which will include, at a minimum:

- 1) The identification of the RWIC the location of the gang(s), the nature of the work being performed and the pertinent characteristics of the work location;
- 2) The status of adjacent tracks including the maximum authorized speed;
- 3) The on-track protection methods that will be used including the type of protection being provided and the limits of the protection for each track to be fouled;
- 4) Location of inter-track barriers when used;
- 5) The assignment of responsibilities for each form of protection being provided and the PPOS where Roadway Workers are required to clear for trains or equipment;
- 6) Identification of any on-track self-propelled equipment or coupled equipment;
- 7) The means of communication with the RWIC when the RWIC is not readily available at the work site.

## **COMPLETING THE JOB BRIEFING BOOK**

The roadway worker safety briefing shall be deemed complete only after each roadway worker has acknowledged understanding of the on-track protection procedures and instructions presented by the EIC/RWIC and signed the Roadway Worker Safety Job Briefing book documenting the briefing. A job briefing must not be considered complete until individual acknowledgement of protection is received and each employee/contractor has initialed the job-briefing book.

## **RWSB FORM – REQUIREMENTS FOR NON-SSL EMPLOYEES**

The contractor's employer shall designate an individual who will be responsible at all work locations to insure compliance with instructions provided by the RWIC. Such individual must be fluent in the English language and capable of safely communicating (including translating as necessary) instructions from the RWIC or other MNR representative to the contractor employees on the property. This individual must be on the scene at all times while work is being performed or any contractor employees are on or about the railroad right-of-way.

## **CHANGES TO ON-TRACK PROTECTION PROCEDURES**

The RWIC must ensure each roadway worker is provided an additional roadway worker safety briefing every time the type of on-track protection changes. Such information must be given to all Roadway Workers before the changes are enacted.

## **EMERGENCIES**

In emergencies, Roadway Workers must be instructed to clear to the PPOS as soon as possible until on-track protection is re-established by evidence of an additional roadway worker safety briefing.



**GOOD FAITH CHALLENGE**

Each employee has the absolute right to challenge, in good faith, whether the on-track protection procedures or other safety to be applied at the job location complies with South Shore Line's Roadway Worker Safety Manual, and to remain clear of the track until the challenge is resolved. Challenges made in good faith will be resolved in the following manner:

**Step 1.** Immediately inform the Roadway Worker in Charge of all safety concerns. Together, try to clarify any misunderstandings and resolve any differences of opinion that may exist.

If the worker considers the challenge resolved, he returns to work.

**Step 2.** If, following this discussion, the worker does not consider the challenge resolved, he will:

1. Notify any other roadway workers of the potential danger.
2. Remain clear of the track.
3. Complete the On-Track Protection Good Faith Challenge Form and submit it to the Department Head (or his designee)

This form will include:

1. The names of the worker and the Roadway Worker in Charge.
2. The exact work location (mile post, track, etc.).
3. A description of the on-track protection in use at the work location.
4. A list of the Safety and/or On-track protection that is not being complied with.
5. An explanation of the worker's reason for initiating this challenge.
6. The names of other workers whose knowledge of the situation is relevant to the challenge.

The Roadway Worker in Charge will promptly notify the Department Head (or his designee) of the situation.

**Step 3.** The Department Head (or designee) will review the Challenge Form and other available information for completeness and accuracy. He will then determine whether the on-track safety protection at the work location complies with NICTD's Safety and General Procedures and the General Code of Operating Rules.

1. If the procedures comply with the rules, the worker will be notified that no changes will be made.
2. If the procedures are inadequate, the Department Head (or designee) advises the Roadway Worker in Charge to change the procedures so they comply with the rules.



3. The Department Head (or designee) enters his determination on the Challenge Form and forwards it to the Director Safety, Rules and Training (or his designee).

If the worker considers the challenge resolved, he returns to work.

**Step 4.** If the worker still does not consider the challenge resolved, he must provide the Director of Safety, Rules and Training (or his designee) with a written explanation of why the Department Head's determination is being rejected. The Director Safety, Rules and Training (or his designee) will review the challenge and determine whether:

1. All documentation is complete and accurate.
  - a. The Director of Safety, Rules and Training (or his designee) may contact the relevant employees named on the challenge form to make his determination.
2. The on-track safety protection at the work location complies with South Shore Line's Rules.
  - a. If the procedures are in compliance with the rules, the roadway worker will be advised why his challenge is not valid and he will be required to foul the track.
  - a. If the procedures are inadequate, the worker will be advised that his challenge was valid and the Roadway Worker in Charge will be advised to change the procedures so they comply with the rules.
3. If necessary, the Director of Safety, Rules and Training (or his designee) will contact the General Chairman of the applicable union to resolve protests.

The decision of the Director Safety, Rules and Training (or his designee) is final. If the employee still refuses to perform his assigned duty, disciplinary procedures may be initiated.



ON-TRACK PROTECTION

GOOD FAITH CHALLENGE FORM

Name: \_\_\_\_\_  
Job position: \_\_\_\_\_  
Headquarters point: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_  
Date/Time of Occurrence: \_\_\_\_\_

Work Location  
Track & Milepost: \_\_\_\_\_  
Nearest City/Town: \_\_\_\_\_ State: \_\_\_\_\_

On-Track Safety Procedures applied (or lacking) at work location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

South Shore Line Safety of Rule/Procedure not being complied with (give # if known): \_\_\_\_\_  
\_\_\_\_\_

Reason for Challenge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other employees with information regarding situation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Determination by Supervisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Date

**INSTRUCTIONS:** The employee making challenge will complete this form, sign and date it, and give it to their supervisor, who will document his determination, sign and forward form to the Department Head. Use reverse side if necessary.



## **PROTECTION AGAINST TRAINS**

Only one SSL employee will be designated as the RWIC for a Roadway Work Group. If two or more Roadway Work Groups are working together under a common task only one MNR employee will be designated as the primary RWIC to provide on-track protection. Each Roadway Work Group must still have a RWIC assigned to that group, however this RWIC will report to the primary RWIC for on-track protection and job safety briefings.

On-track protection is required for each adjacent controlled track when a roadway work group with at least one of the roadway workers on the ground is engaged in a common task with on-track, self-propelled equipment or coupled equipment.

The required on-track protection shall be established through **Working Limits or Train Approach Warning**.

## **WORKING LIMITS**

### **REMOVING TRACKS FROM SERVICE:**

Prior to the beginning work, the RWIC will determine whether the tracks near the work area must be taken out of service. The following conditions normally require track to be taken out-of-service by a qualified SSL employee:

- (a) Work requiring that any machinery, equipment, or personnel would foul any track.
- (b) Any unsecured construction materials stored closer than 20 feet of the centerline of a track.
- (c) Boom-equipped construction machinery where the booms, loads, leads for pile driving, etc., may be accidentally swung into the track area or affect electrical transmission systems, electrification wires, signal-systems power lines, electrical equipment, or communication wires.
- (d) Excavations under or adjacent to operating tracks, where in the opinion of a qualified railroad employee, the stability of tracks may be affected. Excavations shall be fenced, shored up, illuminated, and otherwise protected as directed by a qualified SSL representative.
- (e) Any other condition, circumstance, or situation that may present in the opinion of a qualified railroad employee danger to the safe movement of trains.

### **PROTECTION OF WORK AREAS:**

Protection of work areas is a method of establishing working limits on adjacent controlled tracks. The RWIC will establish working limits by means of written authority and flags. The RWIC must confirm that all equipment and roadway workers are in the clear prior to granting permission for trains or equipment to proceed past the Working Limits Stop Sign and through the working limits.

### **INACCESSIBLE TRACK:**

The RWIC will establish working limits on a non-controlled track by ensuring all points of entry to that track(s) are rendered physically inaccessible by trains and on-track equipment. This may be done by lining switches against movement or setting derails in derailing position and locking them with an effective securing device. RWIC may also hold trains and on-track equipment clear of these tracks by using a flagman.



## **TRAIN APPROACH WARNING**

### **WATCHMEN / LOOKOUTS:**

Watchmen/Lookouts provide on-track protection outside of working limits by warning employees of the approach of trains and equipment. Watchmen/Lookouts will notify Roadway Workers of approaching trains and equipment, and **All Work Must Stop**. Employees must be able to clear to the PPOS designated by the RWIC at least 15 seconds prior to the arrival of the train or equipment.

**The PPOS to be occupied when notified by Train Approach Warning may not be on a track, unless Working Limits are established on that track.**

Roadway workers must remain clear until notified by the RWIC that it is safe to resume work.

## **ROADWAY MAINTENANCE MACHINES (RMM)**

### **INSPECTING:**

Prior to operating a RMM, the foreman, track car driver or other qualified employee must perform a visual inspection to determine that the RMM is in safe condition. If at any time the Operator or another employee becomes aware of a non-compliant safety feature of a RMM, the condition must be immediately reported to the employee's foreman or supervisor. If a RMM cannot be repaired, and if the non-compliant condition does not affect the safety of the operation, the defect shall be reported and indicated on the appropriate form.

### **WORKING ON OR AROUND:**

The following precautions must be taken when working on or around roadway maintenance machines:

- a) No Roadway Worker shall be assigned to work near RMM unless the Roadway Worker has been informed of the safety procedures that apply to persons working near the RMM and has acknowledged full understanding;
- b) Roadway Workers must maintain a 15 foot safe area around RMM. If duties require a Roadway Worker to be within the 15 foot safe area around the RMM, the Roadway Worker must communicate with the operator and establish safe locations for the employee while work is being performed;
- c) Workers must use provided handholds when getting on or getting off standing RMM maintaining three-points of contact at all times. Workers must not jump from RMM to the ground;
- d) Roadway Workers are prohibited from getting on or off moving RMM.

### **WORKING NEAR:**

Persons working near RMM must communicate with the equipment operator to ensure that they and any others in the immediate vicinity understand:

1. The normal equipment operating procedures and required safety precautions;
2. The location of all Roadway Workers who will be working near the RMM;



3. The operator's blind spots when the RMM is working.

**OPERATING:**

When operating RMM, the following precautions must be taken:

- a) No Roadway Worker shall operate a RMM without having been trained in and qualified on its safe operation unless being trained by or qualifying under the supervision of a qualified employee.
- b) No Roadway Worker shall operate a RMM without having knowledge of the safety instructions that apply to that RMM.
- c) The Operator's Manual or equivalently comprehensive alternative safety instructions must be carried on all RMM that have the capacity to carry the document.
- d) When equipped, a brake test must be conducted immediately after starting movement.
- e) The RMM must not operate within 15 feet of Roadway Workers working in front of or behind the RMM. If the operation requires Roadway Workers to be closer than 15 feet a job safety briefing must be held.
- f) When Roadway Workers are getting on, getting off, or moving between RMM:
  1. Stop the equipment;
  2. Disengage the clutch or gears;
  3. Set the brakes to hold.
- g) The equipment operator must not allow anyone or anything to distract him from his duties. If distracted, the operator must stop all movement.



**RIDERS:**

A Roadway Worker, other than the operator, are prohibited from riding on any RMM unless a safe and secure position for each Roadway Worker is clearly identified by stenciling, marking, or other written notice.

**SEPARATION:**

At least a 30 foot separation should be maintained between standing or working RMM to avoid collisions. This separation distance should be increased when the equipment is working in territory where grades or curves limit the sight distance, or when the rail is wet, icy, or oily.

When the operation requires, the 30-foot distance between RMM may be reduced after ensuring that no Roadway Workers are on the ground between the equipment.

**HORN SIGNALS:**

The following horn signals will be used by the operator of RMM:

“o” indicates a short sound      “\_” indicates a long sound

<i>Sound</i>	<i>Indication</i>
o o	Prior to moving forward
o o o	Prior to backing up
_ _ o _	Approaching and passing standing trains and equipment on an adjacent track.
_ o	Approaching Roadway Workers or their equipment on or near the track, regardless of any whistle prohibitions. After this initial warning, two short whistle signals must be sounded intermittently until the head end of equipment has passed the Roadway Workers or their equipment.

**WORKING SPEED:**

The following factors must be considered when determining a working speed for RMM:

1. Location of Roadway Workers required to be on the track in the area;
2. Operator visibility;
3. Stopping capability;
4. Speed required to do the job;
5. Physical characteristics of the track including grade or when the rail is wet, icy, or oily;
6. Environmental conditions affecting vision and braking.



**FOULING ADJACENT TRACKS:**

RMM must not foul an adjacent track with any part of the equipment unless:

- a) The adjacent track is a controlled track and working limits have been established on the adjacent controlled track and there are no movements permitted within the working limits;

OR

- b) The adjacent track is a non-controlled track and the track has been made inaccessible.