



# FLORIDA EAST COAST RAILWAY COMPANY

## Orientation Course Test

### FLORIDA EAST COAST INDUSTRIES, INC. FLORIDA EAST COAST RAILWAY COMPANY

#### Contractors "Right of Way" Occupancy & Safety Rules

#### Requirements for Right of Way Occupancy

Contractors must have an established agreement to enter FEC property.

The following requirements listed in chart must be in place when working on FEC property.

Training & Requirements	Less Than 4 ft From Rail	4 to 10 ft	10 to 25 ft	Over 25 ft
FEC Required Safety Class	X	X	X	X
Roadway Protection Plan Filed	X	X	X	
FEC Approved Watchman on Site	X	X		
FEC Employee in Charge On Site	X			

Contractors must have a Safety Action Plan or (CFR pt 214) Roadway Protection Plan filed with the Safety Office.

List of employees trained in RWP, including date of last training and employee ID #

Emergency Contact Information filed in Operations Center.

If required, complete an FEC Orientation Safety Class Hands on or On-Line.

Contractors must not operate Machines or Equipment on FEC's right of way, which fouls any track without being, provided flag protection from trains by a qualified FEC approved Flagman.

Contractors must obtain permission to perform work in Switching Yards or Terminals from the General Manager, Trainmaster, or his designee.

Contractors must notify the FEC Engineering department @ 1.800.342.1131 ext. 2375, prior to performing any excavation on FEC ROW or under any track, building or structure.

#### FEC CONTACTS

Weekdays from 8:00am to 5:00pm

1-800-342-1131

Jacksonville Ext. 3102

Miami Ext. 5610

Fort Lauderdale Ext. 5664

West Palm Ext.5670

Fort Pierce Ext. 5678

Cocoa Ext 3681

New Smyrna Beach Ext.3671

St. Augustine Ext. 2375



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#### **Required Personal Protective Equipment.**

- a. Hi visibility reflective Safety Vest or Hard Hat with reflective stripe.
- b. Safety Glasses and /or goggles with side shields as required ANSI Approved
- c. Safety Boots
- d. Hard hat ANSI approved

#### **Safety on the Right of Way**

- a. Expect Trains or Engines on all tracks, at all, times, from any direction
  - b. Restore any disturbed surfaces to their original condition prior to leaving the work site. Safeguarding for safety hazards must be provided and the Railway notified of any potentially hazardous conditions are created, to include location and type of condition.
  - c. Contractor vehicles or Machinery parked or stored on the right of way must be positioned as far as possible from the rail side.
  - d. Headlights must be extinguished at nights when trains approach.
  - e. Vehicles or machinery must cross tracks only at protected public grade crossings.
  - f. All Incidents Accidents resulting in injuries or damage to railway property or equipment must be reported to the immediately be reported to the FEC Dispatchers office at 1-800-342-1131 ext.2302
  - g. All hazardous or waste spills on or adjacent to the railways property must be promptly reported to the FEC Environmental Department at 1-800-342-1131 Business Hours ext. 2417 or 904-669-1633 After Hours Ext. 2302 Dispatchers Office.  
South Florida Contact (Cocoa and South) Juan Betancourt @ 1.561.262.2200  
North Florida Contact (Cocoa and North) Matt Borchert @ 1.904.219.6442
- Any other conditions relating to the Safety, Trespassers, Personnel, Right of way, Track Conditions or Train Emergency's should immediately be directed to the Train Dispatcher @ 1.800.342.1131 ext.2300**

## SAFETY RULES

*MARCH 30, 2001*

### **VISION FOR EXCELLENCE IN SAFETY**

**Contractors are responsibility for the safety of their individual employees, or work groups whether working on the mainline, yards, or shop areas. Pro-Active participation in Safety Awareness and compliance with rules are key elements in the success of any operation.**

**Education: Railroad Safety Awareness Training must be completed prior to contractors entering FEC property and annual re-certification is required.**

**Enforcement:** Understand that a policy of **ZERO TOLERANCE** for violating efficient and safe work practices is in force. Efficient and safe work practices are the responsibility of each Contractor/Employee and all Contractors/Employees must maintain this level of enforcement. Failing to perform in an efficient and safe manner will result in revocation of safety certification. FEC Management enforces and audits for safety compliance and has authority to stop all work deemed to be an un safe or not in compliance with accepted practices or safety rules.

**Empowerment: Safety decisions in absence of policy or procedure must be made, placing the safety of the employees FEC operations before any other considerations.**

**ALWAYS TAKE THE SAFEST COURSE OF ACTION**



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***SAFETY IS EVERYONE'S RESPONSIBILITY.  
YOUR PARTICIPATION IS VITAL TO THE SUCCESS OF OUR OPERATION.***

#### INTRODUCTION

Knowledge and experience have provided policies and procedures that promote safe and efficient working conditions. **These procedures must be followed and proper judgment utilized in the event of a departure from normal circumstances, should it occur.** Safety Rules are relative to all contractors. Sound Safety principles, personal protection equipment, and other regulatory policies must be applied to all activity's performed on FEC property.

#### CONTRACTORS RESPONSIBILITIES

Contractors on FEC property have the responsibility to make safety decisions based on experience, personal judgment, and training and must make certain of the following.

All operations will be performed in a safe manner.

**Job briefings will be held prior to beginning a task and again whenever the activity or location changes.**

- ✓ Contractors must not create hazards or perform unsafe acts.
- ✓ These rules (and other rule books pertaining to the job) will be accessible to all employees while on duty.

**Compliance with FEC Company policies is mandatory to remain authorized to occupy FEC property.**

- ✓ Contractors must not possess drugs or alcohol or other controlled substances while on FEC property. FEC maintains a drug & alcohol free work place.
- ✓ Behavior must be civil and courteous at all times.
- ✓ Federal and state laws as they apply to our environment will be observed.
- ✓ Oral notification and written reports of injury's or incidents or close calls effecting FEC operations will be made without delay.
- ✓ Contractors must seek assistance when safety or other FEC requirements are unclear to prevent incidents.

#### **Clothing and Personal Protective Equipment**

Familiarize yourself with — and wear — approved personal protective equipment. Personal protective equipment should fit properly and be kept in good condition. Do not alter or otherwise tamper with it.

Report for work wearing appropriate clothing and properly shod.



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Approved hard hat protection will be worn while working on the ground with maintenance of way and signal forces and in designated shop areas.

Safety glasses with side shields will be used outside of office environments and a spare pair of clear safety glasses will be kept at hand. Only clear safety glasses will be worn when working at night or in low light conditions.

You should use hearing protection when you are:

- ✓ within 100 feet, or 2 car lengths, of a locomotive operating under load
- ✓ riding inside a locomotive under load;
- ✓ working in high noise environments; or
- ✓ required by a supervisor.

If you are required to work in the field at any time, shoes that meet the following specifications must be worn.

- ✓ High-top (6 inches or more) boots.
- ✓ Lace-up type.
- ✓ Oil-resistant soles.
- ✓ Distinct separation between the heel and sole.

Employees working in an office environment should wear appropriate shoes for their location, taking into consideration the terrain or flooring to be crossed. Office employees periodically required to work in the field will have shoes that meet the above requirements.

Do not wear jewelry when there is a risk of injury while performing your job/task.

If you are required to work in the field at any time, footwear that meets the following requirements must be worn. High top (6 inches or more), Lace up type. Oil resistant soles. Distinct separation between the heel and soles. \*ANSI Z.87 approved glasses or prescription glasses with safety lenses meeting the ANZI Z.87 standard for industrial safety, including rigid side shields, will be used when on duty outside of the office environment, except when riding in a motor vehicle with all windows closed. Safety glasses other than ANZI Z.87 must be approved by the safety office. The use of temporary side shields is restricted to visitors to the property. Where welding helmets are required, the welding helmet must be equipped with an auto tint lens. (Also see General Operating Rule V)

You must wear hearing protection when you are: Within 100 feet, or 2 car lengths, of a locomotive under load. Riding inside a locomotive under load. Working in high noise environment. In locations posted with hearing protection required signs. Where required by supervisor.

Approved hard hat will be worn by mechanical and engineering department employees at times where safety glasses are required. All other employees will wear hard hats at locations where hard hats are required to include transportation department employees when working with engineering department employees.

Respiratory protection must be worn by employees in the vicinity of ballast spreading and where conditions require.



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#### **Work Environment**

**It is your responsibility to ensure that your work area and environment are clean, orderly, and protected from known hazards.**

- ✓ Good housekeeping is essential to the success of any operation.
- ✓ By keeping all work areas neat and clean, a clear vision of professionalism is maintained and admired. Do your part in keeping your work environment clean.

#### **Job Briefings/ Communicating Safety**

- ✓ Safe and efficient work practices are enhanced with properly planned and conducted job briefings. Initiate a job briefing prior to any work to ensure complete understanding of all concerned who will be performing the specific task.
- ✓ Review the task to be accomplished as well as location and characteristics of the work area.
- ✓ Divide the task into step-by-step procedures.
- ✓ Identify tool, equipment, and material requirements.
- ✓ Explain the task to the employees when conducting job briefings.
- ✓ What, Why, When, Where, How, Who, and any special considerations pertaining to the task. If the task is more complex than routinely performed, advise the employees and brief only a portion of the job. Give additional briefings as the job progresses.
- ✓ Ensure complete understanding of the task and other requirements at hand by obtaining an acknowledgment from each employee.
- ✓ Conduct additional briefings as necessary due to change in plans, protection afforded, or workplace conditions.

Supervisor or employee in charge should follow up to determine that:

- ✓ plans are being followed;
- ✓ each employee is performing his assigned task;
- ✓ additional hazards have been identified and action initiated to protect employees; and
- ✓ employees are performing duties in a safe, efficient, and responsible manner.

#### **Cars, Trains and Locomotives**

You must remain alert at all times for the movement of cars, locomotives, or equipment at any time, from either direction, on any track. Look in both directions before getting close to tracks.

#### **Do not:**

**Attempt to Mount, Ride or Cross over cars or equipment.**

#### **On, About, or Crossing Tracks**

You must remain alert at all times for the movement of cars, locomotives, or equipment at any time, from either direction, on any track. Look in both directions before getting close to tracks.



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Always cross tracks at a right angle.

Do not cross within 25 feet of the end of a standing car or 50 feet from between equipment or locomotive, except when proper protection is provided.

Avoid walking closer than 4 feet from the field side of the rail. When it is necessary to perform your task in proximity to the rail, be aware and expect movement on any track, from any direction, at any time.

Ensure that the area required for your footing is free of any debris.

Do not:

- ✓ cross over freight cars;
- ✓ step or sit on rail, switch, frog, retarder, or switch machine unless protection has been provided and then only when repairs have to be made;
- ✓ take refuge under any car, equipment, or locomotive;
- ✓ go under any car, equipment, or locomotive

**Use verbal communication, hand signals, or warning whistles to warn others that trains or equipment are approaching.**

When observing passing trains or equipment, always **look in the direction** from which the train or equipment is coming.

### Grade Crossings

Position yourself and vehicles to avoid being struck by vehicles, equipment, locomotives.

Cross track only at grade crossings never over rail.

**Do not give hand signals to automobile traffic to proceed over crossings.**

### Lifting

Always use proper lifting techniques.

- ✓ Keep it close.
- ✓ Lift with legs.
- ✓ Do not twist.
- ✓ Get help with large loads, utilize material lifting and handling devices when the load is beyond your ability or whenever personnel are unavailable to assist you.



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#### Environmental

Handle and/or dispose of any product, material, or waste generated during operations in accordance with all applicable governmental regulations and company policies. Contact the company's environmental office for instructions concerning the handling or disposal of an accidental spill.

Comply with instructions printed on Material Safety Data Sheets (MSDS) prior to handling any hazardous material. In the event of an emergency, clear the area and notify the proper authorities.

Procedures should be utilized to prevent the release of fuels, lubricants, or other chemicals into the environment.

Handle, store, and transport all flammable and combustible liquids in approved containers. Portable containers must be color-coded.

- ✓ Red – Gasoline
- ✓ Blue – Kerosene
- ✓ Green – Diesel

Storage of all drums, buckets, or containers (empty or full) must be made in a designated storage area that complies with governmental and company policies.

Compressed gases must be transported in secured upright position.

Compressed gases should not be mixed when stored and a **distance of at least 20 feet** must be maintained between the different gases.

All compressed gas cylinders and gas tanks must be capped when not in use.

Appropriate respirator and/or mask will be used within the manufacturer's recommendation.

#### Motor Vehicles

Drivers will obey all state laws and regulations while operating motor vehicles on FEC property.

Inspect all equipment and safety appliances prior to operating any vehicle. If equipment or safety appliance is determined to be defective, the supervisor on duty must be advised immediately and the vehicle removed from service.

Seatbelts must be worn while a vehicle is in operation.

First aid kits and fire extinguishers are standard equipment. It is the operator's responsibility to ensure that they are intact and operable.



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#### Do not:

- ✓ Leave motor vehicle running while unattended;
- ✓ ride with the doors open; or
- ✓ open doors on the vehicle unless it is at a complete stop
- ✓ Passengers will only ride in seats that have been provided for that purpose.
- ✓ The operator is responsible for other occupant's compliance with state and company rules.

#### **USE THE PROPER TOOL FOR THE JOB!**

##### **Tools and Equipment**

#### Do not:

- ✓ use tools or equipment unless you have been properly instructed in their use and purpose;
- ✓ make modifications to tools;
- ✓ attempt to mount, dismount, or cross over moving equipment;
- ✓ use tools or operate equipment without first inspecting them for unsafe conditions prior to use;
- ✓ operate equipment without using all personal protective equipment required for the operation, including seatbelts if provided.

##### **Ladders, Scaffolds, and Platforms & Fall Protection**

- ✓ Inspect ladders and platforms prior to each use.
- ✓ Use approved ladders or scaffolds only. Use non-conductor ladders and scaffolds near communication, signal, and electrical wires.
- ✓ Secure all ladders, scaffolds, and platforms.
- ✓ Climb no higher than the third rung from the top of a straight ladder or the second step from the top of a stepladder.
- ✓ Never climb a ladder on which someone else is standing.
- ✓ Face the ladder at all times when climbing.
- ✓ Use a safety carrier rail with a locking sleeve (if available) when climbing a structural, stationary, vertical ladder over 10 feet tall.
- ✓ Fall protection where required **MUST** be used in compliance with OSHA & FRA regulations.

##### **Crane Lift or Hoisting Operations**

- ✓ Operators must be qualified/certified in operating the equipment used.
- ✓ Initiate a job briefing prior to the lift. Familiarize yourself with the manufacturer's recommended practices and refer to posted charts concerning lift capacities.
- ✓ Designate a person to use standard hand signals while using hoisting equipment.
- ✓ Take note of power lines and other obstructions.
- ✓ Ensure that others in the immediate area are aware of your lifting operations.



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#### Excavations, Pits, and Manholes

- ✓ All open holes and trenches must be protected with adequate barricades. Covers or guards for drop pits, manholes, and other openings must be kept in place when those openings are not used.
- ✓ All excavations greater than 4 feet deep must be shored up.
- ✓ No one may occupy an excavation while a train or heavy equipment is passing by.
- ✓ Utility locators must be notified and permission obtained prior to digging.

#### Fire Protection and Prevention

- ✓ Protect yourself from potential fire and smoke hazards.
- ✓ If a fire is discovered.
- ✓ Immediately turn in 911 fire alarm.
- ✓ Report all fires to FEC Dispatch office.
- ✓ When fueling vehicle or adding fuel to containers for transport.
- ✓ Maintain ground contact with metal containers while fueling.

#### Electrical Hazards

- ✓ Do not perform any work on any electrical apparatus unless you are qualified to do so.
- ✓ Always treat all overhead and other wires and circuits as if they are energized

#### Lockout/Tagouts

- ✓ If you work on any equipment, proper lockout/tagouts must be used to prevent unintended operation of equipment.
- ✓ Do not attempt to operate any equipment that has a lockout/tagout attached.

#### Weapons

**Contractors are prohibited from having firearms or other weapons in their possession while on FEC company property or when occupying facilities provided by the company.**