

**Rio Grande Pacific Corporation**  
Contractor Orientation Course

**This course is good for all four of the below Railroad Companies.**

Idaho Northern & Pacific  
Railroad Company

Nebraska Central  
Railroad Company

New Orleans & Gulf  
Coast Railway Company

Wichita, Tillman &  
Jackson Railway  
Company, Inc.

Rio Grande Pacific Corporation  
Contractor Orientation Course

***SAFETY IS EVERYONE'S RESPONSIBILITY.***

***YOUR PARTICIPATION IS VITAL TO THE SUCCESS OF OUR OPERATION.***

Rio Grande Pacific Corporation Railroad Contractor Orientation Course  
This course can be duplicated for student handouts

The course below is provided for you to review and use as a constant resource. It is important that you work in a safe manner while on the Rio Grande Pacific Corporation Railroad property. This railroad is a subsidiary of:

Rio Grande Pacific Corporation

4420 West Vickery , Suite 110

Ft. Worth , Texas 76107

Once you have read all three sections and completed the evaluation you will be forwarded a course completion card (within 14 days) and will be placed on the administration database page (within 48 hours). You must be on the administration database page to be allowed to work on-site at Rio Grande Pacific Corporation Railroad, for/with Rio Grande Pacific Corporation Railroad Engineering work groups, unless, as in the case of emergency or short notice work, special provisions are made to cover safety issues in a thorough on-site job safety briefing.

If you are connected through a modem, this page may load slowly due to the photographs.

If you have not yet registered, please make sure that you go to the registration page and register. If you take this course and are not properly registered it may slow our response in placing your name on the completion database.

NOTE:

The terms On-Track Safety and Roadway Worker Protection are used interchangeably throughout this document.

Authority to Work on Railroad Property

Clothing and Personal Protective Equipment

General Safety Requirements

Job Briefing

Housekeeping

On, About, or Crossing Tracks

Environmental Hazardous Chemicals

Issues

Asbestos

Lead

# Rio Grande Pacific Corporation

## Contractor Orientation Course

### Equipment

- Operators Trained and Competent
- Operator's Manual
- Safety Equipment
- Parking Equipment
- Use of Orange Cones to Mark Overhead Power Lines

Task-Specific Requirements

- Fall Protection
- Working on Bridges
- Excavation Work
- Tunnel Safety
- Confined Spaces

### On-Track Safety and Roadway Workers Protection

Safety is my/your responsibility

The safety of personnel, property, rail operations, and the public is of paramount importance in the performance of any work on Rio Grande Pacific Corporation Railroad. As reinforcement and in furtherance of overall safety measures to be observed by the contractor (and not by way of limitation), the following special safety rules shall be followed. The terms "contractor" and "employees" as used in this document refer to all employees of the contractor as well as all employees of any subcontractor.

It must be understood that, on Rio Grande Pacific Corporation Railroad, SAFETY takes priority over all other considerations, including production and project deadlines.

General orders and System Special Instructions are periodically published that amend Rio Grande Pacific Corporation Railroad Maintenance of Way Safety Rules and Maintenance of Way Operating Rules. Ask your Rio Grande Pacific Corporation Railroad Project Representative daily about any changes that may be taking place.

### Authority and Approval to work on Railroad property

1. Contractors must have a valid right of entry (ROE) agreement in place to enter Rio Grande Pacific Corporation Railroad property. The ROE may be requested from the Real Estate Department in Ft. Worth at 817 737 5885 x16.
2. Notify the railroad's local General Manager or other designated representative at least 48 hours prior to commencing work on Rio Grande Pacific Corporation property and at least 24 hours prior to commencing work that will require any person or equipment (including boom extensions) to be closer than 25 feet to any track.
3. Ensure that all employees have received the required training for the work to be performed.
4. The following requirements listed in chart must be in place when working on Rio Grande Pacific Corporation Railroad property.

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Training & Requirements	Less Than 4 ft From Rail	4 to 10 ft	10 to 25 ft	Over 25 ft
Required Safety Class (this course)	X	X	X	X
Roadway Protection Plan Filed	X	X	X	
Rio Grande Pacific Corporation Railroad Approved Watchman on Site	X	X		
Rio Grande Pacific Corporation Railroad Employee in Charge On Site	X			

- a. Contractors must have a Safety Action Plan or (CFR pt 214) Roadway Protection Plan filed with the Rio Grande Pacific Headquarters Office.
- b. List of employees trained in RWP, including date of last training and employee ID #
- c. Emergency Contact Information filed with local General Manager.
- d. Contractors must not operate Machines or Equipment on Rio Grande Pacific Corporation Railroad's right of way which fouls any track without required flag protection against trains or other on-track equipment by a Rio Grande Pacific Corporation Railroad approved Flagman.
- e. Contractors must obtain permission to perform work in Switching Yards or Terminals from the General Manager or his designee.

Contractors must notify the Rio Grande Pacific Land and Lease office at 817 737 5885 X 16., prior to performing any excavation on Rio Grande Pacific Corporation Railroad ROW or under any track, building or structure.

When creating a Safety Action Plan or Roadway Worker Protection Plan, consider items such as the following:

- Who is CPR qualified?
- Who is first aid qualified?
- What are the emergency numbers for outside emergency services and estimated response times?
- Is there cellular, radio and/or land-line contact? If no, where does one need to go to establish this contact and who will be sent?
- Can you competently give emergency services personnel directions to your location?

Remember: In yard areas, consider that access routes may, at times, be blocked by trains

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### Clothing and Personal Protective Equipment

All employees of the contractor will be suitably dressed to perform their duties safely and in a manner that will not interfere with their vision, hearing, or free use of their hands or feet. Specifically, the contractor's employees must wear:

- Waist length shirts with sleeves.
- Trousers that cover the entire leg. If flare-legged trousers are worn, the trouser bottoms must be tied to prevent catching.
- Footwear that covers the ankles (six inch lace up) and has a defined heel and oil-resistant soles. Workers shall not wear boots (other than work boots), sandals, canvas -type shoes, or other shoes that have thin soles or heels that are higher than normal.
- Workers are not to wear/use items that impair hearing or vision. Listening to personal radios, CD players, or tape players is prohibited while on-site.
- Do not wear jewelry, wrist watches, long watch or key chains, key rings, or other suspended jewelry when they present a hazard around machinery or electrical lines and equipment.
- Finger rings may not be worn on-site except in office areas when performing office tasks.

### Required Personal Protective Equipment

- Hi visibility reflective Safety Vest and Hard Hat (ANSI approved) with reflective stripe. Hard hats should be affixed with the contractor's company logo or name.
- Safety Glasses (ANSI approved) and /or goggles with side shields as required
- Hearing protection that affords enough attenuation to give protection from noise levels that will be occurring on the job site. Hearing protection, in the form of plugs or muffs, must be worn when employees are within:
  - 100 feet of a locomotive or roadway/work equipment
  - 15 feet of power operated tools
  - 150 feet of jet blowers or pile drivers

Other types of personal protective equipment, such as respirators, fall protection equipment and face shields, must be worn as directed by the railroad's EIC.

### General Safety Requirements

All employees must participate in daily or more frequent, depending on circumstances, job briefings. These briefings may be conducted by the railroad's EIC or by the contractor. If any participant has any questions or concerns about the work, he/she must voice them during the job briefing. Additional job briefings will be conducted during the work as conditions, work procedures, or personnel change.

Never leave unattended equipment within 25 feet of track centerline, unless obtaining specific approval from the responsible Rio Grande Pacific Corporation Railroad Project Representative. Under no circumstances is equipment to be left where it is within 8' 6" of track centerline, or otherwise could be struck by a train or on-track equipment.

### Conducting the Job Briefing

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.

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- Review the task to be accomplished as well as location and characteristics of the work area.
- Divide the task into step-by-step procedures addressing existing and potential hazards of each task and list precautionary measures that are to be implemented..
- 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.
- Consider existing / potential hazards (not all inclusive):
  - weather conditions tools, equipment and materials to be used train, vehicular and pedestrian traffic slip/trip/falls
- 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, clearly define work assignments, 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.
- Examples of Changes:
  - changes in personnel\*
  - changes in weather conditions
  - assignment changes
  - changes of equipment
- 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.
  - All employees are responsible to see that the work plan is being carried out in accordance with the job safety briefing, and that the plan is modified when conditions change.

### Job De-Briefings

- review what went well
- review opportunities for improvement
- prepare workers mentally for the trip home or back to headquarters
- identify slip/trip/fall hazards that may be encountered when leaving the job-site
- emphasize safe driving
- advise of local hazards; e.g. boat trailers in recreational areas and hay carts in farming areas that may not have adequate taillights, etc..

### Housekeeping

Good housekeeping is critical to the prevention of many slip, trip and fall, and struck-on injuries. Contractors need to maintain clean work areas.

The contractor shall keep the job site free from safety and health hazards and ensure that its employees are

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competent and properly trained in all safety and health aspects of the job.

Specifically, the contractor must ensure that:

The railroad is promptly notified of any reportable injury (as defined by the U. S. Occupational Safety and Health Administration - OSHA) to an employee that occurs during the performance of work at the job site. The railroad must also be promptly notified of any and all inspections conducted at the work site by any federal, state or local government agency.

The railroad is promptly notified of any damage to railroad property.

Employees do not use, be under the influence of, or have in their possession any alcoholic beverage or illegally obtained drug, narcotic, or other substance while on railroad property.

All waste is properly disposed of in accordance with applicable federal and state regulations. No open fires are permitted on railroad property.

All contractor vehicles stop at all railroad crossings to ascertain the way is clear.

All track work performed by the contractor meets the minimum safety requirements established by the Federal Railroad Administration's Track Safety Standards 49CFR213.

All excavations, holes, and trenches are protected to prevent injuries to other workers, railroad employees, or the public.

All employees comply with all federal and state regulations concerning workplace safety.

All employees comply with the following safety procedures when working around any railroad track:

- Always be on the alert for moving equipment. Employees must always expect movement on any track, at any time, in either direction.
- Do not step or walk on the top of the rail, frog, switches, guard rails, or other track components.
- In passing around the ends of standing cars, engines, roadway machines or work equipment, leave at least 20 feet between yourself and the end of the equipment.
- Do not go between pieces of equipment if the opening is less than one car length (50 feet).
- Do not walk or stand on a track unless authorized by the railroad's EIC.
- Before stepping over or crossing tracks, look in both directions.
- Do not sit on, lie under, or cross between cars except as required in the performance of your duties and only when equipment has been protected against movement and authorized by the railroad's EIC.
- Do not walk, step, sit or stand on the rail.
- Be aware that rails may conduct electrical current designed in as an integral part of the railroad's operating system. Devices that could shunt current are not to be laid across rails. No hand or portable power tools are to be left against the rails. Use a wooden lath to provide separation when taking measurements adjacent to rails.

Horseplay will not be tolerated. Remember that personnel witnessing such actions have the responsibility to intervene.

The use of pocket knives as tools is prohibited. Personnel need to be challenged to find the right tool/procedure for the specific job.

The possession and use of drugs, alcohol and weapons is prohibited.

Environment

Rio Grande Pacific Corporation Railroad is committed to operate in a manner which will protect and

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enhance the environment. Rio Grande Pacific Corporation Railroad will work to minimize hazardous material releases to the air, land and water:

- Take action to protect the environment, in general.
- Protect wetlands and watersheds.
- Protect government, railroad and private property
- Protect overhead and underground utilities from sustaining damage

Prior to initiating work activities in right-of-way areas, contractors should consider taking photographs or careful notes to document any existing damaged fence lines or out-buildings on adjacent properties.

All employees protect the environment by:

- Conducting a daily clean-up of the work area
  - Properly disposing of any waste, including hazardous waste
  - Not dumping, burying or burning waste material on Rio Grande Pacific Corporation Railroad property
  - Labeling all containers as to contents and hazards
  - 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.
  - Providing a means to capture any fluids leaking from equipment
  - Providing adequate dust control
  - Containing any runoff from washing work equipment
  - 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.
  - Appropriate respirator and/or mask will be used within the manufacturer's recommendation.
  - Compressed gases must be transported in secured upright position
- All compressed gas cylinders and gas tanks must be capped when not in use
    - Compressed gases should not be mixed when stored and a distance of at least 20 feet must be maintained between the different gases.
    - Handle, store, and transport all flammable and combustible liquids in approved containers. Portable containers must be color-coded:
      - Red – Gasoline
      - Blue – Kerosene
      - Green – Diesel

Actions that can be taken to protect the property of others:

keep vehicles off landlords' property  
keep gates closed at all times  
obtain access permission in writing  
protect all utilities

Where applicable, a contractor's Safety Action Plan needs to document that personnel have successfully completed required training relating to the handling of hazardous waste.

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Do not encroach on areas that could be considered wetland or watershed areas without proper authority. Do not place any materials in or immediately alongside waterways where materials may wash into waterways.

Initiate appropriate erosion control to protect wetlands from storm run-off

Local jurisdictions may have specific regulations relating to:

1. burning
2. erosion control
3. material storage
4. extensive hauling
5. general work permits

### Hazardous Chemicals

The contractor must ensure compliance with OSHA 's Hazard Communication regulations 29 CFR 1910.1200. This regulation requires employers to establish hazard communication programs to transmit information on the hazards of chemicals to their employees by means of labels on containers, material safety data sheets, and training programs. Implementation of these hazard communication programs will ensure all employees have the "right-to-know" the hazards and identities of the chemicals they work with, and will reduce the incidence of chemically - related occupational illnesses and injuries.

Contractors shall provide Rio Grande Pacific Corporation Railroad with copies of MSDS for any hazardous chemicals that will be used prior to bringing them into a Rio Grande Pacific Corporation facility or using them on Rio Grande Pacific Corporation property.

Compressed gas cylinders of fuel gas and oxygen, whether full or "empty", need to be separated in storage by a distance of 20 feet or by a barrier having a fire -resistance rating of at least one-half hour. Cylinders are to be secured in the upright position.

Note: Have a labeling system in place to distinguish full and in-use from empty cylinders.

In the event of a spill involving hazardous chemicals, the contractor must immediately call Rio Grande Pacific Corporation Railroad's General Manager.

Actions to take in the event of the release of hazardous materials:

- Secure the Area!
- Protect yourself, stay upwind!
- Attempt to determine the hazard level
- Low-level hazard: Report the spill/release to the local General Manager and clean up as directed by MSDS
- High hazard: Report the spill/release to the local General Manager and secure the area until help arrives.

Be prepared to provide the following information:

- spill/release location
- material and amount of spill/release
- time spill/release discovered

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- estimate distance to the nearest public waters
- any actions taken to contain spill/release
- Be sure to notify your Rio Grande Pacific Corporation Railroad Project Representative as soon as the spill or release situation is stabilized.

### Asbestos

The contractor must ensure that all employees comply with OSHA's Asbestos regulations 29 CFR 1926.1101 when working with any materials known to contain asbestos. The contractor must review with the railroad's employee in charge their plan to protect all personnel from the hazards of airborne asbestos.

### Lead

The contractor must ensure that all employees who are exposed to lead comply with OSHA's Lead regulations 29 CFR 1926.62. Each contractor must have a program that protects its employees and others who are in or near the work site from the hazards of airborne lead. Work processes covered in this program include but are not limited to routine and emergency maintenance of bridges, buildings, overhead cranes, sand towers, tanks, scales and other steel structures with lead-based coatings.

The contractor must review with the railroad's employee in charge their plan for protecting all personnel from exposure to lead before commencing work.

### 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.
- 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.

### Equipment

It is the responsibility of the contractor to ensure that all equipment is in a safe condition to operate. If, in the opinion of the railroad's EIC, any of the contractor's equipment is unsafe for use, the contractor shall remove such equipment from the railroad's property. In addition, the contractor must ensure that:

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- The operators of all equipment are properly trained and competent in the safe operation of the equipment. In addition, operators must be:
- Familiar and comply with Rio Grande Pacific Corporation Railroad's rules on lockout/tagout of equipment.
- Trained in and comply with the applicable operating rules if operating any hi-rail equipment on-track.
- Trained in and comply with the applicable air brake rules if operating any equipment that moves rail cars or any other rail-bound equipment.
- The operator's manual, which includes instructions for safe operation, is kept with each machine.
- All self-propelled equipment is equipped with a first aid kit, fire extinguisher, and audible back-up warning device.
- Unless otherwise authorized by the railroad's EIC, all unattended equipment must be parked a minimum of 25 feet from any track and a minimum of 250 feet from any road crossing. Before leaving any equipment unattended, the operator must:
  - Stop the engine and properly secure the equipment against movement.
  - Verify that the master battery switch is left in the off or disconnect position and padlocked.
  - Where equipment has an enclosed cab, padlock the cab access doors.
    - Cranes are equipped with three orange cones that will be used to mark the working area of the crane and the minimum clearances to overhead power lines. All overhead lines are considered to be high voltage.
    - All moves are well communicated and coordinated with other employees at the job site. Emergency signals to stop movements made by given by anyone.
    - Seat belt use is required when operating machines so equipped and when driving or riding in vehicles. This requirement applies whether the vehicle or machine is on or off the rail.

### Task-Specific Requirements

#### Fall Protection

The contractor must ensure that its employees comply with fall protection requirements contained in:

- FRA's Bridge Worker Safety regulations 49 CFR 214, Subpart B when working on railroad bridges, and
- OSHA's Fall Protection regulations 29 CFR 1926, Subpart M when working on all other elevated structures.

The contractor must review the fall protection plan with the railroad's employee in charge before commencing work.

#### Fall Protection for Railroad Bridges

FRA Bridge Worker Safety Standards were published in late 1992. With limited exceptions, fall protection equipment is to be worn when on railroad bridges where the distance to the top of the deck to the ground or water surface below is 12 feet or more.

- Waist belts are not to be used for fall arrest on Rio Grande Pacific Corporation Railroad
- The use of nets for fall protection purposes requires the specific approval of the responsible Rio Grande Pacific Corporation Railroad Project Representative
- Be sure to have procedures in place to address fall concerns below threshold heights.
- Affected contractor personnel will need to have training in the inspection, maintenance and use of fall arrest/protection equipment. This training is to be documented in the Safety

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Action Plan submitted by affected contractors.

Exemptions may apply:

- when walking or working between the rails performing inspections completing minor repairs Note: Where rail is changed-out, this exemption cannot be used as rail change out is beyond the scope of minor work
- where walkways are present, and no deck openings exist through which a worker can fall
- where installation/use of a fall protection system poses a greater exposure to risk than the work to be performed e.g. some bridge inspection activities, complete thorough risk assessments.
- Workers need to maintain a minimum of 6 foot clearance from longitudinal openings in the deck through which a worker could fall. Whenever possible such openings need to be covered.

When the deck height of a railroad bridge is 12 feet or more), a fall protection system needs to be in place.

Do not limit your concern to falls from elevations above height thresholds established by governmental agencies. Consider potential for falls from all elevations. Also include in your risk assessments the potential for slip/tip and falls on rip-rap, or steep slopes along the track structure and trips over old materials and tree roots in right-of-way areas.

All items of fall arrest equipment need to be inspected prior to use. This includes personal fall arrest equipment such as full-body harnesses and lanyards, as well as, items such as vertical and horizontal lifelines. It is critical that any horizontal lifeline systems be inspected after absences from the job-site, as unauthorized personnel may have tampered with the equipment.

Inspections of fall protection equipment must be documented.

Inspections are conducted in accordance with the guidelines of equipment manufacturers. Equipment found to be defective is to be immediately removed from service. "Out of Service", tags or the equivalent, need to be used to prevent defective equipment from inadvertently being used.

Where fall arrest equipment is in use on railroad bridges, plans must be developed for prompt rescue

Specialized rescue equipment, and related training, is necessary, for example, where horizontal lifelines are in use. A worker tied-off to a horizontal lifeline may be left suspended several feet below the bridge deck following the arrest of a fall.

After a fall, even where an injury has not been sustained, all involved fall arrest equipment is to be immediately removed from service. Depending on the situation, equipment may be able to be returned to service after thorough inspection by the manufacturer. In other situations, equipment may have to be set aside and maintained for potential legal proceedings, or simply retired from service.

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The responsible Rio Grande Pacific Corporation Railroad Project Representative is to be immediately notified of any falls from railroad bridges.

Life vests must be worn when working over or adjacent to water four feet or more in depth, or where the danger of drowning is otherwise determined to exist.

Exemptions are:

- when walking or working between the rails performing inspections completing minor repairs
- where walkways are present, and no deck openings exist through which a worker can fall
- where wearing of life vests poses a greater exposure to risk e.g. when climbing the structure to perform bridge inspection activities
- life vests are not required to be worn when wearing fall arrest equipment.

Where personnel are wearing life vests, ring buoys with 90 feet of line need to be readily available (spaced at 200' intervals) and a small boat (skiff) needs to be available. A risk assessment needs to be completed to determine whether the skiff needs to be manned and in the water, or standing by.

Flotation equipment needs to be inspected in the same manner as fall protection equipment.

The FRA Bridge Worker Safety Standards specify that safety shoes, eye protection and head protection be worn at all times when on railroad bridges .

Again, remember that the FRA Bridge Worker Safety Standards apply only to work activities on railroad bridges. OSHA General Industry or Construction fall protection regulations are to be applied to other activities and situations, where personnel are exposed to falls from elevation.

### NOTE:

The terms On-Track Safety and Roadway Worker Protection are used interchangeably throughout this document.

### Excavation Work

Excavation work is one of the more hazardous of construction activities. The major hazards encountered when performing excavation work are:

- cave-ins
- exposure to underground utilities

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- material and equipment falling into excavations

The contractor must ensure that all employees comply with OSHA's Excavations regulations 29 CFR 1926, Subpart P. If it will be necessary to work in or around an excavation, the contractor must review the excavation safety plan with the railroad's employee in charge prior to commencing work.

A competent person is to be present at excavation sites. This person is responsible for conducting inspections at the beginning of the shift and as needed during the course of the work shift, and must:

be capable of identifying existing and predictable hazards and unsafe conditions; and, have the authority to take prompt corrective measures to eliminate hazards and unsafe conditions.

Protective systems must be in place for trenches five feet or more in depth, or less than five feet in depth where the competent person determines that the soil is unstable. Protective Systems include sloping, benching, shield systems, support systems. Be mindful not to undermine the track structure when sloping excavations in right-of-way areas.

All excavations regardless of depth are to have protective systems in place where there is a danger to personnel or the track structure.

Note: Some state OSHA regulations may be more restrictive on the above requirement. Be familiar with the regulations that apply in your job area.

Many excavations on railroad property will be in previously disturbed soil. Vibration concerns need to be factored in when making soil type determinations, as well as, protective systems decisions, at excavation sites adjacent to track.

All soil on railroad property is to be considered as Type C unless determined otherwise by a competent person who is qualified in soil analysis techniques. Be familiar with any state-specific OSHA requirements regarding soil analysis and classification.

### Tunnel Safety

Prior to working in any railroad tunnel, the contractor must review the specific tunnel safety plan with the railroad's employee in charge. The contractor should anticipate that their employees will be required to wear respirators while working in the tunnel. Therefore, the contractor's employees should be medically cleared and fit-tested for the appropriate respirators prior to commencing work.

The contractor's employees must participate in all job briefings pertaining to their work in the tunnel and comply with instructions given in the job briefings.

### Confined Spaces

The contractor must ensure that its employees comply with OSHA's Confined Space regulations 29 CFR 1910.146. If it will be necessary to enter or work in a confined space (permit-required or non-permit required), the contractor must review the confined space entry plan with the railroad's employee in charge. Examples of confined spaces on Rio Grande Pacific Corporation Railroad are:

- Sanitary and storm sewer systems
- Sand towers
- Underground utility vaults

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- Boilers
- Pipe/utility tunnels
- Enclosed railroad cars (covered hoppers, tank cars, etc.)
- Pits

The contractor will comply with its own permit space program or Rio Grande Pacific Corporation Railroad's confined space entry program. In addition, the contractor must:

- Obtain any available information regarding permit-required confined space hazards and entry operations from the Rio Grande Pacific Corporation railroad entry supervisor.
- Coordinate entry operations with the Rio Grande Pacific Corporation Railroad when both Rio Grande Pacific Corporation Railroad employees and contractor personnel will be working in or near the permit-required confined spaces, so employees of both Rio Grande Pacific Corporation railroad and the contractor do not endanger each other

### Roadway Worker Protection

The FRA Roadway Worker Protection Standards were developed to prevent accidents and injuries as a result of personnel being struck by trains and other on-track equipment.

### Working Under Protection:

Contractor employees working foul of the track may work under the protection of Rio Grande Pacific Corporation Railroad Maintenance of Way Rules - Qualified lookout when

- performing routine inspections or minor work when: the work does not affect the movement of trains - create the potential for derail
- and trains can be visually detected moving at maximum timetable speed;
- and the ability to see is not impaired;
- and the ability to hear is not impaired

When working under lookout protection, train crews are not aware of work group locations.

The Lookout must be a qualified person who is capable of judging distances and has current status in on-track safety training.

Lookout's job is to:

- Identify the place of safety
- communicate to workers the method of warning
- devote full attention to the detection of trains; and
- complete the Statement of On-Track Safety, which is maintained by the lookout on-person.

NOTE: The timetables list the maximum allowable track speed. General Orders provide up-to-date information of conditions that affect train movement

Workers need to be in their place of safety prior to a train reaching the site distance specified on the table below:

Maximum Authorized
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Minimum Separation
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Speed in MPH	Upon Reaching Place of Safety in Feet
5	110
10	220
15	330
20	440
25	550
30	660
35	770
40	880

In addition to all the material previously covered, any employee working within 4 feet of the track must be familiar with each of the following.

**Definitions:**

**Adjacent Tracks**—Two or more tracks with track centers spaced less than 25 feet apart.

**Controlled Track**—Main track or siding under the control of a train dispatcher or control operator. Ensure that authority or protection is provided before fouling a controlled track.

**Effective Locking Devices**—A device designed to be applied, secured, and uniquely tagged. The device can be removed only by the class, craft, or group of employees that placed it.

**Employee In Charge Note: (Only a Railroad Employee)**--The employee responsible for the safety, instruction, performance, and protection of all employees under his jurisdiction.

**Exclusive Track Occupancy**—A method of establishing working limits on controlled track Rio Grande Pacific Corporation railroad currently has none) in which movement authority of trains and other equipment is:

Withheld by the train dispatcher or control operator or Restricted by flagmen

**Flagman**—An employee assigned to restrict the movement of trains or other on-track equipment. A person may not perform any other duties while flagging

**Fouling**—A situation when an individual or equipment is within 4 feet of a track or could be struck by a moving train or on-track equipment.

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

**Lookout**—An employee who is trained and properly equipped to warn roadway workers of approaching trains or on-track equipment.

**Non-Controlled Track**—Track where movements are permitted without authorization from a train dispatcher or control operator

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**On-Track Safety**—A condition in which the railroad's job briefing and rules provide a separation between roadway workers and trains or on-track equipment.

**Roadway Worker**—Any employee of the railroad, or of a contractor to the railroad, whose duties include and who is engaged in the inspection, construction, maintenance, or repair of railroad track, bridges, roadway, signal and communication systems, roadway facilities, or electric traction systems, or in the operation of roadway maintenance machinery on or near track, with the potential of fouling a track.

**Roadway Work Group**—Two or more roadway workers organized to work together on a common task

**Contractor Roadway Workers**—Contractors employed by the railroad to perform work foul of any track must be trained in the on-track safety awareness procedures. This training may be accomplished at the job site in the form of a job briefing.

**Working Limits**—A portion of track within the limits of exclusive track occupancy. Working limits will be established using mile posts, station signs, switches, signals, or other markers provided for the rules..

Do not allow contractors to foul a track unless:

- A Rio Grande Pacific Corporation employee who is trained and qualified to provide protection is present at the work site.
- All persons have been properly advised of the on-track safety procedures.
- All persons wear personal protective equipment as required by the railroad.

*Responsibilities of Roadway Workers—Including*

- *Employees and contractors*
- *Employee in charge*
- *Employee responsible for on-track protection*
- *Roadway maintenance machine operators*

**Employees and Contractors**

**Responsibilities**

Roadway workers (both employees and contractors) have the following responsibilities:

1. Wear approved work-wear.
2. Participate in a job briefing before beginning work.
3. Have a current copy of the following rules and instructions available to roadway workers while on duty:
  - On-track safety rules
  - General Code of Operating Rules and
  - Maintenance of Way Rules
  - Timetable

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- Special Instructions
  - Safety Rules and General Procedures
4. Comply with the appropriate rules and instructions.
1. Do the following before you occupy or foul a track (This information to be provided in the job briefing)
    - Verify that proper protection is being provided.
    - Acknowledge to the employee-in-charge your understanding of the protection procedures being used.
    - Know who is responsible for the protection.
  5. Do not perform any work that will interfere with the safe passage of trains, unless protection is provided.
  6. Do not foul tracks, except when necessary to perform your duties.
  7. When crossing tracks, expect the movement of equipment at any time, on any track, in either direction. Follow these precautions:
    - Look both ways, then take the shortest route. If you are crossing more than one track, stop and look both ways before crossing each track.
    - Keep at least 20 feet from standing equipment.
    - Do not cross between standing cars on the same track unless they are separated by at least 50 feet.
    - Do not cross tracks immediately in front of moving equipment unless you can reach a place of safety on the opposite side at least 15 seconds before the equipment arrives
  8. Exercise your right to challenge, in good faith, any instruction that would violate an on-track safety protection rule. If you are given such an instruction:

Inform the employee in charge that the protection to be used at the job location does not comply with the rules for protection.  
Remain clear of the track until the challenge is resolved  
Refer to the challenge resolution procedure.

**Clearing Track for Approaching Trains:**

Follow these requirements when clearing the track for an approaching train:

1. When you are notified or become aware of an approaching train, stop all work and clear the track.
  - a. Employees or equipment may not clear onto another track unless working limits have been established on that track.
  - b. You must be clear of the track at least 15 seconds before the train arrives at your location. (see table above for useful information).
  - c. When passenger trains on adjacent tracks are restricted to 35 MPH or less, the employee in

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charge may allow roadway workers to remain on equipment.

2. Secure track cars and roadway maintenance machines against movement.
3. Do not leave tools, material, objects, or equipment where they could be struck by the passing train.
4. Report to the location designated by the employee in charge during the job briefing.
5. Stay clear of the track while the train is passing.
6. Face the direction from which the train is approaching. Be alert for projecting, dragging, or falling objects.
7. Inspect all passing trains. If you detect a defect or a dangerous condition, notify the train crew using any available means. If the train does not stop, notify the train dispatcher.
8. Stay clear of the track until you are notified that it is safe to return to work.

### Working on or Around Self-Propelled Equipment:

Follow these requirements when working on or around self-propelled equipment:

1. If you will be operating or riding on self-propelled equipment, understand the duties each roadway worker will perform.
2. Use the proper procedures for getting on, riding on, and getting off equipment
3. Do not get on or off moving equipment.
4. If your duties require you to be around working equipment, keep at least 15 feet from the equipment if possible.
5. If your duties require you to be within 15 feet of the equipment, communicate with the operator before performing your duties. Make sure you understand the following:
  - Normal equipment operating procedures
  - Location of other workers around the equipment
  - Operator's blind spots
  - Signal that will warn of moving equipment

### Responding to Engine Whistle and Engine Bell :

Engineers are required to sound a specific engine whistle signal (two longs, one short, one long (— — o—)) and to ring the engine bell when approaching locations where roadway workers are or will be working.

Employee in Charge:

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### Designating the Employee in Charge:

When roadway workers work as a gang, or when two or more gangs work together, one employee must be designated the employee in charge.

### Responsibilities of Employee in Charge

The employee in charge is responsible for the safety, instruction, performance, and protection of all employees under his jurisdiction. These responsibilities include:

1. Before employees begin work, prepare them for their job assignments with a job briefing:
  - a. Discuss the plan of work, job assignments, the specific procedures, and the protection procedures to be used.
  - b. Inform employees where to go to clear for trains.
  - c. Verify that all employees understand the protection to be used.
  - d. Do not consider the job briefing completed until all employees have acknowledged their understanding of the protection procedures provided.
2. Assign an employee to provide flag protection as necessary.
3. Conduct additional job briefings with each employee when protection procedures change.
4. When the protection procedures change or are no longer in effect, have employees clear the track. Conduct an additional job briefing before you allow employees to return to the track.
5. Make sure that employees comply with all applicable rules.
6. Promptly advise the proper authority if any employee does not comply with your instructions or does not improve his unsafe work habits.
7. Promptly advise the proper authority of any accidents or injuries.

Employee Responsible for On-Track Protection must be a Railroad Employee

### Designating the Employee Responsible for On-Track Protection :

If two or more gangs are working within the same working limits, one employee must be designated the employee responsible for on-track protection for the purpose of establishing on-track safety.

The employee responsible for on-track protection must be familiar with the physical characteristics of the territory.

NOTE: The employee in charge and the employee responsible for on-track protection could be the same person.

### Responsibilities of the Employee Responsible for On-Track Protection

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The employee responsible for on-track protection has the following responsibilities:

1. Before employees begin work, prepare them for their job assignments with a job briefing.
  - a. Discuss the plan of work, the specific procedures, and the protection procedures to be used.
  - b. Make sure that employees understand the working limits.
  - c. Inform employees where to go to clear for trains.
  - d. Verify that all employees understand the protection to be used.
  - e. Do not consider the job briefing completed until all employees have acknowledged their understanding of the protection procedures provided.
2. When production gangs (tie, rail, surfacing, etc.) are working or major projects are being done, provide protection on all adjacent tracks that are not included in the working limits.
3. Keep each employee (or the employee in charge) informed whenever protection procedures change during the work period.
  - a. Give this information to all employees before the change is effective, except in cases of emergency.
  - b. If you cannot notify an employee in advance of changes in protection, have the employee clear the track immediately and stay clear until protection is reestablished.
- 4. Notify all employees before the working limits are released for the movement of trains. Do not release the working limits until either: All employees have left the track or All employees have been provided on-track protection.

### Roadway Maintenance Machine Operators

Roadway maintenance machine operators have the following responsibilities:

1. You must be trained and proficient on the machine that you will operate.
2. Maintain at least 15 feet between roadway workers on the track in front of or behind your equipment, if possible.
3. If workers must be within 15 feet of your equipment to perform their duties, communicate with them and make sure they understand: normal equipment operating procedures, location of other workers around the equipment, operator blind spots, signals that warn of moving equipment.
4. When traveling or working, maintain the proper distance between equipment.
5. When possible, keep the Operator's Manual available on the equipment so you can determine safe operating procedures.
6. Do not foul an adjacent track with any part of the equipment, unless protection has been

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provided.

7. If you are distracted or your duties are interfered with, stop movement immediately.

### *Occupying or Fouling Controlled Tracks*

#### Requesting Authority or Protection

The employee who requests authority or protection must be qualified on the roadway worker rules and either the Maintenance of Way Rules or the General Code of Operating Rules. Follow this procedure to request authority or protection:

1. Determine if a track bulletin Form B, Form C, or Form D is in effect within the territory that will be fouled.

If any track bulletins are in effect, follow the procedure for Permitting Other Employees or Equipment Into the Same Limits.

2. Advise the train dispatcher or control operator of the location where the employees and equipment will enter the main track.
3. Make sure that employees and equipment do not enter the main track at any other point, unless authorized.

The employee in charge makes sure that equipment or employees do not occupy or foul the track until the authority or protection is received.

#### Permitting Other Employees or Equipment Into the Same Limits

Follow this procedure to obtain permission to enter into the limits of exclusive track occupancy:

1. Obtain permission from the employee holding exclusive track occupancy.
2. Hold a job briefing with the employee in charge of exclusive track occupancy.
3. Coordinate with the employee in charge of exclusive track occupancy to establish working limits that do not overlap.
4. Contact the train dispatcher and obtain authority before fouling the track within the established working limits.

#### Working Limits

Working limits is an area with defined boundaries located within the limits of exclusive track occupancy. To establish working limits, use one of the following indicators to establish boundaries that are clearly identifiable to a train or on-track equipment:

- A flagman with instructions and capability to hold all trains and equipment clear of working limits
- An identifiable place where train movement authority may be held by the train dispatcher or control operator

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- A physical location which trains must not pass without proper authority, including a mile post, station sign, switch, signal, other structures or designated signs.

Types of Protection on Non-Controlled Tracks—Use one or more of the following methods to establish protection and working limits on non-controlled tracks:

- Line Manually Operated Switch(es) Against Movement
- Locate each manually operated switch that provides direct access to the affected track and line it against movement onto the track.
- Secure each lined switch using one of the following methods:
  - Spike the switch so that the spike cannot be removed unless the proper tool is used.
  - Clamp and secure the switch with an effective locking device or . lock the switch stand with an effective locking device.

### Lock Derail(s) In the Derailing Position

1. Position derail(s) to restrict access to either side of the portion of track where work will occur.
  1. If track speed is 5 MPH or less, use derails at least 50 feet from the work location
  2. If track speed is more than 5 MPH, use derails at least 150 feet from the work location.
2. Lock each derail in the derailing position and secure it using one of the following methods:
  1. Spike the derail so that the spike cannot be removed unless the proper tool is used. Lock the derail with an effective locking device
  2. Place a red flag by each derail.
3. Identify each locking device with a yellow tag

### Station a Flagman

Station a qualified flagman with instructions to keep all trains and equipment from entering the track where working limits are established.

### Position Working Limits Banner(s)

Position orange working limits banner(s) to restrict access to either side of the portion of track where work will occur.

- If track speed is 5 MPH or less, place banner(s) at least 50 feet from the work location
- If track speed is more than 5 MPH, place banner(s) at least 150 feet from the work location

### Assigning Lookouts

If you are the employee in charge, follow these steps when assigning lookouts:

1. Lookouts may be used to protect routine inspection or minor work when:

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1. The work will not affect the movement of trains.
2. Machinery is readily removable from the track (welding equipment, hand tampers, hydraulic tools , etc.).
2. Make sure that employees assigned as lookouts are properly trained and qualified.
3. If employees' ability to hear a lookout's warning is impaired, assign additional lookouts.
4. If visibility is limited by weather or other factors, use other on-track safety procedures.

NOTE: Employees who depend on a lookout for on-track safety must always remain in a position that allows them to receive warnings communicated by the lookout

Responsibilities of Lookouts:

1. Identify a place of safety where you and the employees you are protecting are to go when a train or equipment approaches.
2. Communicate the place of safety to the other employees before the track is fouled or occupied.
3. Devote your full attention to detecting approaching trains and warning employees.
4. Warn employees of an approaching train or on-track equipment in sufficient time for them to reach the place of safety before the train or equipment reaches the site distance identified in the Statement of On-Track Safety.

Note: Employees must be able to move to the designated place of safety at least 15 seconds before a train moving at maximum authorized speed passes their location.

5. Use a method to warn employees that: Is
  1. distinctive, clear, and unquestionable
  2. Does not require employees to be looking in any particular direction
  3. Can be detected by employees regardless of noise or work distractions

Performing the Duties of a Lookout

Equipment for Lookouts

As a lookout, you must be provided with the appropriate equipment to perform your duties. The equipment must be in good condition and ready for use. Check the contents and condition of your lookout kit before you perform your duties as a lookout.

A lookout kit must include at least the following items:

- Warning whistle or horn
- Red flag

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- Six fuses
- Orange reflectorized vest or other qualifying protective equipment

### Warning Employees of Approaching Trains or Equipment

If you are a lookout, follow these steps to warn employees of approaching trains or equipment:

1. When a train or on-track equipment approaches from either direction, warn employees in time for them to clear the track at least 15 seconds before the train approaches the point of work.

NOTE: If the track speed is not reduced by a track bulletin Form C, consider the train to be moving at the maximum authorized timetable speed for that track.

2. Sound the warning whistle or horn as discussed in the job briefing.

Note: You may need to give additional warnings around noisy operations.

3. When it is safe to resume work, give the agreed-upon signal with the warning whistle or horn as discussed in the job briefing.

### *Using Flagmen*

When flagmen are used to restrict the movement of trains or on-track equipment, they must:

- Be qualified on the Maintenance of Way Rules or General Code of Operating Rules
- Be qualified to conduct a job briefing
- Not allow employees or equipment to foul a track until protection has been provided
- Have the proper equipment required to stop trains or on-track equipment.
- Know the direction(s) from which trains or on-track equipment will approach.

### *Right to Challenge On-Track Safety Procedures*

Rio Grande Pacific Corporation Railroad and each roadway worker are jointly responsible for ensuring that on-track safety is provided.

Responsibilities of Rio Grande Pacific Corporation Railroad:

- Provide the proper level of training for each roadway worker.
- Guarantee each employee the right to challenge, in good faith, whether the on-track safety procedures to be applied at the job site comply with Rio Grande Pacific Corporation Railroad's rules and the right to remain clear of the track until the challenge is resolved.
- Reasonably resolve challenges.

Responsibilities of Roadway Workers

Each roadway worker has the following responsibilities:

- Follow Rio Grande Pacific Corporation Railroad's on-track safety procedures.
- Do not foul a track except when necessary to perform your duties.
- Before you foul a track, determine that on-track safety is being provided.

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- Refuse any directive to violate an on-track safety rule.
- Promptly notify your supervisor when the safety provisions to be applied at the job site do not comply with Rio Grande Pacific Corporation Railroad's rules.
- Possess or be aware of any track bulletins in effect before you occupy or foul controlled tracks

### Resolving Challenges to On-Track Safety Procedures

A roadway worker may, at any time, challenge the on-track safety procedures used at the work site. To do so, the worker must:

- Have an honest concern about whether the procedures are in compliance with Rio Grande Pacific Corporation Railroad's rules. The worker's position must be such that a reasonable person under the same circumstances would also have such a concern.
- Be able to explain the concern about the protection being applied

NOTE: Employees may not be subject to any retribution or punishment for making a good faith challenge to on-track safety protection.

Good faith challenges to on-track safety procedures will be resolved in the following manner.

Step 1. Immediately inform the employee 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 appropriate Manager (or his designee).

The form will include:

- The names of the worker and the employee in charge
- The exact work location (mile post, track number, etc.)
- A description of the on-track protection in use at the work location
- A list of the Safety and Maintenance of Way Rules that are not being complied with
- An explanation of the worker's reason for initiating this challenge
- The names of other workers whose knowledge of the situation is relevant to the challenge

The employee in charge will promptly notify the Manager (or his designee) of the situation.

Step 3. The Manager (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 Rio Grande Pacific Corporation railroad's Safety and Maintenance of Way and General Code of Operating Rules.

1. If the procedures comply with the rules, the worker will be notified that no changes will be

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made.

2. If the procedures are inadequate, the Manager (or designee) advises the employee in charge to change the procedures so they comply with the rules.
3. The Manager (or designee) enters his determination on the Challenge Form and forwards it to the Director of Safety and Rules.

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 and Rules with a written explanation of why the Manager's determination is being rejected. The Director of Safety and Rules will review the challenge and determine whether:

1. All documentation is complete and accurate.
2. The on-track safety protection at the work location complies with Rio Grande Pacific Corporation Railroad's rules.
3. If necessary, the Manager will contact the Local Chairman of the applicable union to resolve protests.

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