

# MINIMUM SAFETY REQUIREMENTS FOR CONTRACTORS WORKING ON RAILWAY PROPERTY



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Effective\_ April 1, 2007

# INTRODUCTION

- Canadian Pacific is committed to provide a Safe and Healthy working environment for all Railway and Contractor employees and welcomes you to our property.
- This presentation provides you with general safety orientation information and the minimum safety requirements that must be adhered to when working on the Railway's property.
- It is designed to supplement your e-learning experience.

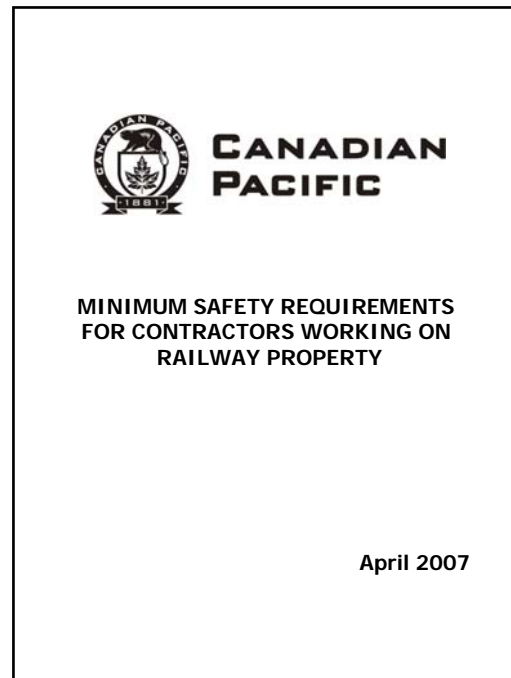


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Minimum Safety Requirements for Canadian Pacific Contractors

# SCOPE

- Full requirements are contained in the “Minimum Safety Requirements for Contractors Working on Railway Property” and your company standards. Both of which must be complied with to work on our property as a minimum.



- In addition local requirements at the worksite are to be complied with and are discussed within.



- On-Track Safety Rules are also required to be complied with if working on or foul of the tracks.



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# SCOPE CON'T.

Canadian Pacific's Minimum Safety Requirements for Contractors Working on Railway Property and this presentation provide a basic overview of what is required.

## Important –

Prior to the commencement of work at the worksite a local safety orientation must be conducted to include the following:

- Hazard identification / risk assessment of hazards inherent in the work to be undertaken or generated by the work processes to be used.
- Various controls used to mitigate risk of the hazards present both as a result of the railway and contractor work processes.
- Local communication procedures including emergency call-out / response.
- Local evacuation procedures.



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# CONTENTS

- Policy Statement on Health & Safety
- Review of Projects & Responsibilities
- Qualification and Personnel Requirements
- Personal Protective Equipment & Clothing
- Protection of Railway Traffic & Property
- Train Movements and Working Near Tracks
- Track Protection & Flagging



# CONTENTS CON'T.

- Site Conditions and Worksite Safety
- Job Briefings (Field Level Risk Assessments)
- Communication Regular/Emergency
- Incident/Accident Reporting
- Railway Equipment / Track Units



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# SAFETY & ENVIRONMENTAL POLICIES



## Safety Policy

Canadian Pacific Railway is committed to the health and safety of our employees and the public where they are impacted by our operations.

To fulfill this commitment, all of us must make health and safety an integral part of our lives. We must take personal responsibility for our actions and adhere to safety policies, rules and regulations at all times.

The Company is committed to provide the leadership, organization, training, and resources needed to maintain a healthy and safe working environment. All employees must make a personal commitment to safety and perform their work in a manner that will prevent accidents to themselves, their fellow workers and the public.

No job on our Railway will ever be so important that we can't take the time to do it safely.

  
Fred Green  
President &  
Chief Executive Officer

  
Neal Foot  
Executive Vice-President,  
Operations

  
Brock Winter  
Senior Vice-President,  
Operations

January 1, 2007



## Environmental Policy

Canadian Pacific Railway is committed to conducting its operations and activities in a manner that:

- protects the environmental health and welfare of its employees and other persons who may be affected by its operations and activities;
- protects the natural environment to meet the needs of today without hindering the ability of society to meet future needs;
- meets or exceeds environmental requirements of government applicable to its operations and activities;
- keeps employees and the public informed about its environmental plans through communications programs.

  
Fred Green  
President &  
Chief Executive Officer

  
Neal Foot  
Executive Vice-President,  
Operations

  
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As a partner in Responsible Care®, a worldwide chemical industry initiative, Canadian Pacific plays a leading role in promoting and ensuring chemicals are handled safely at our facilities and through communities across our network. Canadian Pacific's corporate values, policies, and management systems demonstrate a commitment to continually improve its environmental, health and safety performance.

While working on our property we ask you to share in this commitment as well.

### What is Responsible Care®?

Responsible Care® is a chemical industry initiative that involves a public commitment by chemical manufacturers and their partners to continually improve their health, safety, security and environmental performance.

CPR became a Responsible Care® partner of the Canadian Chemical Producers Association (CCPA) in 1998 and a partner of the American Chemistry Council in 1999.

### The Responsible Care® Ethic

We are committed to do the right thing and be seen to do the right thing. We are guided towards environmental, societal, and economic sustainability by the following principles:

- We are stewards of our products and services during their life cycles in order to protect people and the environment.
- We are accountable to the public, who have the right to understand the risks and benefits of what we do and to have their input heard.
- We respect all people.
- We work together to improve continuously.
- We work for effective laws and standards, and will meet or exceed them in letter and spirit.
- We inspire others to commit themselves to the principles of Responsible Care®.

### What is CPR's Commitment as a Partner in Responsible Care®?

"CPR is committed to continuously improving health, safety, security and environmental performance in the rail transportation sector. We make the safety of ourselves, our co-workers, communities and the environment our first priority. CPR employees are delivering quality transportation solutions through execution excellence in a socially responsible way. CPR is pleased to incorporate the principles of Responsible Care® in all aspects of our work." *Fred Green - President & Chief Executive Officer - Canadian Pacific Railway*

### How does Responsible Care® fit into CPR Operations?

Responsible Care® puts a label on how we conduct our operations ... Continuous improvements to health, safety and the environmental performance. Simply put, Responsible Care® fits into CPR operations easily. The ethic of Responsible Care® is reflected in CPR's corporate values, policies, business plans and management systems. It makes good business sense and protects our corporate image.

### What is my Role and How does it Apply to my Workplace?

Everyone has a role to play. To fulfill our commitment, we must all:

- Make health, safety, security and environmental protection an integral part of our lives.
- Be aware of Responsible Care® and comply with CPR policies regarding health, safety, security and the environment.
- Be personally accountable for our actions and perform our work in a manner that will prevent injuries, accidents and protect the environment.

### Verification

Member and partner companies are held accountable through a publicly reported verification of their environmental, health and safety management systems and community outreach programs every 3 years.

In June 2002, CPR passed its first verification in Canada and was successfully re-verified by the CPPA in 2005. CPR is working with the ACC on planning our first U.S. certification.

January 1, 2007





# QUALIFICATIONS AND PERSONAL CONDUCT

- You will be responsible for the safety of your employees and any sub-contractors.
- You are to comply with all safety laws and regulations applicable to the work being performed.

(i.e. all Federal (OSHA/CLC), Provincial WCB/Acts, State, environmental, etc. that apply).



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# QUALIFICATIONS AND PERSONAL CONDUCT

- Contractor's employees must be fully qualified and experienced in the work to be done.
- The use and/or possession of any drug or alcoholic beverage is prohibited.
- The use of drugs, medication or mood-altering agents, including those prescribed by a doctor, which will adversely affect the ability to work safely is prohibited.
- Smoking is prohibited in all buildings and where there is a risk of fire or explosion.



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# PERSONAL PROTECTIVE EQUIPMENT (PPE) & CLOTHING

The following PPE must be worn at all times unless specified otherwise.

- Steel toe safety boots that conform to CSA Standard Z195 in Canada and ANSI Standard Z41 in the US.
- Hard Hats which are CSA (in Canada) or ANSI (in the US) approved (high visibility is preferred).
- Safety Glasses with permanently attached side-shields as per CSA Standard Z94.3 in Canada or ANSI Standard Z87.1 in the US.

- High Visibility Vests



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# PERSONAL PROTECTIVE EQUIPMENT (PPE) & CLOTHING CON'T.

- Shirts must cover the torso and have at least  $\frac{1}{4}$  length sleeves.
- Pants must be at least ankle length, and ankle straps may be recommended.

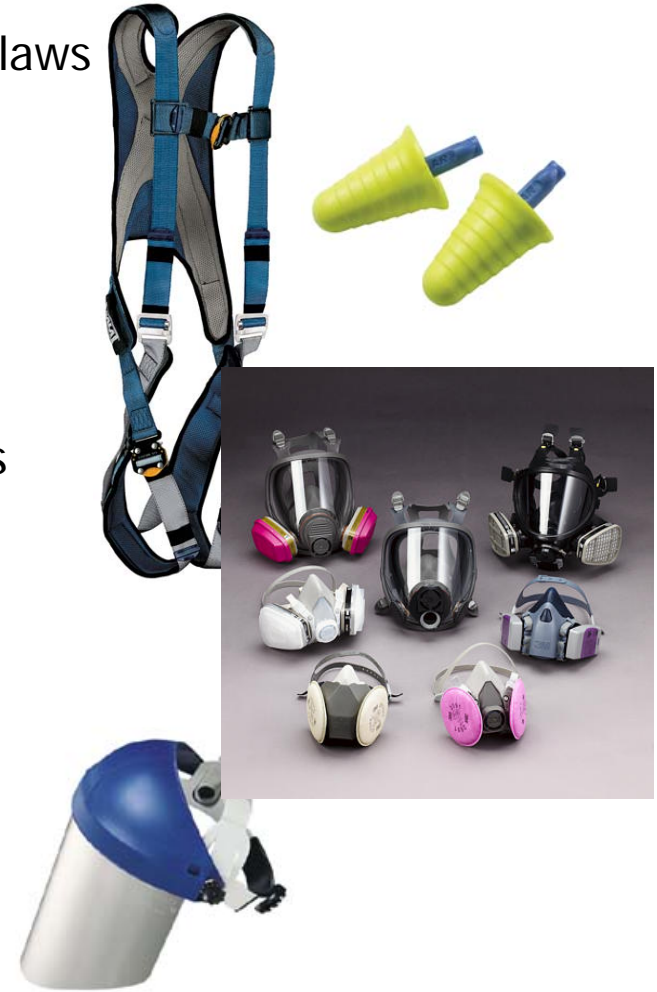


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# OTHER PPE REQUIREMENTS AS WARRANTED

- Fall protection equipment as required by applicable laws and related fall hazards (Federal & Provincial/State).
- Testing, monitoring and rescue equipment where hazardous environments and/or confined spaces are encountered.
- Hearing protection whenever the noise level (Leq) is 84 decibels or higher (Provincial/State & Federal).
- Welding goggles, gloves and chaps
- Face protection – Face Shield
- Respiratory Protection where/when required.
- Other as required.



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# PROTECTION OF RAILWAY TRAFFIC & PROPERTY

- The contractor's work shall be organized and executed in such a manner as to ensure no interference with the safety of railway operations.
- Canadian Pacific shall determine where flag persons are required to protect railway operations.
- Other protection shall be arranged by the appropriate qualified person or department.  
(roadway protection)  
Note: This may be the requirement of the Project Manager.



- In the US, any contractor employed by the railway to perform work along the right of way or work foul (i.e. within 4' of the nearest rail) of any track must comply with On-Track Safety Rules. (i.e. FRA Regulation 49 CFR Part 214, Subpart C - Roadway Worker Protection).
  - ***Refer to CP's General Requirement for Contractors on Track Safety Procedures***



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# PROTECTION OF RAILWAY TRAFFIC & PROPERTY CON'T.

- Ensure you are aware and understand how you are being protected from train movements when working on or near railway tracks.
- Unless authorized in writing, no temporary structures, material or equipment shall be installed or located closer than 12 feet to the nearest rail.



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# TRAIN MOVEMENTS AND WORKING NEAR TRACKS

- During the passage of trains or track units, the contractor's equipment shall not be operated within 50 feet of the track unless specifically authorized.
  - During such times the operator of the equipment shall secure and vacate the equipment and stand clear of the track (20 ft. min. where possible) until the entire train has passed the work site.
  - Expect the movement of Trains or Track Units at any time in any direction and stay at least 50 feet away from the end of stationary cars or locomotives when crossing the track(s).
  - Never climb on, under or between cars.
- 
- Never stand or sit on the rails.
  - Stay away from track switches as the switch points can move unexpectedly.
  - Do not line switches or operate rail equipment unless specifically authorized and qualified.



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# TRAIN MOVEMENTS AND WORKING NEAR TRACKS CON'T.

Be alert when working around rail tracks and yards

- They could be occupied by moving railcars, locomotives and track units. (size & weight)
- Treat all tracks as LIVE.

Use caution when crossing tracks

- On foot and in a vehicle
- Do not step on the top of the rail
- Watch for slippery ties and debris on the track
- Do not walk between the rails or along tracks (**devil's strip**)
- Watch for moving equipment on tracks when approaching, crossing or fouling tracks with vehicles and on foot.

*Fouling 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 track unit or in any case within four (4) feet of the field side of the nearest rail.*



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# TRAIN MOVEMENTS AND WORKING NEAR TRACKS CON'T.

Be alert when working around rail tracks and yards....they are many different types of vehicles and equipment to watch out for!



**LOCOMOTIVES**



**MOBILE  
EQUIPMENT**



**RAIL  
CARS**



**TOP LIFT  
EQUIPMENT**



**TRACK MOBILES**



**HI-RAIL EQUIPMENT**



**VEHICLES**



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# CANADIAN PACIFIC WORK PROCESSES & EQUIPMENT



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# TRAIN MOVEMENTS AND WORKING NEAR TRACKS CON'T.

- Be alert for rail equipment moving on the adjacent track(s).
- Altering, obstructing or operating any components of tracks, bridges, signals or other railway equipment is prohibited unless specifically authorized and qualified.
- Unless authorized in writing, contractors' employees are not permitted to operate or ride on any CP rolling stock.



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# TRACK PROTECTION

- Track protection in the form of Flagging or Track Occupancy Permit (TOP) is required at any time when the track is being fouled and would not allow the passage of trains.
- Only authorized/qualified person(s) can provide this type of track protection.
- Blue Flag / Lock out protection may be used to protect persons working on or about rail cars or locomotives.

**FLAG PROTECTION  
OTHER THAN MAIN TRACK**



**BLUE FLAG PROTECTION  
(LOCK OUT)**



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# SITE CONDITIONS AND WORKSITE SAFETY

- Prior to commencing any work, the contractor shall ensure that he/she has taken the time to identify all site conditions that may be a hazard or a potential hazard including the location of underground or overhead services (i.e. power, fiber optics, pipelines, etc.).
- Railway pole lines carry electrical power and should be treated as any other power line (600 volts – 17.4 Kv).
- Excavations / trenches are to be protected by barriers or fences.
- All material and equipment are to be secured and stored clear of all tracks (a minimum of 12 feet to the nearest rail unless authorized in writing). Sight lines at crossings must not be obstructed.



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# SITE CONDITIONS AND WORKSITE SAFETY

## CON'T.

- All lifting devices such as steel cables, nylon slings, chains, shackles, etc. must be certified.
- All mobile equipment must be equipped with backup alarms and beacons where required.
- Be conscious to protect the natural, physical and biological environment of the work site and comply with all environmental regulations.
- Job Briefings must be conducted.



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# JOB BRIEFINGS – FIELD LEVEL RISK ASSESSMENTS

- A meeting held with the appropriate personnel prior to, and during, a task or job to review the job to be performed, the associated hazards, control measures, emergency procedures, and tools/equipment required to perform that job/task safely.
- A job briefing must be conducted which all contractor's supervisors, employees and sub-contractors must attend.
  - Any such individuals who are not able to be present at the main briefing must attend a separate briefing.
- When railway employees are assigned to provide track protection, operate track units or other duties, they must be included in the job briefing.



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# PLANNING

## JOB BRIEFINGS – FIELD LEVEL RISK ASSESSMENTS

- Review work / task to be done – 5Ws.
- Consider existing and potential hazards associated with the work.
- Break the work down into manageable steps.
- Determine appropriate Controls – Engineering, Administrative or Personal Protective Equipment.
- Determine PPE and Safety equipment required for the job(s).
- Determine if utility locate is required (power, fiber optics, pipelines).
- Determine track protection to be used.
- Identify first aid and emergency response requirements.



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Consider how the work is to be assigned.

- Group assignments.
- Individual Assignments.
- Abilities and experience of individuals.



# EXECUTING THE JOB BRIEFINGS

- Ensure all parties involved in the work participate in the job briefing.
- Confirm the information relayed in the job briefing is understood by all.
- Ensure another job briefing is performed when the job tasks and/or work environment changes.
- Record the information relayed on the job briefing as required (i.e. Job Briefing Booklet).



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# COMMUNICATION REGULAR / EMERGENCY

Regular communication must be made with a Canadian Pacific representative prior to work on railway property.

Examples include,

- CP Project Engineer
- Manager Operations – Field Operations
- Operations Coordinator – Mechanical
- Track Maintenance Supervisor – Engineering
- Others?

Establish who will be the contact in an emergency situation.



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# COMMUNICATION REGULAR / EMERGENCY CON'T.

## In the event of an emergency situation:

- Immediately advise CP Supervisor (CP Project Engineer) in charge of all injuries and incidents.
- In case of an emergency situation wherein a hazardous condition may impact/ affect the safety of employees, contractors or the general public immediately report the condition to the established contact person.
- In case of an emergency situation wherein a hazardous condition may affect/impact the safe passage of trains immediately report the condition to the established contact person.

## If the contact person is not available, please call:

- In Canada, the Network Management Centre (NMC) @ **1-800-795-7851**
- In the US, the Operations Center Minneapolis @ **1-800-SOO-HELP (1-800-766-4357)**
- For incidents requiring Police Services contact CP Police @ **1-800-716-9132**



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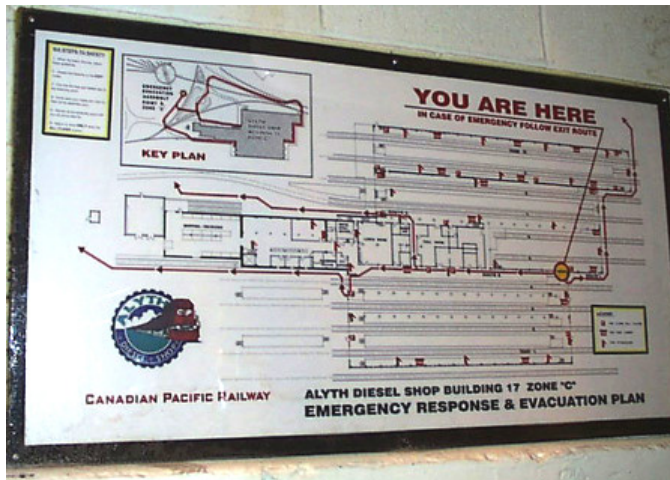
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# FIRST AID AND EMERGENCY RESPONSE

## CON'T.

- The site safety plan must also include emergency call-out / response and evacuation procedures.
  - Including, muster locations, personnel to meet in coming emergency responders.
  - These procedures are to be tested on a semi-regular basis.
- The site safety plan must also include an information sheet for **DESIGNATED MEETING LOCATION** notifying emergency services, emergency transportation and direction of rescue operations.



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# ACCIDENT / INCIDENT REPORTING

- All accidents, injuries and incidents must be reported to the Canadian Pacific Supervisor or representative (CP Project Manager) as soon as possible.
- Written reports are to be completed.
- Contractors may also be required to submit reports as per their company report standards.
- All incidents must be investigated.



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# CONCLUSION

Canadian Pacific's Minimum Safety Requirements for Contractors Working on Railway Property and this presentation provide a basic overview of what is required.

## Important –

Prior to the commencement of work at the worksite a local safety orientation must be conducted to include the following:

- Hazard identification / risk assessment of hazards inherent in the work to be undertaken or generated by the work processes to be used.
- Various controls used to mitigate risk of the hazards present both as a result of the railway and contractor work processes.
- Local communication procedures including emergency call-out / response.
- Local evacuation procedures.



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# REMEMBER THESE SAFETY TIPS

- Ensure that Health & Safety is the first consideration on all jobs.
- Expect movement at any time in any direction on any track.
- Do not walk on or between rails.
- Ensure firm footing and clear path.
- Follow safe work procedures – short cuts are dangerous.
- Report Hazards.
- Remember – No job on our railroad is so important that we can not take the time to do it safely.



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**THANK FOR YOU PARTICIPATION IN  
COMPLETING CANADIAN PACIFIC'S CONTRACTOR  
SAFETY ORIENTATION.**

**LET'S WORK TOGETHER  
FOR A SAFER WORKPLACE**



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