



# CANADIAN PACIFIC

## Canadian Pacific Minimum Safety Requirements For Contractors Working On Railway Property



US Operations Online Contractor Safety Orientation

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Canadian Pacific welcomes you to its property.

**Within our railway no job will ever be so important that we can't take the time to do it safely.**

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Prior to working on Canadian Pacific property you must complete this online orientation and successfully complete the examination.

**This online orientation provides an overview of the minimum safety requirements you must comply with at all times and are included within this online safety orientation.**

### **For all contractors**

- Canadian Pacific's Minimum Safety Requirements For Contractors Working On Railway Property
  - PowerPoint presentation summarizing CP's Minimum safety requirements for working on railway property.
  - Text (MS word) document - full minimum safety requirements.

**Contractors specifically working on the track or foul of the track must also review and comply with the following in addition to CP's Minimum Safety Requirements For Contractors Working On Railway Property:**

### **For all contractors working on the track or foul of the track**

- Canadian Pacific's General Requirement for Contractors On Track Safety Procedures.

In addition to this online safety orientation, prior to the commencement of work at the worksite, a local safety orientation must be conducted in conjunction with Canadian Pacific and shall 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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**Failure to meet the requirements as specified in this online safety orientation will result in suspension of the work and removal from Canadian Pacific property.**

## **MINIMUM SAFETY REQUIREMENTS FOR CONTRACTORS WORKING ON RAILWAY PROPERTY**

**April 2007**

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## TABLE A - EMERGENCY INFORMATION SHEET

**Canadian Pacific's Minimum Safety Requirements for Contractors Working on Railway Property is the minimum safety requirements to be followed at all Times.**

Note :

Prior to the commencement of any work at the worksite, a local safety orientation must be conducted in conjunction with Canadian Pacific and shall 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.

### SR1 INTRODUCTION

**1.1.** At Canadian Pacific ("CP"), safety is an integral part of the way we do business. We expect everyone working on Canadian Pacific's property ("Railway property") to be unconditionally committed to safety. Safety must be given top priority and will take precedence over deadlines, production schedules, and all other considerations.

### SR2 GENERAL

**2.1** The Contractor shall be solely responsible for the safety of its agents, employees and subcontractors (Contractor Personnel).

**2.2** The Contractor shall comply with all applicable health and safety legislation, regulations and codes applicable to the work.

**2.3** The Contractor shall ensure that all Contractors Personnel comply with the following safety requirements when working on Railway property. The Contractor shall have a copy of the following documents on site at all times:

**2.3.1** Canadian Pacific's Minimum Safety Requirements for Contractors Working on Railway Property.

**2.3.2** Contractors construction safety plan pursuant to section SR15 (if applicable).

**2.3.3** Contractors Emergency Information Sheet pursuant to section SR15.

**2.3.4** Contractors safety policies, rules and work procedures pursuant to SR14.

**2.4** Access to Railway property for any Contractor Personnel is at CP's sole discretion. Such access is only for the purpose of Contractor Personnel performing services for CP, and only

for the duration of Contractors contract with CP. The Contractor shall ensure that Contractor Personnel wear appropriate Contractor photo identification and/or visitor tags while on Railway property, and have appropriate documentation to verify the services being performed for CP. Contractor shall ensure that Contractor Personnel comply with CP's instructions regarding security restrictions or other restrictions resulting from emergent conditions.

### **SR3 PERSONAL ATTIRE**

**3.1** Contractor shall ensure that Contractor Personnel wear clothing required by applicable legislation, regulation and codes and is suitable to perform job functions safely, protect against hazards to the skin and adequate for existing weather conditions.

### **SR4 PERSONAL PROTECTIVE EQUIPMENT**

**4.1** Contractor shall ensure that Contractor Personnel wear personal protective equipment required by applicable legislation, regulations, codes and as necessary to protect against personal injuries while on Railway property, and in accordance with this Article SR4. All personal protective equipment shall be approved by the Canadian Standards Associations (CSA) or by the American National Standards Institute (ANSI), and shall be in good condition and be properly fitted.

**4.2** The following mandatory protective equipment shall be supplied by the Contractor at its own expense, and Contractor shall ensure that it is worn by Contractor Personnel on Railway property:

**4.2.1** Safety hard hat shall be worn at all times, except inside enclosed vehicles or equipment.

**4.2.2** Safety boots shall be worn at all times. They must have puncture resistant soles and meet CSA Z195 Grade One Green Triangle (Canada), or US ANSI Z41-1999, Section 5 standards.

**4.2.3** Safety glasses with permanently attached side shields that meet CSA Standard 94.3 (in Canada) and ANSI Standard 87.1 (in the US) must be worn at all times, except inside office buildings\*\*\* and inside enclosed cabs of vehicles.

\*\*\*Safety glasses as specified above must be worn in office buildings, if the task being performed, results in a risk of injury to the eyes (i.e. construction related tasks, working with electrical hazards, etc.).

Additional eye and face protection equipment is to be worn as determined necessary by the Contractor, based upon the contractor's risk assessment.

Under special circumstances, whereby, the wearing of safety glasses will hinder specialized work being performed by the contractor or that the safety can be improved for the contracted employee(s) by varying from the standard outline above, the wearing of such will be determined by the Contractor, based upon the contractor's risk assessment.

**4.2.4** Hearing protectors shall be worn in all designated locations and as required by any

applicable governing legislation, regulations, and codes.

**4.2.5** Appropriate respirators shall be worn whenever work processes create airborne particulates (i.e. dust, mist, vapour or fumes).

**4.2.6** High visibility fluorescent work wear with reflective striping (CSA (Canada) or ANSI (US) approved preferred) shall be worn when on Railway property. High visibility work wear must not be covered by other clothing or equipment, except where necessary for safety reasons such as where fall protection or pole climbing equipment is being used.

## **SR5 PERSONAL CONDUCT**

**5.1** Entry upon Railway property when in possession of, or under the influence of intoxicants, narcotics, controlled substances or medication which may in any way adversely affect alertness, concentration, reaction response time or safety is prohibited. Contractors must have appropriate programs and processes in place to ensure that Contractor Personnel are in compliance with this requirement.

**5.2** Possessing or using any alcoholic beverage or drug is prohibited when working on Railway property:

**5.3** CP is committed to providing and maintaining a work environment that supports the dignity of all individuals and will not tolerate any discrimination, harassment or violence in the workplace. Contractor shall ensure that Contractor Personnel conduct themselves in a manner consistent with these principles.

**5.4** Smoking is prohibited in all buildings and on all Railway property, except where CP management has designated an outdoor smoking area.

## **SR6 PROTECTION OF RAILWAY TRAFFIC AND PROPERTY**

**6.1** The work shall be organized and executed in such a manner as to ensure no interference with the regularity and safety of railway operations. No step in any sequence of operations which might either directly or indirectly affect the regularity or safety of railway traffic shall be started until approval of the project manager has been obtained. No temporary structure, materials, or equipment shall be permitted closer than 12 feet (3.66 meters) to the nearest rail of any track without prior approval in writing of the project manager.

**6.2** No work shall be done on or above, or use made of, any trackage without approval by the project manager and then only under the direct supervision of a qualified CP flagperson, or unless they are qualified by CP to perform said work.

**6.3** The Contractor shall, at all times, conduct its operations in a wholly responsible manner to avoid damage to the CPs trackage or property.

**6.4** Signs, signals and flags necessary for the safe operation of the railway shall not be obstructed, removed, relocated, or altered in any way without proper authorization. Blue flag protection on tracks signifies CP employees are on, under or between rolling stock equipment. Blue flags are important safety devices and must not be touched or obstructed.

**6.5** Only qualified personnel are permitted to operate switches, derails, electric locking mechanisms or other appliances. The Contractor shall keep equipment, material and Contractor Personnel clear of this equipment at all times. Neither the Contractor nor Contractor Personnel shall operate or tamper with any signal or communication systems or any other railway safety devices unless authorized and qualified.

**6.6** While railway traffic is passing through, within 50 feet of the work area, the mechanisms for securing rotating equipment must be used to prevent rotational movement. Buckets on shovels must be lowered to the ground to rest. Operators shall get out of their equipment and position themselves in a safe area 20 feet from the track as a minimum where possible. When working in multi-track territory Operators shall exit to the non-live side of the track and position themselves in a safe area 20 feet from the track as a minimum where possible (do not stand on or between adjacent tracks).

**6.7** Construction equipment parked on Railway property on nights or weekends shall be secured in a safe position well clear of all tracks to prevent accidental contact with trains and moving equipment and to not restrict train crew sightlines. As much as possible, materials shall be stored in locations where they are not subject to public viewing in order to prevent vandals from using them to cause derailments or damage to Railway property. Scrap materials shall be disposed of as soon as possible. The contractor shall consult with CP personnel to determine the best location to store equipment and materials.

**6.8** Before starting excavation operations, the Contractor shall ascertain that there are no underground wires, fibre optic cables, pipelines or other facilities which could be damaged or that such installations are properly protected. Fibre optic cables are present on most segments of the right-of-way. Prior to commencing any excavation, the Contractor shall contact the proper authority to obtain the necessary permit and to locate and protect such cables. Excavations shall not be left unattended unless they are properly protected; and the CP supervisor shall be notified.

**6.9** Railway pole lines carry electric power and should be treated as any other power wires.

**6.10** Any Contractor Personnel discovering a hazardous or potentially unsafe condition which may affect the safe passage of railway traffic must advise CP immediately:  
In Canada Network Management Centre (NMC) Calgary 1-800-795-7851  
In the US Operations Centre Minneapolis 1-800-SOO-HELP (1-800-766-4357)

## **SR7 TRAIN MOVEMENTS AND WORKING NEAR TRACKS**

**7.1** The Contractor shall ensure that all Contractor Personnel are aware of and comply with the following safety rules which apply to working near railway tracks:

**7.1.1** Personnel shall be alert to train movement shall expect the movement of trains, engines, cars, or other moveable equipment at any time, on any track, and in either direction, even cars on sidings that appear to be stationary or in storage. Stay at least 50 feet (15 meters) away from the ends of stationary cars when crossing the track, and never climb on, under or between cars. To cross tracks, personnel shall look both ways, and if the tracks are clear, walk at a right angle to them.

**7.1.2** Personnel shall not rely on others to protect them from train movement. The responsibility is theirs for safety on the railway.

**7.1.3** Personnel shall not stand on the track in front of an approaching engine, car or other equipment.

**7.1.4** Personnel shall be aware of the location of structures or obstructions where clearances are close.

**7.1.5** Personnel shall not stand or walk on railroad tracks, either between the rails or on the ends of ties unless absolutely necessary. Personnel shall stay clear of tracks whenever possible.

**7.1.6** Within the United States, ON TRACK SAFETY rules apply. This is a set of rules, which were developed and promulgated by the Federal Railroad Administration (FRA 49 CFR Part 214, Subpart C - Roadway Worker Protection Regulations). The On Track Safety rules apply to contractors to a railroad who perform inspection, maintenance or repair to railroad facilities. These rules and procedures must be complied with to work on or near Railroad property. Specific training and obedience to these rules and procedures are a requirement of the FRA. Significant willful fines can result from the violation of these rules.

Please refer to Canadian Pacific's General Requirement for Contractors On Track Safety Procedures. Contractors will not be allowed to foul a track unless:

- They have been properly advised of the On Track Safety awareness procedures;
- A railway employee who is qualified to provide protection is present at the work site;

*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.*

**7.1.7** No work activities or processes are allowed within 50 feet (15 meters) of the track centerline while trains are passing through the work site unless authorized. Personnel shall always, where possible, stand at least 20 feet back from the track(s), to prevent injury from flying debris or loose rigging. Also, personnel shall observe the train as it passes and be prepared to take evasive action in the event of an emergency.

**7.1.8** Personnel shall not remain in a vehicle that is within 50 feet (15 meters) of a passing train, and shall not drive near moving trains. Personnel shall move vehicles away from the tracks at least 50 feet (15.24 meters) unless authorized, or park the vehicle away from the tracks and walk to a safe distance whenever trains pass.

**7.1.9** Personnel shall not stand on or between adjacent tracks in multiple track territory when a train is passing. Personnel shall be especially alert in yards and terminal areas as engines may be pushing cars, cars may be moving without any engine attached and engine/cars change tracks often.

**7.1.10** Personnel shall not walk, stand or sit on the rails. As the rail surface can be extremely slippery, personnel must step over the rails when crossing tracks. Personnel shall also be aware railway ties can also be slippery and that railway ballast can shift while walking on top of it. Personnel shall stay away from track switches as remotely operated switch points can move unexpectedly with enough force to crush ballast rock. Personnel shall stay away from any other railway devices they are unsure of. Personnel shall not disturb or foul the ballast at any time.

**7.1.11** Personnel shall not foul the track with any piece of equipment without a CP flagperson and proper protection.

**7.1.12** Certain projects will require the assistance of a qualified flagperson. The decision as to where flagpersons are required rests with CP. One week advance notice is required before entering the Railway property so that flagging protection requirements may be determined and arranged for.

**7.1.13** Good communication between Contractor Personnel and CP's flagperson is imperative. Everyone must have knowledge of the flagging limits, time limits and location to clear for any train movements. CP's flagperson will be responsible for clearing any movement of workers and equipment near the tracks, no matter how minor.

**7.1.14** Contractor Personnel shall not interfere with a CP flagperson who is communicating by radio with the dispatcher or other CP employees. Personnel shall wait until the flagperson is finished and able to give them full attention. Personnel shall not assume a move is cleared by something overheard on a radio conversation.

**7.1.15** Personnel shall not move equipment across the tracks except at established road crossings, or unless under the protection and authorization of a CP flagperson and only if the job site has been properly prepared for such a move. Tracked equipment will require a CP flagperson any time railroad tracks are crossed.

**7.1.16** Personnel shall not move equipment across railroad bridges or through tunnels, except as expressly agreed by CP, and under such conditions as stipulated by CP, including without limitation, a CP flagperson.

**7.1.17** The Contractor shall keep all Contractor personnel informed of current weather conditions. Personnel shall stay alert for possible high water conditions or flash floods. During severe weather conditions:

- Personnel shall be prepared to take cover in the event of a tornado.
- Personnel shall not work while lightning is occurring;
- If storm conditions arise unexpectedly, Contractor Personnel shall ensure that equipment is in the clear of the tracks and secured before seeking cover. Contractor Personnel shall stay away from railroad tracks when visibility is poor, such as during fog or blizzard conditions.



## **SR8 TOOLS, EQUIPMENT AND MACHINERY**

**8.1** All Contractor equipment, machinery and highway vehicles must:

- Be in good working order (including lights and safety devices such as back-up alarms) and properly serviced and maintained;
- Be safe for their proposed use;
- Be equipped with appropriate emergency equipment (examples include fire extinguisher, first aid kit;) based upon Contractors risk assessment;
- Comply with all applicable legislation, regulations and codes.

**8.2** Drivers of highway vehicles must be in possession of a valid drivers license of the proper class of the vehicle being operated. The use of seat belts is mandatory for all drivers and passengers. Operators of vehicles and construction equipment must keep their headlights on at all times and observe all facility/areas speed limits and traffic rules. Unless otherwise posted, the speed limit on the CP's roads is 15 mph (24 km/h) or less as conditions warrant.

**8.3** Unless authorized in writing, contractors employees are not permitted to operate or ride on any CP rolling stock and shall not be carried in CP vehicles except in case of an emergency or unless specifically authorized.

**8.4** Tools must be used only for the purpose for which they are designed. Defective tools must be repaired or replaced.

**8.5** Machinery and equipment must be operated and maintained only by persons properly trained and qualified for that duty.

**8.6** All equipment shall be in compliance with applicable legislation, regulations and codes and be equipped with appropriate safety apparatus. In particular, all mobile equipment, including excavators, shall be equipped with beacons and backup alarms.

**8.7** The Contractor shall provide adequate lighting when performing work between sunset and sunrise.

## **SR9 CRANES**

**9.1** The Contractor shall ensure that its cranes and their operation by Contractor Personnel are in compliance with applicable legislation, regulations and codes and be equipped with appropriate safety apparatus. A copy of the latest annual crane inspection shall be provided to CP prior to the commencement of work.

**9.2** All cranes shall be equipped with anti-two-blocking devices and safety latches on every hook.

**9.3** All lifting apparatus such as steel cables, nylon slings, chains, shackles, etc., must be safety certified.

**9.4** The Contractor shall conduct any work in proximity to power lines in such a manner that permits/procedures as required under applicable legislation, regulations and codes are adhered to.

**9.5** While railway traffic is passing through the work area, loads on cranes must be lowered to the ground to rest. Cranes without bucket or load must have their load line tightened or retracted to prevent movement.

**9.6** Cranes parked on Railway property on nights or weekends shall be secured in a safe position well clear of all tracks to prevent accidental contact with trains and moving equipment and to not restrict train crew sightlines. Consult with CP personnel to determine the best location to store equipment and materials. Crane booms shall be lowered onto ground supports so that it will be impossible for them to rotate and cause a track to be fouled.

## **SR10 CLEANUP, ENVIRONMENT AND FIRE PREVENTION**

**10.1** The Contractor shall take care to avoid any hazardous, unsafe, unhealthy or environmentally unsound condition, activity or spill on Railway property. The Contractor shall maintain Railway property in a tidy condition and free from the accumulation of waste products and debris. The Contractor shall not permit any debris, products used in the work, or water used to rinse out equipment, to be discharged or spilled on Railway property or into any adjacent lands, ditches, streams, ponds, sewers, etc.

**10.2** Contractor shall ensure that Contractor Personnel take all necessary precautions to prevent fires. All flammable material such as paper, rubbish, sawdust, oily or greasy rags, etc. must be kept away from buildings, structures and other facilities subject to fire damage. All flammable material must be disposed of daily by Contractor.

**10.3** Storing or transporting fuel or gasoline in unapproved containers is prohibited.

**10.4** If possible, the use of cutting or welding torches must be avoided during the last one-half hour of shifts.

**10.5** Suitable, charged fire extinguishers and/or full water pump cans must be readily available at all times on the work site. Where the Contractor is working on the right-of-way or other property where a fire risk exists, the Contractor shall have appropriate fire prevention and suppression plan (including emergency numbers for CP, local firefighters and fire control districts) as well as such additional fire fighting equipment and trained Contractor Personnel on site, as required by provincial regulations, codes and guidelines.

**10.6** CPRs representative must be advised promptly of any fire. Such fire must be fully extinguished or protection provided prior to leaving the work site.

**10.7** Upon completion of the work, the Contractor shall remove his surplus materials and equipment from the Railway property. The Contractor shall also remove all waste products and debris, including rinse out water, and leave the Railway property clean and suitable for occupancy.

## **SR11 HAZARDOUS MATERIALS and RESPONSIBLE CARE**

**11.1** If chemicals are required by the Contractor to carry out its contractual obligations, the Contractor must ensure that the transport, label, use and storage of any chemicals are in accordance with all applicable laws, regulations and codes.

**11.2** For all chemicals to be used, the Contractor must have available on site the latest Material Safety Data Sheet (MSDS) and provide CP with a list of employees names who have been trained in Workplace Hazardous Materials Information System (WHMIS), or in OSHAs Hazard Communication Standard.

**11.3** A current emergency response plan must be maintained by the Contractor and made available upon request, to CP. Emergency response plans must include at a minimum:

- Contractor reporting procedures in the event of an incident or spill;
- Emergency response contacts and phone numbers;
- Incident reporting phone numbers including phone numbers for CP incident reporting and local CP personnel.

**Any Contractor Personnel discovering a hazardous or potentially unsafe condition which may affect the safe passage of railway traffic, reporting an emergency or spill must advise CP immediately:**

In Canada - Network Management Centre (NMC) Calgary 1-800-795-7851

In the US - Operations Center Minneapolis 1-800-SOO-HELP (1-800-766-4357)

Canadian Pacific Police Services - 1-800-716-9132

**11.4** In the event of an incident or spill, Contractor must take all reasonable actions to contain the spill and respond in accordance with its emergency response plan.

**11.5** The Contractor shall dispose of all chemicals and surplus waste materials in accordance with all relevant legislation, regulations and codes.

**11.6** In addition to compliance with all applicable legislation, regulations and codes and as part of CPRs commitment to Responsible Care (an initiative by the chemical industry to which CPR is a Responsible Care partner), contractors must have appropriate systems and controls in place to mitigate potential environmental, health and safety risks while using chemicals on Railway property. CP will provide Contractor with information regarding Responsible Care upon request from Contractor.

## **SR12 FIRST AID, INCIDENT AND ACCIDENT REPORTING**

**12.1** The Contractor must have a first aid kit, of a size suitable for the crew, available in the immediate vicinity of the work site. It must be examined by the Contractor prior to the commencement of work, after each use and regularly each month to ensure that it is properly equipped. Any missing or altered articles must be promptly replaced by the Contractor.

**12.2** Where required, other first aid equipment such as stretchers, emergency showers, eye wash stations, etc. must be made available by Contractor at the work site.

**12.3** All accidents, personal injury, occupational illness, damage to Railway property or customer property, and incidents, such as environmental spills, must be reported promptly by the Contractor to CP. The Contractor shall provide CPR with as much detailed information as possible, including:

- Time of incident;
- Location of incident;
- Extent of injuries and/or damage;
- Description of incident including the cause of incident, if known; and
- Contractors name and telephone number.

### **Canadian Pacific Emergency Numbers :**

In Canada - Network Management Centre (NMC) Calgary 1-800-795-7851

In the US - Operations Center Minneapolis 1-800-SOO-HELP (1-800-766-4357)

Canadian Pacific Police Services 1-800-716-9132

In the event of an environmental spill or any spill that could have a negative impact on the environment, the Contractor shall also provide CP with the following information:

- Description of location and surrounding area, including any sensitive environmental areas nearby (e.g., rivers, parks, sewers);
- Type and quantity of substance released;
- Cause of spill or deposit, if known; and
- Details of any immediate action taken or action proposed to be taken to contain spill and recover substance.

**12.4** Security concerns and security incidents (i.e. theft, vandalism, bribery, stalking, assault or other incidents that may cause injury or property damage, or involve criminal activity) must be reported by Contractor to the Canadian Pacific Police Service 1-800-716-9132.

## **SR13 JOB BRIEFINGS**

**13.1** When required by CP or by the Contractor, a job briefing must be conducted.

**13.2** The Contractor Personnel performing services on Railway property must participate in the job briefing and any such individuals who are not able to be present at the main briefing, must attend a separate briefing. Contractor must ensure that all Contractor Personnel on the work site understand the content of the job briefing. CP representative(s) or designates may attend at CP's sole discretion and shall include the participation of the CP Flagperson if present at the worksite.

**13.3** The following topics should be covered in the job briefing:

- Tasks to be accomplished;
- Work location;
- Contractor Personnel responsibilities;
- Equipment to be used;
- Specific safety reminder due to a hazardous condition;
- Identification of all potential hazards specific to the area(s) in which they will be working and the tasks they are performing;
- Special instructions due to an unusual situation or practice;
- Type of track protection along with its time and physical limits and Identification of CPs employee responsible for the protection;
- Emergency response plan/evacuation procedures.

## **SR14 CONTRACTOR SAFETY POLICY**

**14.1** Prior to the commencement of any work, the Contractor shall provide CP with its applicable safety policies, rules and procedures.

## **SR15 CONSTRUCTION SAFETY PLAN**

**15.1** Prior to commencement of any construction work, the Contractor shall provide CP with a Construction Safety Plan.

**15.2** The Construction Safety Plan shall:

**15.2.1** List and define the construction methods that will be used for each major phase of the work and describe the process and safety procedures to be incorporated.

**15.2.2** Integrate the necessary safeguards to be implemented in the works planning schedules.

**15.2.3** List all safety activities and their frequency including:

- Contractor Personnels Review of:
  - Canadian Railways Minimum Safety Requirements for Contractors Working on Railway Property;
  - Contractors Safety Plan;
  - Contractors Emergency Information Sheet, and Emergency Response Plan;
- Contractor Personnel Orientation Meetings;
- Site Hazard Assessments;
- Site Inspections and Monitoring;
- Safety Meetings.

**15.2.4** Provide for each piece of heavy equipment to be used, such as loaders, excavators and cranes, a summary of the Contractor Personnels experience, past performance and safety tests, and list of previous accidents resulting from the equipments operation.

**15.2.5** Provide the layout of temporary construction buildings and facilities, including how the Contractor will ensure safe use.

**15.2.6** Provide details of emergency procedures for work near or over water. Emergency equipment such as ring buoys, floating vests and, if physically possible, a powered boat must be readily available in the downstream vicinity of the work site.

**15.2.7** Provide details of safety procedures for blasting work. Explosive materials must be handled, stored and used in accordance with all applicable legislation, regulations and codes.

**15.2.8** Provide details of safety procedures for work in confined spaces including:

- Atmosphere test results;
- Evaluation of hazard within the confined space;
- Procedures for entering/existing the confined space;

- Required protection equipment;
- Emergency procedures and equipment.

Prior to entry of any Contractor Personnel into a confined space, Contractor shall conduct such testing, and obtain such permits as required under applicable legislation, regulations and codes. Contractor shall ensure Contractor Personnel wear such additional protective equipment as determined necessary by the Contractor, based upon the Contractor's risk assessment of the space (examples include full body harness, approved respirators).

**15.2.9** Provide the layout of cranes, proposed lifting procedures and other pertinent information such as cranes capacity charts, working radius, loads, possible obstacles or site restrictions, etc.

**15.2.10** Provide an Emergency Information Sheet for notifying medical assistance, emergency transportation and direction of rescue operations, including the information identified in appended Table A. Copies of this document shall be present on site at all times and be in a location readily accessible to all Contractor Personnel on the site. Its content shall be reviewed at the beginning of each week and when job location changes. The Contractor must ensure that all Contractor Personnel on the work site are familiar with its contents.

**15.3** The Safety Plan shall also include drawings and specifications prepared, sealed and signed by a qualified professional engineer, for each of the following items, whenever applicable to the work:

**15.3.1** Details of the design, erection, use and inspection of fall prevention structures such as scaffolding, work platforms and other staging. These are mandatory wherever Contractor Personnel are working at heights in excess of 8 feet (2.44 meters), in Canada or 10 feet (3.66 meters), in the USA, above the nearest permanent safe level or where a drowning hazard exists. This requirement does not apply where pre-engineered scaffolding is used as a fall prevention device; provided it is used in accordance with the manufacturer specifications and is designed to meet all applicable legislation, regulations and codes.

**15.3.2** Details of fall protection systems when it is physically impossible to provide safe fall prevention structures or when working on a temporary structure more than 20 feet (6.10 meters) in Canada and as per health and safety legislation, regulations and codes applicable to the work in the US, above the nearest permanent safe level. Personal fall protection equipment shall include a CSA or ANSI approved full body harness, lanyard and shock-absorbing device, attached to a CSA or ANSI approved or engineered anchored lifeline or fixed anchor. The system shall also provide a retrieval device or equipment readily available on the work site. Safety nets are acceptable in lieu of personal fall protection equipment, if it is impracticable to use a fall protection system. The Contractor shall also provide a fall rescue plan to be used in accordance with any fall protection plan as required.

**15.3.3** Details of shoring systems for excavations, which may endanger nearby Contractor Personnel or structures. Shoring systems shall be designed to comply with applicable legislation, regulations and codes. Excavations must be properly covered or barricaded with appropriate reflective equipment. Lights or flares must be used where practicable.

## SR16 COMPLIANCE WITH SAFETY REQUIREMENTS

**16.1** If ever the Contractors Personnel do not comply with the safety requirements, the Contractor site supervisor will be reminded of the requirements by the CPRs representative. If Contractor Personnel refuses to comply with the safety requirements, the Contractor will be required to ensure that such Contractor Personnel immediately leave the property, failing which CPR maintains the right to require the Contractor Personnel to immediately leave the property. Any working procedures not conforming to the safety requirements will result in the closing down of the work site.

**16.2** CP will not accept any claims for delays or lost time due to safety compliance or procedures issues.

**The above provisions and requirements may be amended from time to time by Canadian Pacific.**

### **TABLE A - EMERGENCY INFORMATION SHEET WORK SITE INFORMATION**

|   |  |                              |
|---|--|------------------------------|
| Work Site Location:                       | (Mileage, Subdivision)   | (Address, Number and Street) |
| Contractor Supervisor:                    | (Name)   | (Title)                      |
| Site Telephone:                           |  |                              |
| Emergency Site Access Route:              | (Provide sketch - showing access roads, physical landmarks to guide EMS to location) |                              |
| Nearest Town:                             |  |                              |
| Certified First Aid Attendant:            |  |                              |
| Location of First Aid Supplies at Site:   |  |                              |
| Location of Fire Extinguishing Equipment: |  |                              |

### **EMERGENCY CONTACT INFORMATION**

| <b>EMERGENCY CONTACTS</b>  | <b>PHONE</b> | <b>LOCATION</b> |
|--|--------------|-----------------|
| Railway Traffic Controller:  | ( )          |                 |
| Firefighter:   | ( )          |                 |
| Police:  | ( )          |                 |
| Ambulance:   | ( )          |                 |
| Hospital:  | ( )          |                 |
| Physician:   | ( )          |                 |
| Aircraft Service, (if applicable):   | ( )          |                 |
| Watercraft Service, (if applicable):   | ( )          |                 |
| Stretcher location at site:  | ( )          |                 |
| Location of WHIMS data sheets:   | ( )          |                 |
| Type and location of retrieval systems at bridges, (if applicable):                    | ( )          |                 |
| Type and location of emergency equipment for work near or over water, (if applicable): | ( )          |                 |



|   |     |  |
|---|-----|--|
| Employee(s) responsible for rescue operations, (if applicable): | ( ) |  |
| Designated Evacuation Vehicle:                                  | ( ) |  |
| Emergency Evacuation Route, (Provide sketch):                   | ( ) |  |

**UTILITIES INFORMATION**

| <b>UTILITIES CONTACT</b>  | <b>PHONE</b> | <b>LOCATION</b> |
|---|--------------|-----------------|
| Natural Gas:  | ( )          |                 |
| Electrical:   | ( )          |                 |
| Fibre Optic Line:   | ( )          |                 |
| Water & Sewer:  | ( )          |                 |
| Telephone:  | ( )          |                 |
| Cable System:   | ( )          |                 |
| Qualified employee(s) in:   | ( )          |                 |
| Confined Space Entry, (if applicable):                            | ( )          |                 |
| Equipment requirements for Confined Space Entry, (if applicable): | ( )          |                 |

**All job sites will be open to audits by CP Safety and Health representatives.**

DATE : \_\_\_\_\_  
 SIGNED: \_\_\_\_\_

Contractors Supervisor

**GENERAL REQUIREMENT FOR CONTRACTORS**

**ON TRACK SAFETY PROCEDURES.**

**CONTRACTORS**

As outlined in this hand out the term employees will refer to contractors of the railroad.

Contractors employed by the railroad to perform work foul of any track, will be subject to the On Track Safety awareness procedures as outlined under (Roadway Workers General). This training can occur at the work site in the form of a Job Briefing.

Contractors will not be allowed to foul a track unless:

- They have been properly advised of the On Track Safety awareness procedures,
- A railroad employee who is qualified to provide protection is present at the work site.

Contractors are responsible to maintain a list of employees including dates that these procedures are reviewed with their own employees.

## **ON TRACK SAFETY PROCEDURES**

On Track Safety must be provided at all times to those employees who may occupy or foul a track to perform maintenance, inspection or repair. An employee or roadway machinery is considered to be fouling a track when they are within four feet of the nearest rail.

## **OCCUPYING OR FOULING CONTROLLED TRACKS**

Before occupying or fouling a controlled track, procedures for on track safety is required when:

- On-track equipment is on or fouling the track.
  - Using off-track equipment fouling the track.
- or
- Work is performed on or fouling the track.

**EXCEPTION:** A lone worker or employees using a lookout may perform routine inspection or minor work as outlined under (Lookout) or (Lone Worker).

## **REQUESTING ON TRACK SAFETY PROTECTION**

The employee requesting on track safety protection, must inform the train dispatcher or control operator the limits and time needed and where the main track will be entered. In addition, employees must ascertain if any track bulletin Form B or track bulletin removing a track from service are in effect within the territory that they will be fouling. Employees and equipment must not enter the main track at any other point, unless otherwise authorized.

**The employee in charge must make sure that equipment or employees, do not occupy or foul the track until on track safety protection is provided.**

## **AUTHORITIES**

### **A. JOINT AUTHORITIES**

When Employees are issued joint authorities with others, no employee or movement may enter that joint authority until a job briefing is held between all employees affected to establish an Employee in Charge and working limits within joint authorities.

### **B. SINGLE AUTHORITY**

When one employee has the authority to occupy or foul a main track under exclusive track occupancy, that employee may permit other employees to enter and use their authority or protection. Before permission is given to other employees to enter, the Employee in Charge will hold a job briefing with all employees affected.

## **WORKING LIMITS**

This is a segment of track on controlled or non-controlled track within definite boundaries which must be clearly identifiable to all movements and movements may only enter or pass through when authorized by the Employee in Charge. Only one Employee in Charge will have control over working limits and will be responsible for those that they permit into their working limits.

Employees will record the following information on the Working Limits form as it applies.

- Name or Other ID granted permission to enter working limits.
- Name of Employee in Charge of working limits.
- Location of working limits.
- Time Authorized.
- Time Cleared.

Working limits maybe established by a:

- Track Bulletin Form B
- Track Bulletin removing a track from service.
- Flagman with instructions and capability to hold all movements clear of working limits.
- Verbal protection within a manual interlocking or control point.
- Absolute signals displaying a STOP indication.

or

- Physical locations that are clearly identifiable, such as
  - Mile Post locations.
  - Station signs.
  - Switch locations.
  - Trackside Warning Detectors.
- or
- Other signs that are identified in the field.

When a red flag is used to denote working limits the location must be given using one of the above physical locations as a reference.

## **TYPES OF ON TRACK SAFETY FOR CONTROLLED TRACKS**

### **A. CTC TERRITORY**

Track and Time  
Form B Track Bulletin  
Track Bulletin removing track from service  
Foul Time  
Lookout  
Lone Worker

Verbal Protection by Absolute Signals

Control Point placed under local control with permission of the control operator

**Note:** When placed under local control Absolute signals must be displaying STOP.

## **B. MANUAL INTERLOCKINGS**

Foul Time

Lookout

Protection by Absolute Signals

Track Bulletin removing track from service

## **C. ABS TERRITORY**

Track Permit

Track Warrant

Form B Track Bulletin

Track Bulletin removing track from service

Foul Time

Lookout

Lone Worker

## **D. NON-SIGNALLED TERRITORY**

Track Warrant

Form B Track Bulletin

Track Bulletin removing track from service

Block Register Territory

Foul Time

Lookout

Lone Worker

## **E. AUTOMATIC INTERLOCKINGS**

Lookout

Lone Worker

Maintenance of Way Lock Out Box

## **OCCUPYING OR FOULING NON-CONTROLLED TRACKS**

Before occupying or fouling non-controlled tracks, protection is required when:

- On-track equipment is on or fouling the track.
- Using off-track equipment fouling the track.

or

- Work is performed on or fouling the track.

**EXCEPTION:** A lone worker or employees using a lookout may perform routine inspection or minor work as outlined under a Lookout or Lone Worker.

**Note:** Equipment not performing maintenance may move on a non-controlled track as prescribed by General Code of Operating Rules 6.28 (Movement on Other Than Main Track)

## **TYPES OF ON TRACK SAFETY FOR NON-CONTROLLED TRACKS**

One of these six methods or a combination of these methods must be used to establish working limits on non-controlled tracks.

**1.** Each manually operated switch that provides direct access must be lined against movement onto the track. Each switch lined must be secured by one of the following methods:

- a.** A spike so that it cannot be removed unless proper tool is used.
- b.** Clamped and secured with effective locking device

or

- c.** Switch stand locked with effective locking device.

In addition, each switch must be properly tagged.

**2.** A derail capable of restricting access to the track where work will occur must be locked in derailing position and secured by one of the following methods.

- a.** A spike so that it cannot be removed unless proper tool is used.

or

- b.** Locked with effective locking device.

In addition, a red flag will be placed by each derail and securing device must be properly tagged.

Derails and red flags will be positioned a minimum of 50 feet from work location, whenever practicable.

**3.** Where remote control switches are operated by a control operator or other designated employee, an employee must request protection for the work required. The employee in charge of the switch must:

- Line remote control switches against movement to affected track.
- Apply a locking and blocking device to the control machine to prevent movement onto the affected track.
- Notify the employee when protection is provided.
- Not remove the locking devices unless the employee states that is safe to do so.

**NOTE:** Employee requesting may also use clamp on switch points and tag it after advised that switch is locked.

Where remote control switches in a hump yard, are operated by a control operator or other designated employee, an employee must request protection for all affected track(s) where work is required in accordance with General Code of Operating Rules 7.13 (Protection of Employees in Bowl Tracks).

Once protection is provided by control operator or other designated employee and acknowledged by employee requesting, employee requesting will:

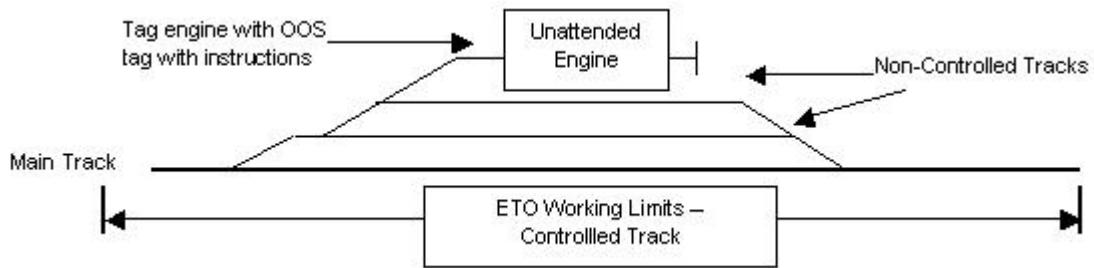
- Repeat back what protection is provided.
- At St. Paul Hump Yard facility, remove power from air switches per timetable special instructions.
- At Bensenville Hump Yard facility, remove power from electric switches by raising lid on switch machine and rotate switch to off position.
- Assure switches are lined away from affected track(s) and apply clamp to switch point securing with an effective locking device and tag switch out of service.

When Hump Yardmaster is not on duty permission must be obtained from General Yardmaster on duty, then switches must be positioned, clamped, and locked with an effective locking device to prevent train movement to affected class tracks from crest or escape track.

- 4.** By use of flagman with instructions and capability to hold all trains and equipment from entering the working limits.
- 5.** A length of rail removed that would restrict access into the working limits, when so protected, a red flag must be placed a minimum of 25 feet in front of where rail was removed.
- 6.** Exclusive track occupancy on a controlled track that establishes working limits that connects directly with the non-controlled track may be used to provide the necessary protection on non-controlled track. Before releasing the exclusive track occupancy, work on the non-controlled track must be completed; employees and equipment clear of the track unless another form of on track safety is provided.

If an engine or engines are working on the non-controlled track within the area of the exclusive track occupancy then the procedures for other protection of non-controlled track must be complied with.

If an unattended engine(s) is located within the non-controlled track area, that equipment must be tagged with an Out of Service tag, signed by the employee in charge and if necessary, instructions to the operator of such equipment. This must be attached to the throttle or control stand of such equipment so that it will be clearly seen by the engineer or employee controlling the engine. Instructions should indicate that engine must not be moved until the employee in charge is contacted for further instructions before moving.



When cars are left standing on the track where work is to be performed, employee will check cars to determine that cars are properly secured before starting work. If not sure if cars are properly secured, the necessary protection as outlined in items 1, 2 or 5 between work area and cars left standing will be used.

## LOOKOUTS

Lookouts must be trained, qualified, equipped and designated by the employee in charge.

When visibility is limited by weather or any other reason, other forms of On-Track Safety procedures should be used.

Where employees may have trouble hearing the Lookout's warning it may be necessary to assign additional Lookouts.

Lookouts must devote their entire attention to detecting approaching trains and warning the roadway workers. They must not be assigned other duties while functioning as a lookout.

Lookouts must remain at their lookout position until the Employee in Charge determines that protection is no longer necessary or they are relieved by another lookout. A lookout should not foul tracks unless necessary in the performance of their duties.

A Lookout may be used to provide warning when:

- Work will not affect the movement of trains.
- Machinery is readily removable from the track (such as welding equipment, hand tampers, air bolt machines, etc.). Cannot be used for equipment fouling or occupying the track.
- Employees can be warned to be in the place of safety 15 seconds before arrival of a train moving at maximum authorized timetable speed reaches the point of work.

**NOTE:** Lookout may need to give additional warnings around noisy operations.

In order to determine the proper site distance needed refer to Appendix A to calculate the distance to be in place of safety 15 seconds before arrival of a train.

**EMPLOYEES WHO DEPEND ON A LOOKOUT FOR ON-TRACK SAFETY MUST ALWAYS REMAIN IN A POSITION THAT ALLOWS THEM TO RECEIVE A WARNING WHEN COMMUNICATED BY THE LOOKOUT.**

## **LOOKOUT GIVING SIGNALS TO WARN EMPLOYEES**

Lookouts must have the appropriate equipment to perform their duties. The appropriate equipment is defined as the capability to warn employees through the use of an audible (whistle/horn) and visual device (white disc/white light), when required.

Give signal to warn employees of an approaching train as follows:

- Sound a warning whistle or horn.
- Hold the white disc at arms length above head.
- Then hold white disc horizontally at arm's length, toward the place designated in the Job Briefing where employees are to go to clear the tracks.

Give signal to employees when it is safe to resume work as follows:

- Hold the white disc horizontally at arm's length toward the work site.

**NOTE:** A lookout assigned to protect only one employee who is performing work where advance lookout(s) are not required does not need to be equipped with a visual device if they are within 25 feet of that individual, but must have the audible warning device.

## **RESPONSIBILITIES OF ROADWAY WORKERS**

### **ALL ROADWAY WORKERS (GENERAL)**

#### **A. JOB BRIEFINGS**

All employees must participate in and not begin work until a Job Briefing is held in line with CONDUCTING A JOB BRIEFING.

#### **B. PROTECTION**

Employees are responsible to comply with the rules and instructions.

#### **C. CROSSING TRACKS**

When crossing tracks, employees must expect the movement of equipment at any time, on any track and in either direction.



The following procedures should be adhered to:

1. Look both ways, then take the shortest route. If more than one track, stop and look both ways before crossing each track.
2. Keep at least 15 feet from standing equipment.
3. Do not cross between cars standing unless they are separated by at least 50 feet on the same track.
4. Do not cross tracks immediately in front of moving equipment, unless you can reach a place of safety on opposite side 15 seconds before the equipment arrives.  
Employees that are actually engaged in work, which requires carrying tools or material that restricts motion, impairs sight or hearing, or prevents an employee from moving rapidly away from an approaching train or other on-track equipment must have on track protection in place before crossing tracks.

#### **D.HIGH VISIBILITY**

The appropriate high visibility clothing is required per company policy when working on or about tracks.

### **ROADWAY WORKER (EMPLOYEES)**

Employees are responsible to comply with the rules and instructions.

Employees are also responsible for the following:

1. Shall not foul tracks except when necessary in the performance of duty.
2. Each Roadway Worker is responsible for determining that on track safety is provided before fouling any track or assuming a position where they could potentially foul a track while performing their duties.
3. Employees must acknowledge understanding of the on track safety procedures being used and know who the Employee in Charge is. This information will be provided in the Job Briefing.
4. Each employee has the right to challenge, in good faith, any instruction to violate an on track safety procedure or rule. They shall inform the Employee in Charge that the necessary on track safety provisions to be used at the job location do not comply with the rules. They shall remain clear of the track until the conflict is resolved. Conflict resolution procedures are found in the Right to Challenge On Track Safety
5. Employees must not perform any work that will interfere with the safe passage of trains, unless on track protection is provided.

## **A. CLEARING TRACKS FOR APPROACHING TRAIN MOVEMENTS**

When clearing the track for the approach of a train the following precautions are to be taken:

1. When notified or aware of approaching movement, stop all work and clear the track. Employee must be in place of safety 15 seconds before movement arrives at that location.
2. Report to the location designated during the Job Briefing by the Employee in Charge.
3. Face the direction from which the movement is approaching and keep alert for projecting, dragging or falling objects.
4. Inspect all passing trains. If a defect is detected or a dangerous condition exists, notify train crew using any available means to stop the train. If train does not stop notify the train dispatcher.
5. Tools, material, objects or equipment must not be left where they could be struck by a passing movement.
6. Track cars and on-track equipment must be secured against moving and employees shall be clear of track while movement is passing.
7. Employees shall stay clear of track until notified that it is safe to return to work.

**NOTE:** Employees or equipment may not clear onto another track unless Working Limits have been established on that track.

## **B. WORKING ON OR AROUND SELF PROPELLED EQUIPMENT**

When necessary to work on or around self propelled equipment the following precautions shall be followed:

1. Employees operating and riding on self propelled equipment must understand the duties each will perform.
2. Use the proper equipment for getting on, riding on, and getting off equipment.
3. Must not get on or off moving equipment, except in cases of an emergency.
4. Communicate with the operator of the equipment to find out the normal operating procedures, location of employees around equipment, operator blind spots and signal to warn when equipment will move.
5. If duties require to be around working equipment, a 15 foot safe area must be maintained.
6. If duties require to be within the 15 foot safe area, communication with the operator must be established before performing these duties.

# **EMPLOYEE IN CHARGE**

## **A. DESIGNATING THE EMPLOYEE IN CHARGE**

One employee must be designated as the Employee in Charge. When two or more gangs work together only one employee will be in charge. A Lone worker is an Employee in Charge.

## **B. RESPONSIBILITIES OF EMPLOYEE IN CHARGE**

The Employee in Charge is responsible for the safety, instruction, performance and on track safety procedures for all employees under their jurisdiction.

They are also responsible for the following:

- 1.** Preparing employees for job assignments through Job Briefings per Conducting a Job Briefing will include:
  - a.** General plan and procedure the work will follow and on track safety procedures to be used.
  - b.** Making definite work assignments.
  - c.** Informing employees where the place of safety is when necessary to clear for trains.
  - d.** Making sure all employees understand and acknowledge the on track safety procedures being used.
  - e.** On forms where an initial line shows the following will apply:
    - Employee in charge of one piece of on-track equipment must have other employees initial the form
    - Employee in Charge of two or more pieces of on-track equipment must have at least one other employee initial the form.
- 2.** Conduct additional Job Briefings when on track safety procedures change.
- 3.** Warn employees to clear the track when on track safety procedures being used change or is no longer in effect and conduct an additional Job Briefing prior to allowing employees to return to the track and work.
- 4.** Ensure that employees comply with all applicable rules.
- 5.** Supervise any work involving hazards and discuss specific procedures to protect against such hazards.
- 6.** Promptly advise their supervisor if any employee does not comply with instructions from employee in charge or continues to use unsafe work habits.

## **JOB BRIEFING**

### **CONDUCTING A JOB BRIEFING**

A Job Briefing must be conducted before any worker fouls any track. A job briefing can only be considered complete when each roadway worker has acknowledged understanding of the on-track safety procedures and instructions. Lone Worker job briefings are outlined under RESPONSIBILITIES OF LONE WORKER.

All information related to on-track safety must be given in the job briefing to every worker who will foul the track.

The minimum on-track safety information must include:

- Designation of the Employee in Charge
- Type of track authority
- Track limits of track authority
- Time limits of track authority
- Track(s) that may be fouled
- Protection, if any, on adjacent tracks including
  - identification of machines that will foul adjacent track.
  - instructions on the nature of work to be performed by the machine.
  - characteristics of the work location in relation to the adjacent track.
- Procedure to arrange for on-track safety of other tracks, if necessary.

Follow-up job briefings must be conducted whenever:

- Working conditions or procedures change
- Other workers enter the working limits,

or

- Track authority is changed, extended, or about to be released.

## **RIGHT TO CHALLENGE ON TRACK SAFETY**

### **EACH ROADWAY WORKER MUST:**

Follow CANADIAN PACIFIC RAILWAY On Track Safety procedures.

Not foul a track except when necessary in the performance of duty.

Ascertain that On Track Safety is being provided before fouling a track.

Refuse any directive to violate an On Track Safety rule and promptly notify you supervisor when the safety provisions, to be applied at the job site do not comply with CANADIAN PACIFIC RAILWAY rules.

## **RESOLVING CHALLENGES TO ON TRACK SAFETY PROCEDURES**

Challenges, made in good faith, will be resolved in the following manner:

- 1.** The Roadway Worker will inform the Employee-in-Charge that they do not believe that the protection afforded Roadway Workers complies with CANADIAN PACIFIC RAILWAY On Track Safety procedures. Employees may not be subject to any retribution or punishment for making a good faith challenger to On Track Safety procedures.
- 2.** The Employee-in-Charge will review the On Track Safety procedures with the employee to verify that the proper procedures have been applied.
- 3.** If the employee making the challenge is still not satisfied that the On Track Safety procedures comply with CANADIAN PACIFIC RAILWAY rules, the next level Supervisor will be contacted. The On Track Safety procedures will again be reviewed and determination made by the next level Supervisor whether the On Track Safety procedures are being properly applied.

## **ON TRACK SAFETY GLOSSARY**

Below are terms that will be used throughout the On Track Safety Manual in addition to those glossary terms within the General Code of Operating Rules.

### **CONTROLLED TRACKS**

Main tracks and controlled sidings under the control of a train dispatcher or control operator. This includes any track where a block signal system is in effect.

### **EFFECTIVE LOCKING DEVICE**

A device designed to be applied, secured and uniquely tagged which may only be removed by the class, craft, or group of employees that placed it.

### **FOUL TIME**

A method of establishing working limits through a train dispatcher or control operator over a specific segment of controlled track in which no trains will operate.

### **FOULING**

Location of an individual or equipment that could be struck by a moving train or equipment when they are so located within four feet of a track.

## **LOOKOUT**

An employee who is qualified to provide warning to roadway workers of approaching trains or on-track equipment.

## **NON-CONTROLLED TRACKS**

Tracks which movements are permitted without receiving authorization from train dispatcher or control operator.

## **ON-TRACK SAFETY**

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

## **ROADWAY WORK GROUP**

Two or more roadway workers organized to work together on a common task.

## **ROADWAY WORKER**

Any employee of a railroad, or of a contractor to a 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 roadway machinery on or near the track or with the potential of fouling a track.

## **WORKING LIMITS**

A segment of track within definite boundaries which train and engines may move only as authorized by employee in charge. Working limits may be established on controlled or non-controlled track.

## APPENDIX A - Required Sight Distance Chart

### Required Sight Distance Chart

Use the chart below to determine the additional seconds that may be required to clear the track(s) and be in the place of safety 15 seconds before the arrival of equipment at that location. Enter the additional seconds needed to clear the track into column C. Calculate the additional footage by taking Column B and multiplying it by column C enter that number into Column D. Take column D and add it to Column E for the total required sight distance needed to be in the place of safety 15 seconds before arrival of equipment at that location and put that number into the required sight distance column.

| <b>A</b><br>Maximum<br>Authorized Speed<br>(MPH) | <b>B</b><br>Feet/Seconds<br>Traveled | <b>C</b><br>Additional<br>Seconds<br>Required To<br>Clear Track | <b>D</b><br>Footage To Be Added<br>To Sight Distance B x<br>C = D | <b>E</b><br>Required 15<br>Second Sight<br>Distance (Feet) | <b>F</b><br>Total Required<br>Sight Distance<br>(Feet) D + E = F |
|--|--------------------------------------|---|---|--|--|
| 5  | 7                                    |   |   | 110  |  |
| 10   | 15                                   |   |   | 220  |  |
| 15   | 22                                   |   |   | 330  |  |
| 20   | 29                                   |   |   | 440  |  |
| 25   | 37                                   |   |   | 550  |  |
| 30   | 44                                   |   |   | 660  |  |
| 35   | 51                                   |   |   | 770  |  |
| 40   | 59                                   |   |   | 880  |  |
| 45   | 66                                   |   |   | 990  |  |
| 50   | 73                                   |   |   | 1,100  |  |
| 55   | 81                                   |   |   | 1,210  |  |
| 60   | 88                                   |   |   | 1,320  |  |
| 65   | 95                                   |   |   | 1,430  |  |
| 70   | 103                                  |   |   | 1,540  |  |
| 75   | 110                                  |   |   | 1,650  |  |
| 80   | 117                                  |   |   | 1,760  |  |
| 85   | 125                                  |   |   | 1,870  |  |
| 90   | 132                                  |   |   | 1,980  |  |