

## 1.1 Safety

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

### Empowerment

All employees are empowered and required to refuse to violate any rule within these rules. They must inform the employee in charge if they believe that a rule will be violated. This must be done before the work begins.

### Job Safety Briefing

Conduct a job safety briefing with individuals involved:

- Before beginning work
- Before performing new tasks
- When working conditions change

The job safety briefing must include the type of authority or protection in effect.

## 11.4 Job Safety Briefings

Conduct a job safety briefing before any roadway worker or equipment fouls a track. A job safety briefing is not complete until each roadway worker is informed of the method of on-track safety that will be applied and the procedures that will be followed.

### Roadway Work Groups

In the job safety briefing, discuss information related to on-track safety with roadway workers who will foul the track.

In addition to other safety issues, minimum on-track safety information must include:

- Designation of the employee in charge
- Method of on-track safety being applied
- Track limits and time limits of authority
- Tracks that may be fouled
- Determination of any adjacent tracks
- Determination of any adjacent controlled tracks
- Operational controls of movements on adjacent tracks, if any
- Procedure to arrange for on-track safety on adjacent tracks, if necessary
- Means of providing a warning when a lookout is used
- Designated place of safety where roadway workers will clear for trains, which may be between the rails on a track within established working limits and during which time no movements are permitted by the EIC
- Identification of any roadway maintenance machines in the work group that will foul the track
- Designated work zones around machines
- Safe working and traveling distances between machines
- Nature of the work to be performed and the characteristics of the work location

Conduct follow-up job safety briefings when:

- The working conditions or procedures change,  
or
- The method of on-track safety is changed, extended, or about to be released.

## **Lone Workers**

At the beginning of each shift, each lone worker must participate in a job safety briefing with his or her supervisor or other designated employee. The job safety briefing will include the lone worker's planned itinerary and the procedures that will be applied to establish on-track safety.

Lone workers who cannot contact their supervisor or designated employee must verify the method of on-track safety with:

The train dispatcher, if communication with the dispatcher is necessary to establish on-track safety (Track and Time, Track Warrant, Track Permit, Track Bulletin Form B).

or

One of the following, if communication with the train dispatcher is not necessary to establish on-track safety (inaccessible track, individual train detection):

- For signal employees, the Signal Call Center Desk
- For telecommunications employees, the Telecommunications Network Operations Center
- For all other employees, the Network Operations Center (NOC) Maintenance Desk

When all communication channels are disabled, conduct the job safety briefing as soon as possible after communications are restored.

### **6.3.1 Track Authorization**

The following authorize MW on main tracks:

- Rule 6.14 (Restricted Limits)
- Rule 9.15 (Track Permit)
- Rule 10.3 (Track and Time)
- Rule 14.0 (Track Warrant)
- Rule 15.2 (Protection by Track Bulletin Form B)
- Rule 17.0 (Foul Time)

The following authorize MW on controlled sidings and other tracks where CTC is in effect:

- Rule 10.3 (Track and Time)
- Rule 15.2 (Protection by Track Bulletin Form B)

#### **A. Confirmation of Limits before Granting Authority**

After verbally requesting authority:

1. When limits can be granted as requested:
  - a. The train dispatcher or control operator must restate the limits to the requesting employee for confirmation.
  - b. The requesting employee must verify the limits restated by the train dispatcher or control operator are correct.
  - c. The train dispatcher or control operator will issue the authority with no change in the confirmed limits.
2. When limits cannot be granted as requested:
  - a. The train dispatcher or control operator must state limits that can be granted, and ask the employee if stated limits are usable.
  - b. If the changed limits are usable, the requesting employee must repeat the changed limits to the train dispatcher or control operator to verify understanding before the authority is issued.

If the authority issued is different than that discussed with the train dispatcher or control operator, the employee must not repeat the authority until a confirmation of the limits requested is identical to the issued authority.

## **B. Before Occupying or Fouling Track**

The employee in charge must ensure that equipment and employees do not occupy or foul the track until authority is received. An employee requesting authority must be MWOR qualified and must tell the train dispatcher or control operator where the track will be initially occupied, fouled or the authority used as a method of protection.

When part of a work group, the EIC must have at least one other employee in the work group, MWOR qualified if available, read and understand the authority before equipment or employees foul the track.

MW employees must have information concerning any track bulletin Form B in effect that may overlap their authority before occupying the authority. After 12 hours have elapsed from the time Form B information was initially obtained, employees must verify if any additional Form B that may overlap their authority has been issued.

When receiving "joint" authority, contact each train and employee listed on the authority and determine the location of any working limits before occupying the overlapping portion of the authority.

If MW employees are unable to obtain authority and it is necessary to foul or occupy a main track, controlled siding or any track where CTC is in effect, flag protection must be established in both directions.

## **C. Authority Limits**

When an authority includes only a portion of a CTC control point or Manual Interlocking, field signs (e.g. Track and Time Point, Release Point, etc.) may exist at the insulated joints to provide an identifiable reference for the authority limits. If no signal or field sign defines the authority limits, display a red flag between the work location and the insulated joint. The red flag must be displayed between the rails.

## **D. Multiple Work Groups**

When two or more work groups use the same authority the EIC of the authority must have a Job Safety Briefing with each work group before allowing them to use the authority and must document the following on the "Multiple Work Groups Using the Same Authority" form:

1. Authority number
2. Name of each work group using the authority
3. Time acknowledgement received
4. Time authority limits are cleared

## **E. Working Limits**

1. Working limits are considered to be established at the limits of authority when an authority is not "joint".
2. When a "joint" authority does not overlap another authority, working limits are considered to be established at the limits of the authority.
3. When "joint" authorities overlap, and working limits will be established within the overlapping portion of the authorities, red flags must be displayed to identify the working limits. The EIC of each overlapping authority must record the following on the Working Limits form when working limits are established in the overlapping portion of "joint" authorities:
  - a. Working limits
  - b. Name of the EIC of the working limits
  - c. At time
  - d. Clear time

4. When working limits overlap, designate only one employee as EIC of the overlapping working limits.
5. When an authority overlaps the limits of a Track Bulletin Form B, contact the EIC of the Form B and obtain permission before entering the Form B limits. Make all movements within the Form B limits under the direction of the EIC of the Form B. Red flags may only be displayed at the limits of the Form B and at main track junctions within the limits.
6. When authority is granted behind a train, contact a member of the crew of each train listed on the authority and advise when working limits will be established behind their train and that no reverse movements may be made until the EIC is contacted.
7. When multiple work groups use the same authority, all work groups will use the same working limits as the EIC of the authority. The EIC of each work group must document the working limits of the EIC of the authority. Use the working limits form for documentation.

#### **F. Reporting Clear/ Releasing Authority**

The EIC of an authority must verify that all employees and equipment using the authority are clear of the limits before contacting the train dispatcher or control operator to report clear or release a portion of the authority.

Track and Time, Track Permits, Track Warrants and Foul Time must be reported clear to the train dispatcher or control operator before time expires.

The EIC must request additional time before time expires. If the EIC cannot clear the limits of the authority before the expiration time, the authority is extended until the train dispatcher or control operator is contacted and the authority reported clear.

#### ***BNSF Supplemental Instruction***

*When track and time or track permit is granted by the control operator/train dispatcher in the same area as standing equipment (tied down train - no crew, cut of cars, etc.), job brief with the train dispatcher or control operator as to the location and status of the standing equipment.*

*If the standing equipment is a train waiting for a relief crew to arrive, the MW employee in charge must place a red flag:*

- *On both ends of the standing equipment if the standing equipment will be inside working limits to be established. These flags will be in addition to the working limits flags and will be placed facing the head end and rear end of the train*

*or*

- *On the end of the standing equipment closest to the location the track will be occupied if the standing equipment will not be within working limits or working limits will not be established.*

### **6.3.2 Protection on Other Than Main Track**

The employee in charge must ensure that equipment and employees do not occupy or foul the track until protection is established. An employee assigned the responsibility of yard movements must be notified of the work to be done.

To establish protection on a track other than a main track, controlled siding or other track where CTC is in effect, use one or a combination of the following:

- Line facing point switches to prevent access to the track. Switches must be properly tagged and effectively spiked, clamped or locked with an effective locking device.
- Place a red flag as outlined in Rule 5.4.7 (Display of Red Flag). Lock a derail capable of preventing access to the track where work will occur in derailing position near the red flag or with an effective locking device. The red flag must be placed at least 150 feet from the work location when the track speed is greater than 5 MPH or at least 50 feet from the work location when the track speed is 5 MPH or less.
- When remote control switches or derails, including those in a hump yard, are operated by a control operator or other designated employee, employees must establish protection as follows:
  - The employee requesting protection must notify the employee controlling the switches or derails that provide access from the hump to the track where the work will occur.

- After being notified, the switch controller must line any remote control switch or derail to prevent movement to the affected bowl track and apply a locking or blocking device to the control for that switch or derail.
- The switch controller must then notify the employee that protection is provided. Protection will be maintained until the switch controller is advised that work is complete and protection is no longer required.
- Place a flagman to hold all trains, engines and on-track equipment clear of the working limits.
- Establish discontinuity in the rail to prevent movement into the working limits. Place red flags 150 feet in advance of the working limits.
- Establish working limits on a main track, controlled siding or other track where CTC is in effect to prevent access to the track where inaccessible track protection is required.

#### **Protection Within Car Shop, Repair or Engine Servicing Areas**

Before establishing working limits, the roadway worker in charge must conduct a job safety briefing with the mechanical employee in charge of the Car Shop, Repair or Engine Servicing Area. When locomotives, cars or motorized on-track equipment are on the track where working limits will be established, the roadway worker in charge and the mechanical employee in charge must jointly establish safeguards to protect the working limits against other movements. The roadway worker in charge must notify the mechanical employee in charge when work is completed and working limits have been cleared.

#### **Protection Within Intermodal Hub Facility**

Before establishing working limits, the roadway worker in charge must conduct a job safety briefing with the intermodal ramp coordinator. When locomotives, cars or motorized on-track equipment are on the track where working limits will be established, the roadway worker in charge and the designated intermodal employee in charge must jointly establish safeguards to protect the working limits against other movements. The roadway worker in charge must notify the intermodal employee in charge when work is completed and working limits have been cleared.

#### **Protection on Other Than Main Track with Train or Engine**

When work is performed that does not require the employees to be in front or behind the train or engine, employees may establish protection by flagging the train or engine to a stop. Employees may then give the crew specific instructions to make all movements under the direction of the MW EIC as outlined in the System Work Train Policy in the System Special Instructions.

When work is performed in front of or behind a train or engine, employees may establish protection in one direction by flagging the train to a stop. Employees may then give the crew specific instructions to make all movements under the direction of the MW EIC. Protection must also be established in the other direction to prevent any unannounced movements onto the track segment being protected.

### **12.1.1 Occupying Adjacent Tracks**

Before fouling a track adjacent to a track subject to train or on-track equipment movement, review this rule as part of the job safety briefing.

When working on a track, establish on-track safety as necessary to protect against trains and on-track equipment passing on an adjacent track.

To determine if authority or protection is required on adjacent tracks, the employee in charge must consider factors such as:

- Adjacent controlled tracks
- Roadway workers on the ground
- On-track equipment that will occupy the track
- Right-of-way conditions involved in reaching the designated place of safety
- Curvature of the track
- Sight distance
- Speed of passing trains or on-track equipment
- Spacing of roadway workers and equipment in the work group
- Background noise
- Risk of distraction
- Designated place of safety, which may be between the rails on a track within established working limits and during which time no movements are permitted by the EIC.

### **12.1.2 Fouling Adjacent Tracks**

Do not foul adjacent tracks with roadway maintenance machines unless working limits have been established on the adjacent track. Before using a boom where an adjacent track may be fouled by the boom or load handled, working limits must be established on the adjacent track. Movements within the adjacent track working limits may only be permitted by the EIC.

Do not use a lookout to provide protection for equipment or material fouling an adjacent track.