



December 14, 2023

VIA UPLOAD TO KITEWORKS PORTAL AND E-MAIL [REDACTED]@ntsb.gov

Richard Skolnekovich  
Railroad Accident Investigator  
National Transportation Safety Board

**RE: The Middlesex Corporation's remedial responses to date  
Investigation Reference No. RRD23FR015**

Mr. Skolnekovich:

In keeping with our recent conversation and your request for a summary of remedial measures instituted by The Middlesex Corporation (the "Company") since the August 4<sup>th</sup> tragic accident, the Company encloses the prior remedial measure summaries provided by letters dated September 6, 2023, and September 12, 2023, in addition to an updated remedial measure summary recently provided by letter dated December 14, 2023.

As we discussed, the Company would welcome any opportunity to partner and collaborate with the NTSB for our common goal of improving safety. Please let us know if you can think of any potential additional safety measures that we are missing or maybe should consider. In the meantime, please do not hesitate to contact me directly with any questions and/or concerns.

Thank you for your attention to this matter.

Sincerely,

[REDACTED]

Joshua S. Wernig  
Senior Vice President & Chief Legal Officer

Enclosure

23-0466

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December 14, 2023

VIA UPLOAD TO KITEWORKS PORTAL AND E-MAIL [REDACTED]@ntsb.gov)

David Casaceli  
Railroad Accident Investigator  
National Transportation Safety Board

RE: The Middlesex Corporation's Response to NTSB Document Request  
Investigation Reference No. RRD23FR015

Mr. Casaceli:

The Middlesex Corporation (the "Company") is in receipt of your email dated November 14, 2023, inquiring whether the Company needs additional time to produce the documents requested as a part of this investigation. In short, the Company's document production is complete, but we do reserve the right to bring forward additional documents and/or information to the extent additional documents and information are identified and warrant. With that said, the Company would like to take this opportunity to update the National Transportation Safety Board ("NTSB") and Federal Rail Administration ("FRA") on the remedial actions we continue to take following the tragic August 4<sup>th</sup> incident, which includes the following:

- targeted company-wide focus on elimination of backing accidents as one of its strategic and most important initiatives through: (1) weekly focus from operations, the Health, Safety & Environment ("HSE") department, and executive teams; (2) consistent messaging on the risks inherent to backing through messaging a mix of industry and internal incidents and messaging; and (3) a commitment to driving increased accountability to backing policies and procedures.
- creation of an internal rail safety committee to drive attention, awareness, and progress to improving our overall rail safety program;
- implementation of "Banner Testing" to check the efficiency of employees to comply with Restricted Speed rules;
- increased emphasis on safety observational programs to continue identifying risks and proving the effectiveness of our programs;
- increased emphasis on auditing of established policies and procedures to ensure the continued success of our safety programs;
- increased emphasis on subcontractor safety and 49 CFR Part 243 compliance;
- ongoing documentation of program proficiencies and compliance;
- improved periodic oversight consistent with 49 CFR Part 243.205;
- continued evaluation of collision avoidance technologies;
- targeted recruitment efforts for additional site safety professionals with specific rail experience (resulting in 2 recent hires);
- outreach to regulatory partners to identify opportunities to improve safety practices and procedures; and

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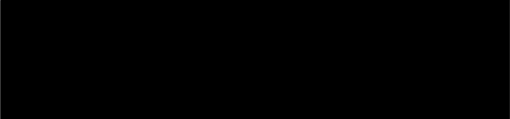
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- close cooperation with our project owners and stakeholders (including host railroads) on visibility, transparency, and communication on issues concerning safety (e.g., we have begun to share all safety observations – both positive and negative – with MassDOT on weekly safety logs for the project in question).


As detailed above and in our prior letters dated September 6, 2023, and September 12, 2023 (copies enclosed), the Company continues to look for ways to improve our safety program and culture. To that end, we would welcome any opportunity to partner and collaborate with the NTSB and/or FRA for our common goal of improving safety.

Please let us know if you can think of any potential additional safety measures that we are missing or maybe should consider. In the meantime, please do not hesitate to contact me directly with any questions and/or concerns.

Sincerely,

  
Joshua S. Wernig  
Senior Vice President & Chief Legal Officer

Enclosures

Cc: Ruben Payer, NTSB, (via email only) (@[ntsb.gov](mailto:ntsb.gov))

23-0446

## Joshua Wernig

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**From:** David Casaceli <[REDACTED]@ntsb.gov>  
**Sent:** Tuesday, November 14, 2023 1:14 PM  
**To:** Joshua Wernig  
**Cc:** Patane, John (FRA); [REDACTED]@dot.gov; Troy Lloyd; Ruben Payan; Richard Skolnekovich; [REDACTED]@dot.gov  
**Subject:** Document Requests

**ALERT: This email is from an external source.  
Be cautious before clicking any link or attachment.**

Good Afternoon,

I am writing today to inquire if Middlesex Corporation needs additional time to produce the documents requested as a part of this investigation. If more time is necessary, please reply by November 17th detailing which specific request requires more time and how much is needed.

If not, we will consider your responses received to date as Middlesex's complete and final document production for the requests.

Thank you for being committed to this investigation.

*Kind Regards,*

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**David F Casaceli PE**

Railroad Accident Investigator  
National Transportation Safety Board

[REDACTED]

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September 6, 2023

**VIA UPLOAD TO KITEWORKS PORTAL**

Ruben Payan  
NTSB  
Office of Rail, Pipeline & Hazardous Materials Investigations  
490 L'Enfant Plaza East, SW  
Washington, DC 20594

RE: The Middlesex Corporation's Response to NTSB Request for Remedial Actions Taken  
Investigation Reference No. RRD23FR015

Dear Mr. Payan:

Please accept this letter as The Middlesex Corporation's (the "Company") initial response and document production to the NTSB's request for all remedial actions taken by the Company following the August 4<sup>th</sup> incident. As an initial matter, the subject project has remained shut down following the incident pending a full review of the Company's safety policies and procedures. During this time, the Company has undertaken a comprehensive internal review of all safety policies, procedures, and programs for opportunities for improvement in addition to partnering with the project owner, Massachusetts Department of Transportation ("MassDOT"), and the host railroad, Housatonic Railroad Company, Inc. ("HRRC"), to ensure safety moving forward. Since the August 4<sup>th</sup> incident, the Company has taken the following specific actions:

- Held a Company-wide stand down on Monday, August 7, 2023, focused on backing safety, worker protection, and working in or around equipment.
- While the Company has historically adopted and utilized the Spark Training Solutions, LLC's ("Spark") model programs for Title 49 CFR Part 243 compliance, since the subject incident, the Company has specifically contracted with Spark to review, revise, and update the Company's current program as may be necessary to ensure full compliance with Title 49 CFR Part 243. In the interim, the Company updated and submitted its Title 49 CFR Part 243 Compliance Policy to MassDOT and HRRC for their review (copy enclosed).
- Corporate safety review includes, but is not limited to:
  - Ongoing review of all corporate safety policies for potential improvements.
  - Revised the corporate Backing Policy to expressly reference rail equipment (note this policy was applicable to rail operations, the revision merely makes it express) (copies enclosed).
  - Created new job hazard analyses ("JHA") for Backing Rail Equipment, Working Around Rail Equipment, and Drilling and Lagging Operations (copies enclosed).
  - Revised existing JHAs for Bridge Timber Replacement, Turnout Installation, Yard Clean-up, and CWR Installation (copies enclosed).
  - Ongoing review of formalizing a policy audit procedure to ensure compliance to safety policies and programs.
- Site-specific safety review includes, but is not limited to:

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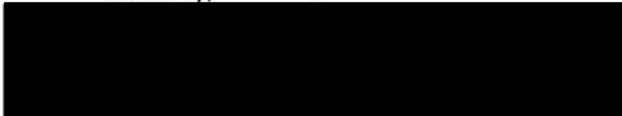
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- Revised the site-specific safety and health plan (“HASP”) (copy enclosed).
- Retrained all project personnel with live in-person RWP training through RailPros (training rosters enclosed).
- Retrained all project personnel on the site-specific safety orientation, including review of the site-specific HASP; physical rail characteristics, applicable restricted speeds, and the Form D; backing (including specifically rail equipment), circle for safety, and working in or about equipment; good faith challenges and STOP Work Responsibility; how to conduct effective daily huddles; compliance with documentation requirements (training rosters enclosed).
- Retrained all project personnel on internal Company policies and programs (training rosters enclosed), including: (1) Accident, Incident & Near Miss Reporting and Investigation; (2) Backing Safely ; (3) Conducting Effective Daily Huddles; (4) Job Hazard Analysis (JHA) Program; (5) Near Misses; (6) Non-retaliation Policy; (7) Spotter Safety; (8) STOP Card Program; (9) Circle for Safety; and, (10) JHA Review – Backing of Rail Equipment.
- Trained all applicable project personnel on the following National Railroad Construction and Maintenance Association (“NRC”) safety training videos (training rosters enclosed), including: (1) Changing Ties Safety Training; (2) Railway Maintenance Equipment Safety Training Part 1; (3) Railway Maintenance Equipment Safety Training Part 2; (4) Railway Crossing Safety Training Part 1; (5) Hand Tools Safety Training; (6) Power Tool Safety Training; (7) Hi-rail Truck Safety Training; (8) Recognizing Fatigue Training; and (9) Unloading Material.
- Ongoing reevaluation of all operators on the safe operation of Rail Maintenance Machines and hi-rail equipment.
- Added additional experienced supervisory personnel to the project, including a Senior Vice President with over 40 years of experience to provide executive oversight of the project through completion, an Operations Manager with 21 years of experience to provide additional operational support, a Rail Project Executive with 25 years of railroad construction and maintenance experience, and an additional experienced Rail Superintendent with over 30 years of experience.
- Bearcomm (the vendor providing two-way radios system used on the project) was contacted and is in the process of providing upgraded radios enabled with a recorded line service. In the interim (until the new radios are delivered), the Company has secured a digital audio recording device.
- Review and inspection of all rail maintenance machines, including installation of cameras on all rental equipment (note all Middlesex owned rail maintenance machines have cameras already).
- Created, and hired, a new Rail Safety Manager position to manage rail safety on behalf of the Company; the new hire is expected to start on September 18th.

Please do not hesitate to contact me directly  with any questions.

Sincerely,



Joshua S. Wernig  
Senior Vice President & Chief Legal Officer

Enclosures

23-0446



September 12, 2023

**VIA UPLOAD TO KITEWORKS PORTAL**

Ruben Payan  
NTSB  
Office of Rail, Pipeline & Hazardous Materials Investigations  
490 L'Enfant Plaza East, SW  
Washington, DC 20594

RE: The Middlesex Corporation's Second Supplemental Response to NTSB Request for Remedial Actions Taken  
Investigation Reference No. RRD23FR015

Dear Mr. Payan:

Please accept this letter as The Middlesex Corporation's (the "Company") supplemental response and document production to the NTSB's request for all remedial actions taken by the Company following the August 4<sup>th</sup> incident. Since the Company's September 6<sup>th</sup> initial response, the Company has taken the following specific actions:

- The Company has updated and revised its Title 49 CFR Part 243 Compliance Policy. A complete copy of the updated policy is enclosed herewith.

Please do not hesitate to contact me directly [REDACTED] with any questions.

Sincerely,

[REDACTED]

Joshua S. Wernig  
Senior Vice President & Chief Legal Officer

Enclosures  
23-0446

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# Backing Policy

## 1. Purpose

The purpose of this policy is to ensure that the Company vehicles and equipment operators follow safe backing procedures.

## 2. Scope

This policy applies to all team members who operate vehicles and/or equipment. The recommended practices of this policy are intended to add to (not replace or supersede) the requirements of the Company's Motor Vehicle Safety Policy.

## 3. Definitions

- A. Backing – Operation of vehicle and/or equipment in the reverse direction.
- B. Backing Accident – Accident involving direct contact with (and possibly damage and/or injury to) people, property, or other vehicles.
- C. Circle for Safety – A complete 360-degree walk-around of any vehicle and/or equipment to ensure that the area is clear of obstacles before backing (as described further below).
- D. Equipment – Refers to light-duty and/or heavy-duty vehicles, specifically designed for the execution of construction tasks, including on-track roadway maintenance vehicles and hi-rail vehicles.
- E. Internal Traffic Control Plan (ITCP) – A plan developed to coordinate the flow of vehicles and equipment operating in a temporary traffic control (TTC) zone and to separate to the extent possible - vehicles and/or equipment from workers on foot in the TTC zone, reduce the need to back up and limit entry and egress points.
- F. Pull-through Parking – Is when a driver locates two empty spaces and drives through one space before parking in the other. As a result, the Vehicle both enters and exits the parking space without ever backing.
- G. Spotter – A worker assisting an operator in maneuvering a Vehicle or Equipment into position to prevent injury or damage to the operator, other personnel, and/or property.
- H. Vehicle – Company owned, leased, or rented and/or personal motor vehicle used for Company business.

## 4. General Procedures

It is mandatory for all vehicles and equipment, whenever possible, to ensure the first movement will be in a forward direction when moving from a parked position into traffic. This applies to all office(s), parking lots and job sites.

Avoid backing whenever possible:

- Limit the use of Vehicles and Equipment on the job site; plan and bring all the tools and materials needed for the day, thus eliminating the need for multiple trips.
- When possible, park away from active construction zones to minimize congestion. Look for curbside parking with no restriction in front of the Vehicle. Look for opportunities to perform Pull-through Parking whenever possible. If backing from a parked position, such as from angled parking:
- Perform the mandatory **Circle for Safety** before backing (see Circle for Safety procedure below).
- Ensure mirrors are properly adjusted and clean.
- Use spotters when necessary (see spotter procedure below).



## Backing Policy

- Always perform backing slowly; never rush.

### 5. Circle for Safety

The Circle for Safety procedure is mandatory prior to any movement from a parked position, this process includes:

- **Walk-Around** the vehicle and/or equipment to look for potential hazards as indicated in the image to the right. Larger image on page 5. The operator shall make a complete 360° counterclockwise “walk around” the vehicle and/or equipment prior to moving to look for obstacles, low hanging wires, posts, poles, structures, barrier, persons, other moving Vehicles, or other objects likely to move into the operator’s backing path. During the walk around, the operator shall evaluate the need for a spotter (see spotter procedure below).
- **Move** the vehicle and/or equipment timely upon completion of any walk-around. If safe to do so, it is important that the operator exits the parking area immediately after performing the walk-around, as a delay could create a new set of exposures not previously identified.
- **BLOW THE HORN.** When backing, the operator must blow the horn twice before moving the vehicle and/or equipment.
- **SLOW AND IN CONTROL.** Remember, back up slowly (riding the brake) and never hurry, always keeping the Vehicle or Equipment in control.



Circle for Safety stickers serves as a visible reminder to perform the Circle for Safety before backing. Accordingly, Circle for Safety stickers must be in plain sight of the operator as they are accessing the driver’s side door of the vehicle and/or equipment. If the Circle for Safety sticker is missing, please contact Health, Safety & Environment, and Fleet departments immediately.

### 6. Spotters

In standard working conditions, the use of a spotter may be required within a project’s ITCP. However, certain conditions require the mandatory use of a spotter, including (but not limited to):

- In tight, narrow, and limited visibility areas
- All areas with high vehicle/pedestrian traffic volume
- Around designated break/lunch areas
- In lay-down yards while loading & unloading materials



## Backing Policy

- While maneuvering Vehicles and/or Equipment in congested areas
- Any time a vehicle and/or equipment is in motion where vision is obscured
- When backing within proximity to materials, equipment, or structures
- When aerial work platforms travel into an operating facility, on any street, or into any area that is congested with materials, equipment, or structures
- When operating fuel trucks
- In proximity to energized lines and other power sources
- Upon the operator's request

When using a spotter, follow the below guidelines:

- Ensure an additional team member(s) is available to act as a spotter when needed; see your supervisor if no spotter is readily available.
- Establish signals with the spotter before backing (both the operator and spotter must agree on the signals to be used).
- Ensure good visual and verbal contact with the spotter
- **MAINTAIN CONTACT WITH YOUR SPOTTER AT ALL TIMES.** If you cannot adequately hear and/or see the spotter, **STOP IMMEDIATELY**, and do not proceed.
- The spotter shall ensure ALL team members (including the spotter) are at a safe distance from, clear of the path of and that they never cross behind or in front of any moving Vehicle or Equipment.

(Note the use of a spotter does not excuse the operator from performing the Circle for Safety.)

### 7. Training

All new team members operating Vehicles and/or Equipment shall attend training on hazards associated with backing, including at new hire orientation where Circle for Safety stickers will be distributed along with written instructions and diagrams on the Circle for Safety inspection process. In addition, backing training is conducted on an as-needed basis.

### 8. Reporting and Investigating Backing Accidents

In keeping with the requirements of the [Accident, Incident, and Near Miss Reporting and Investigation Policy](#), report all backing accidents.

### 9. Disciplinary Action

Any team member found to be in violation of any of the requirements of this policy may be subject to disciplinary action, up to and including termination. Any resulting prescribed disciplinary action shall be taken as soon as practicable thereafter.



# Backing Policy

Circle for Safety Walk-Around Handout



# Job Hazard Analysis (JHA)



Work Task: Backing Rail Equipment		Revision Date: 8/9/2023
Project Name: Rail Division	Creation Date: 8/8/2023	PM Review/Approved by: Kyle Cummings
Prepared by: David Wright	HSE Reviewed/Approved by Darren Hohn:	
<b>**When completing JHA, please pay attention to OSHA's Focus Four: Fall Protection, Electrical, Struck-By, and Caught in Between**</b>		
Sequence of basic work tasks/steps	Identify potential Hazards	Recommended action and/or procedure
General	Improper planning	Prior to work, ensure: (1) the project team reviews all aspects of the work; (2) there are an adequate number of qualified/trained team members; and (3) the required tools/equipment are available.
Conduct Daily Huddle and JHA Review	Uninformed team members Team members do not understand their work tasks	Review work plans and JHA at the Daily Huddle. Ensure all team members are aware and understand their work tasks. Ask team members questions to ensure understanding (when filling out your Daily Huddle make sure to select the appropriate boxes indicating the <i>information reviewed</i> and consider documenting what specifically was reviewed in the <i>Comments</i> section therein).  Superintendents and Foreman are required to evaluate and observe the work to ensure team members are compliant with all requirements, including any recommended actions and/or procedures detailed herein. Re-huddle if you feel that team members are not performing their work tasks in a safe and controlled manner. This is a working document, any changes to the work should be identified, updated herein, and reviewed with the team.
Job Safety & ROW Briefing	<ul style="list-style-type: none"> <li>Inadequate consultation</li> <li>Inadequate understanding of assignments</li> <li>Site hazards and emergency procedures</li> <li>Failure to identify risks of job tasks, weather concerns, etc.</li> <li>Inadequate understanding of on-track protection provided.</li> </ul>	<ul style="list-style-type: none"> <li>All employees and visitors to project work location are required to review and sign the daily pre-job briefing.</li> <li>Proper planning of equipment required for the task.</li> <li>Review hazards and emergency procedures specific to site.</li> <li>Sufficiently skilled team members to complete tasks.</li> <li>Ensure all crew members acknowledge the information provided by the Host Railroad pertaining to on-track protection.</li> <li>Check to ensure all crew members have credentials and RWP Book.</li> <li>RWP cards on person always</li> </ul>





# Job Hazard Analysis (JHA)

<p>Working near equipment</p>	<ul style="list-style-type: none"> <li>• Missing RWP Card</li> <li>• Missing RWP Briefing Book</li> <li>• Traffic/Struck By</li> <li>• Struck-by</li> </ul>	<ul style="list-style-type: none"> <li>• Crew must fill out RWP books prior to shift start.</li> <li>• Crew must obtain permission to foul tracks</li> <li>• Utilize police details in all public road crossings.</li> <li>• Limit foot traffic around heavy machinery.</li> <li>• Make positive conformation with operator or driver when moving around equipment or vehicles.</li> <li>• Be observant to surroundings and use a spotter if necessary.</li> </ul>
<p>Backing Rail Equipment</p>	<ul style="list-style-type: none"> <li>• General accident prevention/ Complacency</li> <li>• Speed greater than track speed limits</li> <li>• Lack of visibility by obstructed view or Weather-related issues.</li> <li>• Reaction time in event of emergency</li> <li>• Break failure</li> <li>• Obstructions on the rail</li> <li>• Personnel on the rail</li> </ul>	<ul style="list-style-type: none"> <li>• Before moving equipment, perform a Circle for Safety. Ensure are no people in the immediate area. Ensure all equipment is secured and does not go outside of the equipment's limits. Pay attention to your surroundings.</li> <li>• Maintained required track speed. In the event there are weather related events or there is limited visibility, operate at a slower track speed. Discuss track speed at the Briefing as track speed may vary when operating in certain limits.</li> <li>• Always look in the direction of travel. If there are multiple team members traveling on the same equipment, those non-operating team members must also be observing and be the second set of eyes for the operator. Everyone on the rail has authorization to alert and "All Stop."</li> <li>• Eliminate distractions such as cellular phones. Cell phone use is not an acceptable way of communicating on the rail. Cell phones can on be used in and Emergency situation. Only radio and verbal communication are acceptable means of communicating.</li> <li>• When traveling on track if radio communication is necessary, stay alert and continue to look in the direction of travel, use mirrors and monitoring cameras when necessary. If radio communication is warranted during track travel, ensure communication is short in duration. If communication is going to be longer, the equipment must come to a complete stop. Always use radio communication as well as the equipment's horn when approaching work crews to notify of your approach.</li> <li>• When approaching crossings, equipment, must operate under the rules of the host railroad. Properly sounding the horn as you approach or in some cases rail equipment will stop at crossings and a spotter will be used to direct rail equipment through.</li> </ul>



# Job Hazard Analysis (JHA)

<ul style="list-style-type: none"> <li>• Back up Alarms/Travel Alarms (ALL EQUIPMENT must have working back up and or travel alarm. (Nonfunctioning alarms or must be reported in the equipment inspection checklist and taken out of service immediately if the alarms cannot be fix or alternate means (portable air horns) are not available.</li> <li>• Brake System Checks (All operators must perform a “break check” when entering each piece of equipment prior to the work) prior to track travel the operator will travel forwards and stop then reverses then stop.</li> <li>• Night operations (ensure equipment is fitted with auxiliary lighting and visibility is maintained 360 degrees around machine) and all equipment lighting properly work.</li> <li>• Adverse Weather (when operating equipment in “wet rail conditions” added stopping distance must be assumed by all operators) sand or other abrasive materials may be necessary in certain situations.</li> <li>• Spotters (when equipment is backing up to or past a crew, spotters will be used outside of gauge to ensure safe passage of equipment) horns again will be used to alert team members on the ground.</li> <li>• Horn Blasts (before any equipment moves from a stationary position and/or as equipment approaches grade crossings, workers or other vehicles/equipment (whether on the track or about the track and at risk of fouling the track), the proper number of “horn blasts” will be sounded from the operator depending on travel forward or backward. Note alternate warnings may be needed where sounding the horn adversely affects workers (e.g., tunnels or terminals), or is otherwise restricted by the Host Railroad).</li> <li>• Team members working in and around equipment must stay vigilant when hi-rail equipment is traveling. Keeping your head on a swivel is a must. All team members have STOP work responsibility. When hi-rail equipment approaches, team members must view the equipment in travel and not be distracted. Going to a place of safety is critical until equipment passes and authorization has been granted to resume work.</li> </ul>	
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# Job Hazard Analysis (JHA)

Work Task: <b>Bridge timber and rail replacement bridge 51.73</b>		Revision Date: 8/10/2023
Project Name: 4501	Creation Date: 8/1/2023	PM Review/Approved by: Owen McCaffrey
Prepared by: Jason Menard	HSE Reviewed/Approved by Dan DeRoehn:	
<p><b>**When completing JHA, please pay attention to OSHA's Focus Four: Fall Protection, Electrical, Struck-By, and Caught In Between**</b></p>		
Sequence of basic work tasks/steps	Identify potential Hazards	Recommended action and/or procedure
General	Improper planning	Prior to work, ensure: (1) the project team reviews all aspects of the work; (2) there are an adequate number of qualified/trained team members; and (3) the required tools/equipment are available.
Conduct Daily Huddle and JHA Review	<p>Uninformed team members</p> <p>Team members do not understand their work tasks, do not understand track protection, working limits</p> <p>Not aware of Physical characteristics of the track</p>	<p>Review work plans and JHA at the Daily Huddle. Ensure all team members are aware and understand their work tasks. Ask team members questions to ensure understanding (when filling out your Daily Huddle make sure to select the appropriate boxes indicating the <i>information reviewed</i> and consider documenting what specifically was reviewed in the <i>Comments</i> section therein).</p> <p>All job tasks including equipment and manpower as well as the entrance location to the right of way needs to be discussed and understood before the Employee In Charge job briefing book is signed by all employees entering the right of way. If at any point during the workday a work group needs to relocate, new equipment is needed at the work location, or a new Team Members shows up the Employee In Charge must be called and an updated briefing discussed.</p> <p>Each work group needs to have a Place Of Safety that is understood by all Team Members in the work group.</p> <p>All equipment operators must be qualified to run the equipment they are using and must always have a working radio when on the right of way.</p> <p>Superintendents and Foreman are required to evaluate and observe the work to ensure team members are compliant with all</p>

## Job Hazard Analysis (JHA)



		<p>requirements, including any recommended actions and/or procedures detailed herein. Re-huddle if you feel that team members are not performing their work tasks in a safe and controlled manner. This is a working document, any changes to the work should be identified, updated herein, and reviewed with the team.</p>
<p>Preparing for work</p>	<p>Uninformed Team Members</p> <p>No ROW card</p> <p>Slips, trips, and falls.</p> <p>Pinch points</p> <p>Struck by / caught between</p>	<p>Supervisors will be responsible for providing Team Members with their work tasks, understanding of the hazards and corrective actions, training, and specific PPE. Supervisors must have a detailed written Daily Huddle for all work activities.</p> <p>Ensure all Team Members are ROW training and have a current card. Any Team Member without a card shall not work on railroad property.</p> <p>Team Members must constantly watch their footing. Team Members working on the bridge beams must be comfortable with standing in a small area and must be able to keep their balance.</p> <p>Never place hands between two moving objects or a moving object and a stationary object.</p> <p>All Team Members must stay a minimum of 15 feet away from equipment while the equipment is being operated.</p>
<p>Remove / Install Timbers / Ties/ Install beam wax</p>	<p>Struck by / caught between</p> <p>Lacerations/ cuts</p> <p>Burns for heat source/ Creosol burns</p> <p>Contusions from falls</p> <p>Equipment failure</p> <p>Falls from height</p>	<p>All Team Members must stay a minimum of 15 feet away from equipment while the equipment is being operated. Spotters must be used in tight locations. Team Members must get the operator attention prior to walking past equipment. All back up alarms must be functioning as a warning device that equipment is moving.</p> <p>All Team Members must wear gloves when handling rough abrasive materials that can cause cuts and lacerations. Depending on the task, the project team will determine the best glove for the task. To prevent creosol burns, Team Members shall wear long sleeve shirts, gloves and apply barrier cream. Handle all ties with equipment or tie tongs. In the event that ties must be handle by hand, the user must protect their hands and arms with gloves and long selves. Use</p>





# Job Hazard Analysis (JHA)

<p>Drowning</p>	<p>barrier cream. During break, wash your hands if you come into contact with Creosote. Personal Hygiene is critical, wash hands, replace gloves and use a towel to remove sweat from your face, eliminate using your shirt sleeves and hands in you have been exposed to creosote tar.</p> <p>If Team Members are cutting rail, to prevent burns, the Team Members must wear the required protective clothing to prevent burns. A fire extinguisher is required when cutting and burning.</p> <p>Team Members must wear their hard hat, at all times, to prevent head injuries. If a Team Member falls there is possibility of striking the bridge beams. Team Member must work as close to the work possible and keep the length of fall protection line as short as possible.</p> <p>Inspect equipment before start of shift. All equipment must have a working back up alarm, camera, strobe lights. FRA emergency kit and FRA high rail equipment checklist. Inspections must be submitted to the office. All defects will be reported to the on-site mechanic. Any FRA defects shall be fixed with in the time restraints of the FRA. All defects that are not fixed shall be noted on the inspection form until the items are fixed.</p> <p>Fall arrest lifeline system will be installed by a competent person. Prior to use the fall protection system will be inspected and signed off. 2 persons maximum per section of lifeline system. Ensure employees who use system are properly trained and fitted for harness. Beam anchors and cross arm straps will also be used in various locations. All retractable used must be leading edge retractable. Tie off locations must be as close as possible to the Team Member work location to prevent swing fall. Ideally the fall protection retractable shall be directly behind the Team Member.</p>
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# Job Hazard Analysis (JHA)

		<ul style="list-style-type: none"> <li>In the event a Team Member falls the rescue will first be attempted from the top of the bridge. The fall protection devices are limited to a length of 8 ft.</li> <li>Team Members must maintain no momentary disconnect.</li> <li>In the event the Team Member does fall into the river, the rescue shall occur using the rescue boat.</li> <li>Use planking system for better footing while installing wax and spiking spacer blocks on the rail. The plank must be move and repositioned as the work progresses down the Bridge.</li> </ul> <p>Crew members will be fitted for life jackets. Flotation rings will be available.</p>
<p>Moving crews and equipment to the work location and back to yard at the end of shift</p>	<p>Not trained on the piece of equipment</p> <p>Struck by / caught between</p> <p>Equipment collision</p> <p>Loose objects on carts or equipment</p> <p>Backing /line of sight</p> <p>Moving around curves</p> <p>Weather/fog/working at night</p>	<ul style="list-style-type: none"> <li>-Do not enter the right of way without on track briefing from EIC</li> <li>-Must have HRR RWP training</li> <li>-Must have HRR RMM training</li> <li>-Complete FRA daily inspection and fill out daily log</li> <li>-Check all equipment and carts for loose tools and supplies</li> <li>-All equipment must travel at RESTRICTED SPEED while on track</li> <li>-Restricted Speed requires the operator to be prepared to stop within one-half the range of vision short of trains or railroad equipment occupying or fouling the track, obstructions, switches not properly lined, derails, and should not exceed 15mph</li> <li>-Must come to a complete stop 50 feet from any person or work group and make verbal and visual contact before entering the work area</li> <li>-Use spotters in tight spots and when backing up to equipment</li> <li>-Ensure Park brake is on and equipment is safe before exiting</li> <li>-stop at all grade crossings and sound the horn before proceeding</li> <li>- use spotter at grade crossing if view is obstructed</li> <li>-ensure switch is lined for direction of travel before crossing</li> <li>-Sound horn before moving</li> <li>2 blasts forward</li> <li>3 blasts backing up</li> </ul>



# Job Hazard Analysis (JHA)

		<p>Immediate action on all defects if possible and if the defect is safety related must be fixed before equipment can go back to work.          Keep noting defects on the equipment inspection form until the item is fixed. Any non-safety items must be fix within 7 days, if the defect is still present after 7 days note the reason on the equipment inspection form.</p>
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*(To add additional lines, place your cursor within the table above and select the plus sign (+) at the end of the table)*

# Job Hazard Analysis (JHA)

Work Task: Turnout Installation		Revision Date: Enter Date
Project Name: 4501	Creation Date: 8/28/2023	PM Review/Approved by: Owen
Prepared by: Jason Menard	HSE Reviewed/Approved by: Darren Hohn	
<p><b>**When completing JHA, please pay attention to OSHA's Focus Four: Fall Protection, Electrical, Struck-By, and Caught In Between**</b></p>		
Sequence of basic work tasks/steps	Identify potential Hazards	Recommended action and/or procedure
General	Improper planning	Prior to work, ensure: (1) the project team reviews all aspects of the work; (2) there are an adequate number of qualified/trained team members; and (3) the required tools/equipment are available.
Conduct Daily Huddle/JHA Review EIC Briefing with explanation of work and location on track	Uninformed team members Team members do not understand their work tasks, Do not understand track protection, working limits Not aware of Physical characteristics of the track	Review work plans and JHA at the Daily Huddle. Ensure all team members are aware and understand their work tasks. Ask team members questions to ensure understanding (when filling out your Daily Huddle make sure to select the appropriate boxes indicating the <i>information reviewed</i> and consider documenting what specifically was reviewed in the <i>Comments</i> section therein).  All job tasks including equipment and manpower as well as the entrance location to the right of way needs to be discussed and understood before the Employee In Charge job briefing book is signed by all employees entering the right of way. If at any point during the workday a work group needs to relocate, new equipment is needed at the work location, or a new Team Members shows up the Employee In Charge must be called and an updated briefing discussed.  Each work group needs to have a Place Of Safety that is understood by all Team Members in the work group.  All equipment operators must be qualified to run the equipment they are using and must always have a working radio when on the right of way.



# Job Hazard Analysis (JHA)

		<p>Work limits, Employee In Charge name and phone number, time effective, dispatcher name and form D# must be obtained from the Employee In Charge and written down.</p> <p>Superintendents and Foreman are required to evaluate and observe the work to ensure team members are compliant with all requirements, including any recommended actions and/or procedures detailed herein. Re-huddle if you feel that team members are not performing their work tasks in a safe and controlled manner. This is a working document, any changes to the work should be identified, updated herein, and reviewed with the team.</p>
<p>Moving crews and equipment to the work location and back to yard at the end of shift</p>	<p>Not trained on the piece of equipment</p> <p>Struck by / caught between Equipment collision</p> <p>Loose objects on carts or equipment</p> <p>Backing /line of sight</p> <p>Moving around curves</p> <p>Weather/fog/working at night</p>	<ul style="list-style-type: none"> <li>-Do not enter the right of way without on track briefing from EIC</li> <li>-Must have HRR RWP training</li> <li>-Must have HRR RMIM training</li> <li>-Complete FRA daily inspection and fill out daily log</li> <li>-Check all equipment and carts for loose tools and supplies</li> <li>-All equipment must travel at RESTRICTED SPEED while on track</li> <li>-Restricted Speed requires the operator to be prepared to stop within one-half the range of vision short of trains or railroad equipment occupying or fouling the track, obstructions, switches not properly lined, derails, and should not exceed 15mph</li> <li>-Must come to a complete stop 50 feet from any person or work group and make verbal and visual contact before entering the work area</li> <li>-Use spotters in tight spots and when backing up to equipment</li> <li>-Ensure Park brake is on and equipment is safe before exiting</li> </ul>





# Job Hazard Analysis (JHA)

<ul style="list-style-type: none"> <li>-stop at all grade crossings and sound the horn before proceeding</li> <li>- use spotter at grade crossing if view is obstructed</li> <li>-ensure switch is lined for direction of travel before crossing</li> <li>-Sound horn before moving</li> <li>2 blasts forward</li> <li>3 blasts backing up</li> </ul> <p>Immediate action on all defects if possible and if the defect is safety related must be fixed before equipment can go back to work.</p> <p>Keep noting defects on the equipment inspection form until the item is fixed. Any non-safety items must be fix within 7 days, if the defect is still present after 7 days note the reason on the equipment inspection form.</p>			



# Job Hazard Analysis (JHA)

Work Task: Yard Clean Up		Revision Date: Enter Date
Project Name: 4501	Creation Date: 8/18/2023	
Prepared by: Jim Sestito Jr.	HSE Reviewed/Approved by: Darren Hohn	PM Review/Approved by: Owen
<p><b>**When completing JHA, please pay attention to OSHA's Focus Four: Fall Protection, Electrical, Struck-By, and Caught In Between**</b></p>		
Sequence of basic work tasks/steps	Identify potential Hazards	Recommended action and/or procedure
Morning Huddle	<ol style="list-style-type: none"> <li>1. A poor huddle or worse no huddle.</li> </ol>	<p>Prior to work, ensure: (1) the project team reviews all aspects of the work; (2) there are an adequate number of qualified/trained team members; and (3) the required tools/equipment are available. A good pass is one that is caught. Ensure all team members understood the tasks, directions, and safety focus of the morning huddle.</p>
Pickup trash loose debris in the yard.	<ol style="list-style-type: none"> <li>1. Uninformed team members</li> <li>2. FOULING TRACK</li> <li>3. Slips trips falls.</li> <li>4. Complacency.</li> </ol>	<ol style="list-style-type: none"> <li>1. Team members should know their specific role within small tasks such as clean up.</li> <li>2. In the morning huddle if crews are not gained access to ROW via an On-Track Safety Briefing. NO BREIFING / NO FOULING. If there is any questions if a crew member is too close without OTS then they are. Leave it until we have the track.</li> <li>3. Simple tasks such as trash pickups tend to get less focus than production work. Keep crews focused by addressing the importance of clean and organized work space in the success and over safety of a construction project. Crews should be watching their steps and movement the same as if they were working at heights or in a trench.</li> <li>4. Superintendents and Foreman are required to evaluate and observe the work to ensure team members are compliant with all requirements, including any recommended actions and/or procedures detailed herein. Re-huddle if you feel that team members are not performing their work tasks in a safe and controlled manner. This is a working document,</li> </ol>



# Job Hazard Analysis (JHA)

<p>Moving equipment.</p>	<p>Struck by and caught between.</p>	<p>any changes to the work should be identified, updated herein, and reviewed with the team.</p>
<p>Organize pallets and materials.</p>	<p>Overhead wires and property damage.</p>	<p>Moving large construction equipment around a small yard bring the threat of struck by and caught between. Yard days are a change from normal production work.          Crew members should be aware that machines may travel in any direction without warning.          To prevent incidents ground crew members should:          - Alert operator of presence via radio, hand signals, and clear eye contact.          - Never walk behind or in a machines blind spot without first communicating and an acknowledgement from operator.          - Operators should be aware of all ground personnel, not be distracted while operating, and check all mirrors and cameras prior to backing.</p>
		<p>Lifting material at heights brings potential for strikes.          Avoid all potential strikes by not working in areas with low clearance. If working in tight areas use a spotter to watch all parts of the machine that may make contact. Utilize radios to communicate.          Use barrels and cones to block off areas where equipment should not be traveling.</p>

*(To add additional lines, place your cursor within the table above and select the plus sign (+) at the end of the table)  
 Photos (To insert a photo select an icon below and follow the prompt)*



# Job Hazard Analysis (JHA)

<b>Work Task: CWR Installation</b> <b>Project Name: 4501</b> <b>Creation Date: 3/20/2019</b> <b>Revision Date: 8/9/2023</b> <b>Prepared by: Jason Menard</b> <b>HSE Reviewed/Approved by: Darren Hohn</b> <b>PM Review/Approved by: Owen</b>	
<p><b>**When completing JHA, please pay attention to OSHA's Focus Four: Fall Protection, Electrical, Struck-By, and Caught In Between**</b></p>	
Sequence of basic work tasks/steps	Recommended action and/or procedure
<b>General</b>  Conduct Daily Huddle and JHA Review	<p>Prior to work, ensure: (1) the project team reviews all aspects of the work; (2) there are an adequate number of qualified/trained team members; and (3) the required tools/equipment are available.</p> <p>Review work plans and JHA at the Daily Huddle. Ensure all team members are aware and understand their work tasks. Ask team members questions to ensure understanding (when filling out your Daily Huddle make sure to select the appropriate boxes indicating the <i>information reviewed</i> and consider documenting what specifically was reviewed in the <i>Comments</i> section therein).</p> <p>All job tasks including equipment and manpower as well as the entrance location to the right of way needs to be discussed and understood before the Employee In Charge job briefing book is signed by all employees entering the right of way. If at any point during the workday a work group needs to relocate, new equipment is needed at the work location, or a new Team Members shows up the Employee In Charge must be called and an updated briefing discussed.</p> <p>Each work group needs to have a Place Of Safety that is understood by all Team Members in the work group.</p> <p>All equipment operators must be qualified to run the equipment they are using and must always have a working radio when on the right of way.</p>
<b>Identify potential Hazards</b>  Improper planning  Uninformed team members  Team members do not understand their work tasks	

# Job Hazard Analysis (JHA)



		<p>Work limits, Employee In Charge name and phone number, time effective, dispatcher name and form D# must be obtained from the Employee In Charge and written down.</p> <p>Superintendents and Foreman are required to evaluate and observe the work to ensure team members are compliant with all requirements, including any recommended actions and/or procedures detailed herein. Re-huddle if you feel that team members are not performing their work tasks in a safe and controlled manner. This is a working document, any changes to the work should be identified, updated herein, and reviewed with the team.</p>
<p>Moving crew and equipment</p>	<p>Improper training</p> <p>Tools and material falling from Cart</p> <p>Derailment, hitting object on tracks</p> <p>Equipment to equipment collision</p> <p>Derailment</p>	<p>Housatonic ROW Cards are required for all workers at all work locations</p> <p>Check all equipment and material on carts is secured to cart with chains and straps before moving. Travel at a safe speed for the equipment and rail conditions</p> <p>Use spotters when using heavy equipment in tight areas</p> <p>Set parking brake and ensure carts are connected properly with additional wire rope connection</p> <p>Read the switches to ensure they are orientated the correct way for travel</p>
<p>Remove / Install E-Clips</p>	<p>Struck by / caught between</p> <p>Pinch point</p> <p>Slips, trips &amp; falls</p> <p>Flying debris</p>	<p>Inspect hand tools to ensure they are free of damage/defects</p> <p>Never place hands between E-clips and Sledgehammer</p> <p>Watch footing on loose ballast, ties and rail. Maintain clean workspace/walk-path. Ensure stable footing</p> <p>Ensure team member are outside sledgehammer swing radius</p>
<p>Remove/install joint bars</p>	<p>Struck by / caught between</p>	<p>Inspect hand tools to ensure they are free of damage/defects</p>



# Job Hazard Analysis (JHA)

	<p>Pinch points/amputations</p> <p>Slips, trips and falls</p> <p>Hearing loss</p>	<p>Never place hands between joint bar and rail. Never place fingers or extremities in join bar holes. Utilize drift pins to align bolt holes</p> <p>Watch footing on loose ballast, ties and rail. Maintain clean workspace/walk-path. Ensure stable footing</p> <p>Use hearing protection while operating drills and drivers</p>
<p>Remove 39' rail sections</p>	<p>Equipment failure</p> <p>Defective tools</p> <p>Rigging failure</p> <p>Struck by / caught between</p> <p>Pinch points</p> <p>Slips, trips and falls</p>	<p>Inspect Equipment before start of shift, all equipment Must have a working back up alarm and camera. Use spotters in tight locations. All high rail equipment checklist must be completed and left in the equipment. Tag any defective equipment out of service and remove from job site</p> <p>Inspect hand tools to ensure they are free of damage/defects</p> <p>Ensure that the rigging is inspected before each use and is rated for the intended work</p> <p>Ensure that Team Members are clear when lifting and swinging load</p> <p>Keep hands, feet and loose clothing away from moving parts and from underneath rail</p> <p>Watch footing on loose ballast, ties and rail. Maintain clean workspace/walk-path. Ensure stable footing</p>
<p>Cut rail with rail saw</p>	<p>Improper use/set-up of saw</p> <p>Flying debris</p> <p>Fire</p> <p>Hearing loss</p>	<p>To be used by TMC rail saw trained personnel only</p> <p>Maintain and wear proper PPE including, fireproof chaps, double eye protection, hearing protection,</p> <p>Fire extinguisher must be within 25' of work area. Use sparks shield when needed to prevent vegetation from catching fire</p> <p>Use hearing protection while operating the rail saws</p>



# Job Hazard Analysis (JHA)

<p>Install CWR</p>	<p>Equipment failure                      Rigging failure                      Struck by / caught between                      Pinch points                      Slips, trips and falls                      Unbolted rail end movement</p>	<p>Inspect Equipment before start of shift, all equipment Must have a working back up alarm and camera. Uses spotters in tight locations. All high rail equipment checklist must be completed and left in the equipment. Refer to the FRA requirements for removing equipment that is considered defective</p> <p>Inspect hand tools to ensure they are free of damage/defects</p> <p>Ensure that the rigging is inspected before each use and is rated for the intended work</p> <p>Ensure that Team Members are clear when lifting and swinging load</p> <p>Watch footing on loose ballast, ties and rail. Maintain clean workspace/walk-path. Ensure stable footing</p> <p>Keep away from unbolted rail ends when moving or dragging rail. Unbolted ends can move at any time in any direction. Be aware of your current location and always know your exit route in an emergency</p>
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*(To add additional lines, place your cursor within the table above and select the plus sign (+) at the end of the table)*  
**Photos** *(To insert a photo select an icon below and follow the prompt)*

**Attachments** *(Attach any attachments directly hereto and list them below)*

# ***HEALTH AND SAFETY PLAN (HASP)***

MassDOT Berkshire Line Track Improvement – Phase III  
PITTSFIELD, LENOX, LEE, STOCKBRIDGE, GREAT BARRINGTON AND  
SHEFFIELD  
MassDOT Contract 612598-117189

**Prepared by: The Middlesex Corporation**



Rev. Date: September 4, 2023  
Rev. #: 4



## **DISCLAIMER**

**The Contractor shall have sole and complete responsibility for the implementation of a worksite safety plan and shall take necessary precautions for the health and safety of employees and fully comply with applicable provisions of all sections of 29 CFR 1926-OSHA Construction Industry Safety and Health Standards, 29 CFR 1910-OSHA General Industry Safety and Health Standards, Federal Rail Administration, National Fire Protection Association codes, National Electrical Code, all applicable American National Standards Institute standards, and all standards or codes referred to in the listed document and any other applicable standards.**

**Due to the changing nature of health and safety regulations, and because new information is constantly becoming available, this plan is subject to change.**



# Table of Contents

1	Health and Safety Plan (HASP).....	4
1.1	The Middlesex Corporation Policy Statement .....	4
1.2	ZERO accidents and ZERO injuries .....	4
1.3	General Contractor and Subcontractor Safety Plans .....	4
1.4	COVID-19 .....	4
2	Project Scope.....	5
2.1	Scope of Work .....	5
2.2	Site Specific Information – Superfund Site .....	5
3	MIDDLESEX Safety Outline.....	6
3.1	Safety Responsibilities and Roles.....	6
3.2	Weekly Safety Meetings .....	6
3.3	Project Safety Committee.....	7
3.4	Site Safety Orientation.....	8
3.5	Subcontractor HASP Alignment Meetings .....	8
3.6	Training .....	8
3.7	Competent Person .....	9
3.8	Audit and Inspections .....	9
3.9	Accident, Incident, and Near Miss Reporting and Investigation.....	9
3.10	Monthly Safety Reports .....	10
3.11	Contractor Awareness Campaign .....	10
3.12	Substance Abuse / Prevention / Testing Program .....	10
3.13	Emergency Response .....	11
3.15	Workers Compensation Program .....	11
3.16	Jobsite Contact List & Responsibilities.....	11
3.17	Quick Reference – Emergency Information .....	12
4	Safety Controls .....	12
4.1	Site Risk Analysis.....	12
4.2	Hazardous Control Measures .....	12
4.3	Job Hazard Analysis (JHA) .....	13
4.4	Job Safety Briefings.....	13
4.5	ROW Job Briefing .....	14
4.6	Construction Site Inspections .....	14

4.7	Communication .....	14
4.8	STOP Card Program.....	14
4.9	Daily Site Walk .....	15
4.10	Safety and Health Enforcement.....	15
4.11	Notice of Violation of Safety and Health Regulations.....	15
4.12	Onsite First Aid .....	15
4.13	Stop Work Program/Good Faith Challenges and Resolution of Those Challenges .....	15
5	Safety Training and Planning .....	15
5.1	Construction Safety Training .....	15
5.2	Zero Incident Techniques .....	16
5.3	Daily Huddle and Safety Planning.....	16
5.4	Weekly Toolbox Meetings .....	16
5.5	Job Hazard Analysis.....	16
5.6	Safety Supervision and Special Requests.....	16
5.7	Regulatory Training Programs .....	16
5.8	OSHA Outreach Program .....	17
5.9	Specialized Training and Outreach .....	17
5.10	Hazardous Materials.....	17
5.11	Site Security Plan .....	17
5.12	Equipment Inspections .....	17
5.13	Motor Vehicle and Equipment Safety Policy .....	17
5.14	Environmental Protection.....	17
	<i>Appendix .....</i>	
	<i>Appendix A – COVID-19 Compliance Checklist .....</i>	
	<i>Appendix B – FRA Drug and Alcohol Policy.....</i>	
	<i>Appendix C – HRRC On-Track Safety Manual .....</i>	
	<i>Appendix D – Housatonic Railroad Berkshire Line BL-62 to BL-48.35 Characteristics Map.....</i>	
	<i>Appendix E – Middlesex Part 243 Training Program.....</i>	

## **1 HEALTH AND SAFETY PLAN (HASP)**

### **1.1 The Middlesex Corporation Policy Statement**

The Middlesex Corporation (“Middlesex” or “Contractor”) is committed to providing all team members with a safe working environment, and to the maximum extent possible, protect life, health, and property. The safety provisions of the Occupational Safety and Health Act (OSHA) of 1970 and any subsequent revisions are to be complied with as well as any applicable, laws, rules, and regulations of the Massachusetts Department of Transportation (MassDOT), Federal **Railroad** Administration (FRA), and the host railroad, Housatonic Railroad Company (“HRRC” or “Housatonic”).

### **1.2 ZERO accidents and ZERO injuries**

Middlesex has the project goal of ZERO accidents and ZERO injuries, with work tasks designed to minimize or eliminate hazards to personnel, equipment, and the general public. The purpose of this Health and Safety Plan (“HASP”) is to ensure no team member will ever be put in a situation to perform a task that may endanger their own safety and health or that of others.

This HASP will outline the Health, Safety, and Environment (“HSE”) requirements and guidelines developed for Middlesex and MassDOT. These requirements are written to help protect site personnel, visitors, and the general public from exposure to potential HSE hazards on this job site. The practices and procedures included in the HASP will ensure that it is the responsibility of all team members (contractor, client, subcontractors, designers, etc.) to take the required precautions to protect the environment, the general public, the entire workforce during the construction phase of this project. As the project progresses the HASP will be revised and updated as required to provide the most recent and effective safety practices throughout the construction phase.

### **1.3 General Contractor and Subcontractor Safety Plans**

All personnel (including any subcontractors and subcontractor personnel) coming on to the project will be required to adhere to this HASP and to complete the Middlesex Site Safety Orientation. All Middlesex Site Safety Orientation attendees shall fill out an acknowledgement form confirming they understand the HASP and agree to implement the HSE requirements herein on this job site.

All subcontractor work, workforce, and means & methods will be reviewed by the Middlesex Safety Supervisor and Project Controls.

### **1.4 COVID-19**

Due to the COVID-19 pandemic, Middlesex shall be compliant with the guidelines and procedures for the Commonwealth of Massachusetts. The COVID-19 Compliance Checklist has been included as Appendix A to this HASP.

## 2 PROJECT SCOPE

### 2.1 Scope of Work

The project objective is to upgrade the existing Berkshires line from MP 50 to MP 59. Work includes replacing 8.4 track miles of bolted rail with continuously welded rail (CWR), replacement and installation of turnouts, surfacing & alignment of the track, replacement of private & farm crossings, cross tie replacements, bridge tie replacement, bridge maintenance & repairs, and culvert cleaning & installation. The scope of work includes:

- Replacement of bolted 107lb rail, and installation of 8.4 track miles of 136RE continuous welded rail (CWR) from approximately MP 50 to MP 59
- Installation of one (1) new turnout
- Replacement of two (2) existing turnouts
- Replacement of five (5) private/farm crossings
- Surfacing and aligning of approximately 8.7 miles of track
- Spot crosstie replacement
- Spot ditching
- Installation of new bridge timbers on Bridges 50.68, 51.73, 54.90 and 56.36
- Cleaning and application of corrosion protection on top flanges of steel members prior to new timber installation, anchorage repairs at Bridges 50.68, 51.73, 54.90 and 55.08
- Installation of new walkway on Bridges 50.68, 51.73 and 56.36, and repairs of existing bearing pedestals and anchor bolts for Bridge 56.36
- Replacement of six (6) existing culverts
- Cleaning five (5) existing culverts
- Tree removal and sediment controls
- miscellaneous work on the Berkshire Line as directed by the Engineer. The required work is located between Ashley Falls, MA (Milepost 50) and Pittsfield, MA (Milepost 86.60).

Currently the HRRC operates freight service during late afternoon and early evening Monday thru Friday. Middlesex shall coordinate with the Resident Engineer and HRRC when performing their work for the duration of the project to avoid impacts to freight rail service.

### 2.2 Site Specific Information – Superfund Site

The EPA has documented PCB levels in vicinity of project site are part of a Superfund Site. The river sediment is the source of the contaminate, thus no contact with the river sediment is anticipated in the performance of the contract.

## 3 MIDDLESEX SAFETY OUTLINE

### 3.1 Safety Responsibilities and Roles

The project has identified the Safety Supervisor to carry out this HASP and provide periodic project safety oversight and help promote a safe culture. The Safety Supervisor will be full time and available for the duration of the

project. The Safety Supervisor will use the supporting staff for assistance and coverage throughout the project limits and duration of construction which includes the Project Superintendent and safety support staff. All supporting staff shall be submitted to the MassDOT under a separate header for approval. All tasks/responsibilities of the safety staff shall report directly to the Safety Supervisor to carry out all the safety procedures and regulations on the project. Safety personnel will be revised / updated throughout the project to reflect any new or removed team members to the project.

The Safety Supervisor tasks will include:

- Complete safety inspections of the job site and contiguous public areas. Provide feedback to superintendents, foreman, and overall workforce to take any corrective actions to eliminate unsafe conditions.
- Implement project safety training programs for superintendents, foreman, overall workforce, and engineers for specific, comprehensive activities.
- Attend project safety meetings and bi-weekly project progress meetings.
- Review accident and investigation reports and initiate corrective action to prevent reoccurrence.
- Maintain copies of all Contractor Safety Reports.
- Assist team members in accident investigations.
- Encourage and promote a positive safety culture.

### **3.2 Weekly Safety Meetings**

The Project Superintendent (or their designee) shall hold a weekly safety meeting (also known as a “Toolbox Meeting”) to discuss relevant safety topics and issues in the industry or to the work at hand. A review of all incidents, including near misses shall be discussed during the weekly safety meeting. Weekly safety meetings are required and must be documented with dated sign-in sheets. Each subcontractor is required to either attend the Middlesex weekly safety meeting or hold their own respective weekly safety meeting and submit copies of their agenda and sign in sheets to Middlesex’s Safety Supervisor.



### 3.3 Project Safety Committee

The Project Safety Committee (“Safety Committee”) shall represent the collective interests of all project personnel, including that of Middlesex , subcontractors, and all other partners in reinforcing our collective commitment to completing this project safely with zero incidents and zero injuries. All potential unsafe conditions, relevant safety training programs, safety awareness topics, safety audit results, and related safety issues are also incorporated into our project weekly safety meeting. All personnel are encouraged to report any specific safety concerns and issues to the Safety Committee, who has the responsibility for ensuring that an appropriate corrective action plan is developed and implemented. All team members including subcontractors on this job site are encouraged to voice safety concerns. It is the Safety Committee’s responsibility to assist the Safety Supervisor in implementing an effective safety program encompassing all the work on the job. The Safety Committee shall consist of the following team members:

<u>Title</u>	<u>Name</u>
Project Superintendent	Eric Hernandez
Quality Supervisor	Jason Menard
Project Manager	Owen McCaffrey
General Superintendent	Kyle Cummings
Safety Supervisor	Dan DeRoehn

### 3.4 Site Safety Orientation

Middlesex will implement a site safety orientation program. The Site Safety Orientation will cover the following topics:

- Review of the requirements within this HASP
- Physical track characteristics
- Applicable speed restrictions
- Form D
- Backing Policy (inclusive of the Reversing Rail Equipment JHA) with Circle for Safety
- Applicable Middlesex Safety Policies and Procedures
- Substance abuse, prevention, and testing program
- expected hazards to the work and job site.
- Right of Way (ROW) safety, regulations, and awareness (On-track Safety)
- Incident reporting and record keeping policies
- Safety metrics
- Safety inspections and audits

Prior to starting any work, all personnel new to this project, including new hires and transfers, subcontractors, must complete the following to be allowed on the property:

- Middlesex Site Safety Orientation
- HRRRC RWP Training

Prior to starting any CWR work, all supervisors, foreman, safety supervisors, and lead persons shall complete the following:

- HRRRC CWR Training

### 3.5 Subcontractor HASP Alignment Meetings

All subcontractors must submit a safety program to Middlesex, which shall be reviewed (and is subject to approval) by the Safety Supervisor and Project Manager prior to the start of work. In addition, all subcontractors will be responsible for (and shall formally acknowledge their agreement to) strictly adhere to this HASP, in addition to any applicable Middlesex, MassDOT, or HRRRC safety policy, program and/or requirement. As subcontractors are approved to work onsite, Middlesex will meet with the lead, onsite supervision of the subcontractor to review the HASP prior to the Site Safety Orientation of the subcontractor personnel and prior to initiating project work; these meetings shall be documented. This meeting will review their project requirements for safety and risk control.

### 3.6 Training

At a minimum all team members and subcontractors must attend the Site Safety Orientation and will receive training on the safety topics discussed above in section 3.4 (Site Safety Orientation). In addition, Middlesex has comprehensive health and safety training requirements, guides, and policies to ensure every team member is given the most effective training for any task required on the job. Additional training beyond the basic training will be performed as required throughout the project, including by way of example:

- [Personal Protective Equipment \(PPE\)](#)

- COVID-19 Sanitation and Protection
- [Handling Hazardous Materials](#)
- Environmental Protection Procedures
- [Fall Protection](#)
- Other topics as necessary
- In addition, prior to resumption of work Middlesex shall re-train RWP for all team members and RMM for all appropriate team members.

### **3.7 Competent Person**

Middlesex and all subcontractors are required to identify an OSHA regulated competent person to perform work requiring high level skill and expertise. All competent persons must be authorized by the Project Superintendent and/or the Safety Supervisor in writing. [Eric Hernandez is designated the Competent Person for the project.](#)

Note additional training may be required. Separate training for specific work will be complete in a separate meeting. If it is determined that a topic must be added to the Safety Orientation, the Safety Committee will determine the need, and the agenda will be revised to include necessary topics. The competent persons will be logged and maintained through the life of the construction phase of the project.

### **3.8 Audit and Inspections**

The Safety Supervisor and Project Superintendent shall implement a safety audit and inspection program for the entire jobsite. All audits and inspections shall be reviewed by the Safety Supervisor, Project Superintendent, and Project Manager. All issues will be addressed and corrected.

### **3.9 Accident, Incident, and Near Miss Reporting and Investigation**

Injuries that occur on this site must be reported immediately to Middlesex's Project Superintendent and Safety Supervisor. Middlesex will be following its corporate policies for all accident, incident, and near miss reporting and investigation. All accidents, incidents, and near misses must be reported in a timely and competent manner so they can be properly investigated, and preventative measures can be reviewed and implemented. Notifications will be made as soon as the facts are known but within one hour of the accident, incident, and/or near miss. Final reports will be sent within seven days unless there are extenuating circumstances. This policy applies to all team members, including all subcontractors when reporting and/or investigating an accident, incident, and/or near miss.

- Accident – is an undesired event or sequence of events causing injury, ill-health, or property damage.
- Incident – is an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.
- Near Miss – is an incident where, given a slight shift in time or distance, injury, ill-health, or property damage easily could have occurred, but did not in that instance.
- Injury – is an event that results in physical harm to a team member, contractor, or member of the public.
- Illness – is a deviation from the normal, healthy state of the body.

The following types of injury and/or illness will be reported immediately, regardless of the nature or severity of the event.

- A. Fatality
- B. Any injury/illness
- C. First aid treatment

- D. Near miss
- E. Incidents involving non-team members (e.g., visitors, contractors, public)
- F. Property damage
- G. Theft
- H. Violence or abusive behavior

The first concern is to ensure that an individual involved in an accident or incident receives the correct medical attention as soon as possible.

In the event of an accident and/or incident, notifications detailing the event, and the status shall be made within 1-hour to the following persons:

NAME	ROLE	E-MAIL	PHONE	ORGANIZATION
Darren Hohn	HSE Operations Director	[REDACTED]	[REDACTED]	TMC
Daniel DeRoehn	Safety Supervisor	[REDACTED]	[REDACTED]	TMC
Scott Conti	Project Manager	[REDACTED]	[REDACTED]	MassDOT
Patrick Lavin	Chief Safety Officer	[REDACTED]	[REDACTED]	MassDOT
Matt Boardman	Railroad Representative	[REDACTED]	[REDACTED]	HRRC

### 3.10 Monthly Safety Reports

Middlesex will develop a monthly safety report to submit to the client, MassDOT marked "For Record Only". The report will summarize all accidents, incidents, near misses, **workhours, Drug & Alcohol reporting, daily huddles, weekly toolbox talks, weekly safety meetings, vehicle inspection reports**. All reporting shall extend to subcontractors working on the project.

### 3.11 Contractor Awareness Campaign

Middlesex participates annually in two mandatory safety weeks (Middlesex Safety Week and Construction Safety Week). On the job, these safety weeks provide an opportunity for targeted safety programming and safety engagement activities designed to increase safety awareness and help us in reaching our goal of Zero incidents and Zero accidents. These programs are promoted to all team members via signs, posters, banners, texts, and emails and will include increased visibility and focus on safety. All team members have the opportunity to be recognized over the course of the programs by project management, superintendents, foremen, and the Safety Supervisor through site visits. At the end of each safety week, all participating team members receive a hard hat sticker evidencing their participation, dedication to safety, and the positive safety culture on the job.

In addition, at all times project safety bulletin boards provide an opportunity to recognize individuals promoting a safe workplace and safe work practices. Additionally, all Middlesex team members are eligible for recognition through Middlesex's Total Rewards program which rewards safe behaviors like reporting.

### 3.12 Substance Abuse / Prevention / Testing Program

Middlesex will uphold FRA (in addition to its own corporate) policies, including 49CFR Part 219 Control of Alcohol and Drug use, regarding substance abuse, prevention, and testing. Middlesex has submitted a drug and alcohol

plan to the FRA for approval. Please refer to Appendix B for the approved FRA Plan. Middlesex shall perform the “fit for duty” observations throughout the duration as part of the FRA Policy in place.

### 3.13 Emergency Response



Middlesex will establish muster points throughout the entire project. The muster points will be determined by the Safety Supervisor and Superintendent(s). Emergency action plans shall be reviewed during the daily safety briefings (also known as the Daily Huddle), which shall address all the local emergency contacts for that location on the job. Each muster point will have a display board providing the required emergency information for that specific location on the job, which will include:

- Local hospital(s) address and number
- Local police department address and phone number
- Local fire department address and phone number
- Clearly printed address of the Muster Point

### 3.15 Workers Compensation Program

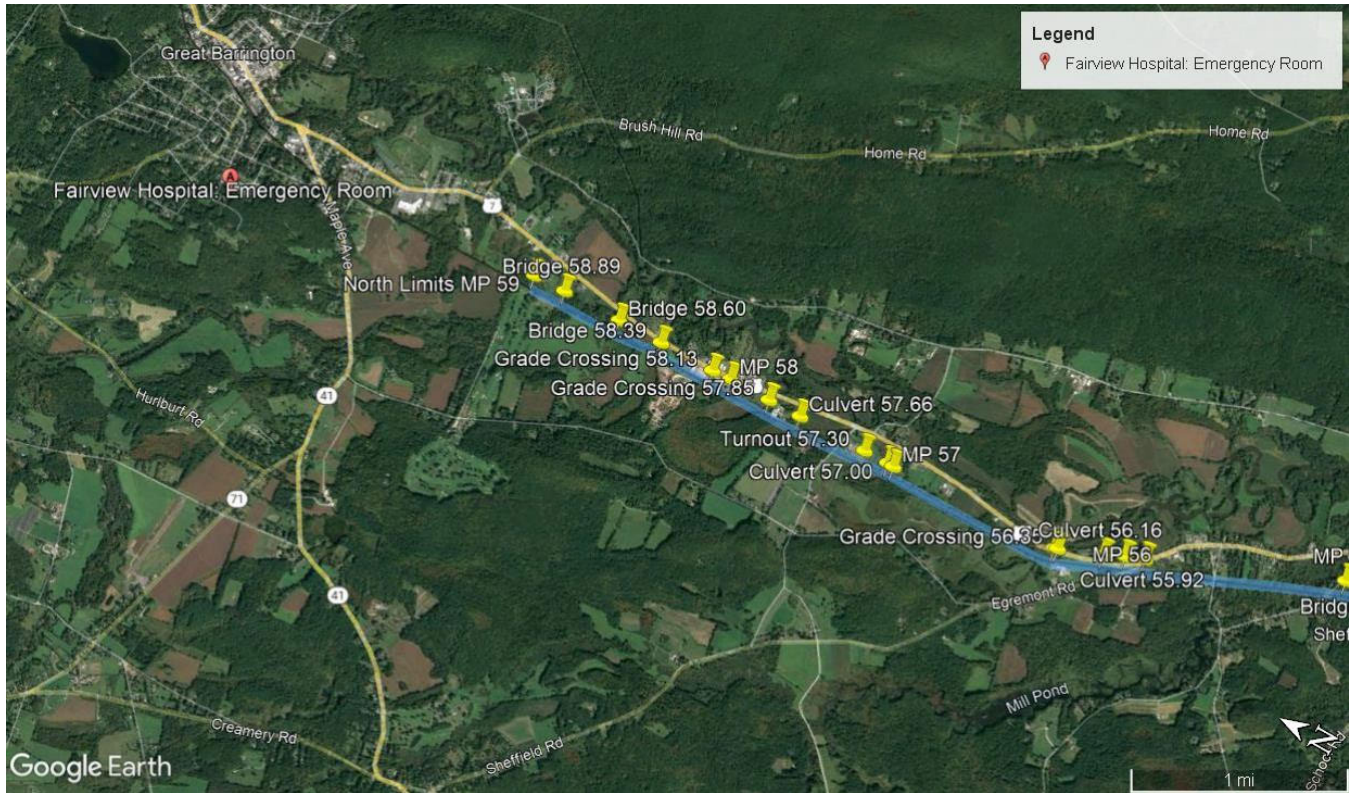
In the event of a worker’s compensation loss, Middlesex will follow its corporate policy and the Middlesex Legal Department will coordinate all claims handling activities in keeping with federal mandated laws.

### 3.16 Jobsite Contact List & Responsibilities

NAME	ROLE	E-MAIL	PHONE	ORGANIZATION
Eric Hernandez	Project Superintendent			TMC
Jason Menard	Quality Supervisor			TMC
Owen McCaffrey	Project Manager			TMC
Kyle Cummings	General Superintendent			TMC
Darren Hohn	HSE Operations Director			TMC
Daniel DeRoehn	Safety Supervisor			TMC
Scott Conti	Project Manager			MassDOT

### 3.17 Quick Reference – Emergency Information

Please refer to the info below for the location of the nearest 24-hours emergency hospitals.



#### Fairview Hospital (413)528-8600

29 Lewis Ave., Great Barrington, MA 01230

## 4 SAFETY CONTROLS

### 4.1 Site Risk Analysis

Before work begins, the Project Manager leads a team to perform a risk analysis at each work site to identify potential hazards that require specific control measures or specialized training. All findings are and incorporated into the Job Hazard Analysis (JHA). The JHA is then covered at each Daily Huddle where the hazards identified are performed. The Project Superintendent and Safety Supervisor ensures these measures are implemented prior to, and during the work.

### 4.2 Hazardous Control Measures

Site hazards and hazards resulting from construction activities are controlled using one or more of the control measures listed below:

1. Engineer/design to eliminate or minimize hazards. A major component of the design phase is to select appropriate safety features to eliminate a hazard and render it fail-safe or provide redundancy using backup components.
2. Guard the hazard. Hazards that cannot be eliminated by design must be reduced to an acceptable risk level by safety guards or isolation devices that render them inactive.



3. Provide warnings. Hazards that cannot be eliminated by design or guarding are controlled through using a warning or alarm device.
4. Provide special procedures or training. When design, guarding, or warnings cannot eliminate hazards, subcontractors must develop procedures, training, and audits to ensure safe completion of work.
5. Provide personal protective equipment (PPE). To protect workers from injury, through the use of PPE, such as hard hats, gloves, eye protection, life jackets, and other protective equipment with the understanding that bulky, cumbersome, and heavy PPE is often discarded or not used, rendering this method ineffective without proper controls. Required PPE for this project shall include; hi-visibility clothing, hearing protection, safety glasses, gloves, and hard hat.

#### **4.3 Job Hazard Analysis (JHA)**

Prior to the start of any work, a Job Hazard Analysis (JHA) must be performed. All operations and critical tasks shall be customized to reflect the work to be performed on this site. It is the responsibility of the contractor and/or the subcontractor to conduct a JHA for all aspects of their work. Subcontractors are responsible for developing and enforcing their own JHA(s) as part of their subcontractor safety program. All JHA(s) are to be reviewed and approved by the Superintendent(s) and Safety Supervisor prior to the start of any work. Once approved, the JHA will be covered during each Daily Huddle when the covered work is performed.

JHA includes:

- Identifying the task and breaking it down into steps
- Identifying the hazards associated with each step
- Identifying the specific hazard control measure used for each step, in accordance with the order-of-precedence method of control

If there is a change in condition or a change in the scope of the work that presents substantial change(s) to the protection required to perform the work at hand, all work shall be stopped. The Superintendent(s) shall be notified. The JHA shall be amended to account for the required change(s), reviewed and approved by the Superintendent(s) and Safety Supervisor prior to starting work again.

#### **4.4 Job Safety Briefings**

Prior to the start of any shift, the foreman and crew are required to perform a Job Safety Briefing otherwise known as a Daily Huddle. During each Daily Huddle, all relevant JHA will be covered in detail and team members afforded every opportunity to ask questions regarding the planned tasks. When there is a change in the operation or working conditions, the crew is required to stop, and re-assess potential hazards and reconduct the daily huddle before proceeding. The Daily Huddle is a checklist format to allow the foreman and crew to assess each operation thoroughly. The Daily Huddle is interactive for all attendees to identify hazards throughout the day. Team members are required to sign into the Daily Huddle for the activity they are performing. By signing the Daily Huddle, the team member is making himself aware of potential hazards for that specific operation. It is encouraged that superintendents, project managers, project engineers and field engineers from the contractors and client team all attend these on occasion. Items covered during the Job Safety Briefing/Daily Huddle include the identification of the employee in charge (EIC), type of on track protection, track physical characteristics, track limits/track speed, tracks that may be fouled, on track safety of adjacent tracks, designated place of safety, designated work zones around machines or equipment, and safety working and traveling distances between machines and equipment. Additional job safety briefings may occur throughout the day when working conditions change, other workers enter the limits, or on track safety has changed.

Team members are responsible for following the safety rules, understanding your Form D and track position, ensure that you note your track protection in your book, understand what is expected of you prior to going to work, coming prepared for work, being aware of your surroundings and staying alert in the foul zone, and expecting rail equipment to move in any direction at any time. **These shall be included with the monthly reporting in section 3.10.**

#### **4.5 ROW Job Briefing**

Before entering the Railroads right of way (“ROW”) a job briefing must be provided/obtained by a qualified Housatonic/HRRC Employee-in-Charge (“EIC”). The EIC has the responsibility to ensure proper on-track safety prior to fouling tracks, conducting a job briefing for allowing for the track to be fouled by completing Form D, and to ensure all members of the work group acknowledge and understands the job briefing. During each Job Briefing, all relevant JHA will be covered in detail and team member afforded every opportunity to ask questions regarding the task. All team members and subcontractors must have a proper understanding of the job briefing before signing the Form D and before entering the ROW. No one is allowed to perform any work activities prior to receiving and understanding the instruction and limits of the job briefing. Team members and/or subcontractors that are not present at the original job briefing, must be briefed prior to entering the right of way. If the work changes, a new job briefing must be conducted. The briefing grants access for the work limits specified. The briefing shall be identified in the daily huddle. All personnel must have the valid RWP to enter the ROW on person. HRRC On-Track Safety Manual can be found within appendix C.

#### **4.6 Construction Site Inspections**

The Project Superintendent and Safety Supervisor are required to perform routine construction safety inspections. These inspections are designed to identify and correct unsafe acts or conditions while work is in progress. The Project Superintendent is also responsible for inspecting the quality of the work. The Project Superintendent and/or Safety Supervisor will keep records of their construction site inspections. Any items identified as out of compliance shall be assigned for corrective action and tracked to completion.

#### **4.7 Communication**

Middlesex shall designate a means to communicate with all team members on the ROW, such as but not limited to, hand signals, horn notifications, and radios. Each crew shall ensure that team members have consistent and clear communication with all team members to ensure each team member is aware and acknowledges of all the movements of equipment, machinery, and other roadway workers on the ROW before proceeding with work tasks. If operators use radios, use shall be done only when it safe to do so and does not hinder the use of the machine. Any lone worker or working group must establish a means of communication with the foreman and EIC to ensure that are not any danger when working within the ROW. **The recording capability of all radio communications shall be installed before starting project work.**

#### **4.8 STOP Card Program**

Middlesex utilizes a Stop, Think, Observe, Plan (“STOP”) Card program to help reduce/prevent accidents and injuries by improving safety awareness and observation skills. The objective is to help our team members to better recognize safe/unsafe conditions and acts. In doing so, we believe the Company can more readily identify and proactively mitigate observed hazards, conditions, and behaviors. The STOP Card Program consists of regular observational inspections (i.e., audit) of our work areas during which a team member (Craft/Manager) utilize a STOP Card form to note all observations of potential and known safety hazards, conditions, and behaviors. Team members conducting a STOP Card observation will observe and report all unsafe conditions and behaviors in and

around their work areas and submit their findings. Craft/Managers are required to perform a minimum of one STOP Card for every 500 work hours and one a week, respectively.

#### **4.9 Daily Site Walk**

The Project Superintendent conducts a daily safety site walk to identify problem areas. Any items identified as out of compliance shall be assigned for corrective action and tracked to completion.

#### **4.10 Safety and Health Enforcement**

Middlesex and our subcontractors enforce all applicable requirements of OSHA 29 CFR1910 and 1926 as well as FRA 49 CFR 214, where applicable. Written disciplinary system regarding safety violations must be available for review to document the actions taken to control hazards on this job site.

#### **4.11 Notice of Violation of Safety and Health Regulations**

Middlesex uses a formal notice of all safety violations to team members and subcontractors. The notice is issued to the individual(s) and documented. The Safety Supervisor will assess magnitude of the violation(s) or repeat violation(s) and take the appropriate disciplinary actions consistent with corporate policy.

#### **4.12 Onsite First Aid**

The Safety Supervisor (or their designee) will be the competent person to perform First Aid. The competent person will have a valid certificate in First Aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent verifiable training program. First Aid supplies must be accessible for immediate use and be sufficient to handle common First Aid incidents. In the event of an emergency or an incident above first aid the emergency contact numbers listed will be used for the respected location.

#### **4.13 Stop Work Program/Good Faith Challenges and Resolution of Those Challenges**

In accordance with FRA guidance, any roadway worker may stop the work and make a Good Faith Challenge to on-track safety procedures and conditions of roadway maintenance machines and hi-rail vehicles. The challenge is done to make ensure all parties understand the all the concerns and possible hazards within the ROW. Upon the review of the challenge, if the operator of the track determines that the procedure and/or condition is not in compliance with the railroad rules, the EIC will correct procedure and/or condition to ensure compliance. If HRRC determines that procedure and/or condition is compliant with the HRRC's rules, the challenging employee will be asked to accept the decision and perform the assigned task. No repercussion will ever result if a worker does not feel safe.

In addition, Middlesex maintains a policy of stop work responsibility whereby any Middlesex team member may stop work for good faith safety concerns. Much like the Host Railroad's good faith challenge described above, any stop work responsibility exercised will be reviewed by the Project Superintendent for safety. If the Project Superintendent determines that the work is safe, the exercising team member will be asked to perform the task. Middlesex maintains a strict non-retaliation policy. However, for the purposes of this project any exercise of the stop work responsibility involving work on property under control of the host railroad shall be considered a good faith challenge and submitted to the EIC for determination.

## **5 SAFETY TRAINING AND PLANNING**

### **5.1 Construction Safety Training**

Every team member and subcontractor must: (1) complete the Middlesex Site Safety Orientation before coming on project; and (2) complete the HRRC Roadway Work Protection (RWP) and have valid certification on person before entering the railroad ROW).

The Site Safety Orientation (discussed in more detail in section 3.4 above) will cover the basic training to be allowed to work onsite. Beyond this, additional training may be required for specialized type of work. Any training required to proceed will be identified and provided to the individual(s) prior to the start of work.

## **5.2 Zero Incident Techniques**

Consistent with Middlesex's safety program and corporate policy, all managers, and supervisors, including subcontractor personnel, must complete specific safety training as required. All training programs address the safety, health, and risk prevention practices.

## **5.3 Daily Huddle and Safety Planning**

Foremen conduct a Daily Huddle with craft foremen to review the day's work, to identify hazards, remind them of safe work procedures established for the tasks at hand, and to review each JHA that will be utilized during the day. Daily huddles are performed at the beginning of each shift and all workers must participate. This is a means of daily safety planning to enable foremen and team members to formally document participation, the day's activities, associated risks, and relevant control measures. **These shall be included with the monthly reporting in section 3.10.**

## **5.4 Weekly Toolbox Meetings**

Safety meetings at the beginning of each week are conducting by the Superintendent(s), Project Manager(s), and Safety Supervisor. These meetings include topics relevant to upcoming work and include reviews of recent incidents within the company and outside the company. The Superintendent(s) Safety Supervisor documents safety meetings and attendance which are maintained on site. **These shall be included with the monthly reporting in section 3.10.**

## **5.5 Job Hazard Analysis**

After the JHA is complete and prior to the start of work, the Superintendent(s) and/or subcontractor shall conduct a training and review session with all team members involved with the task to review the task and the hazards involved. The training may be informal and at the site where the task is performed. Team members should be given an opportunity to provide input regarding task steps, hazards identified, and appropriate control measures. The Superintendent(s) and Safety Supervisor shall document and maintain records of the JHA training sessions (most often this will be accomplished through Daily Huddle documentation). **These shall be included with the monthly reporting in section 3.10.**

## **5.6 Safety Supervision and Special Requests**

During construction, specialized plans and supervision will be required to perform certain work. When required, the Project Superintendent or Foreman will contact the Safety Supervisor to request permission for specific workplans that require a daily inspection and acceptance prior to the start of the work. This is required for work where safety measures change too often to be covered in a typical workplan. This includes activities such as air monitoring, confined space permit, hot work permit, overhead obstruction permit, working near energized lines permit, etc.

## **5.7 Regulatory Training Programs**

Our training program conforms to 49CFR 243 "Training, Qualifications, and Oversight for Safety-Related Railroad Employees. A copy of the program is attached as Appendix E. Additionally, OSHA regulations require specific training in certain circumstances; see Section 5.8 below.

### **5.8 OSHA Outreach Program**

All project employees must complete the 10-hour course, and supervisory staff must complete the 10/30-hour course. The training must be completed during the employee's first month on the project. Participants successfully completing the course receive an authorization of completion from OSHA. OSHA authorization shall always be kept on individuals.

### **5.9 Specialized Training and Outreach**

Project personnel will be provided specialized training, including but not limited to, safety rules and requirements as well as the unique tools, inspecting and operating equipment, and procedures used to perform the work. All training shall be documented by the Project Supervisor and/or Safety Supervisor.

### **5.10 Hazardous Materials**

All containers shall be identified with the contents within. All hazardous materials shall be accompanied by a SDS, and all handling shall be covered in the JHA and be adhered to.

### **5.11 Site Security Plan**

The construction site shall be protected from unwanted and unwelcome entry, as well as delineated and protected from the public. Site security shall be maintained by the contractor.

### **5.12 Equipment Inspections**

All equipment and OnTrack equipment shall be inspected by Middlesex for compliance with the operating railroad entity and FRA regulations, and to provide safe operation. **Rear and front cameras for all on-track equipment are to be installed prior to restarting project work. Vehicle inspection reports shall be provided in the monthly reporting, section 3.10.**

### **5.13 Motor Vehicle and Equipment Safety Policy**

Team members are expected to operate all vehicles and equipment safely to prevent accidents which may result in injuries and property loss. Team members must possess a valid license for the vehicle and/or equipment being operated. Middlesex is committed to promoting a heightened level of safety awareness and responsible driving behavior in its team members. Our efforts and the commitment of team members will prevent vehicle and equipment accidents and reduce personal injury and property loss claims. This policy requires the full cooperation of each driver to operate vehicles and equipment (regardless of if owned by the contractors or individual) safely, by staying alert, observant, always looking in the direction of travel or using a spotter when visibility is limited and/or restricted, and to adhere to the responsibilities outlined in the Motor Vehicle Safety Policy.

### **5.14 Environmental Protection**

Environmental protection measures shall be implemented prior to the start of work, including the proper handling and storage of materials, prevention of spilling contaminants, and if required, the proper removal and disposal of all spilled contaminants.

# **APPENDIX A**

## **COVID-19 Compliance Checklist**



# **APPENDIX B**

## **FRA DRUG AND ALCOHOL POLICY**



U.S. Department  
of Transportation

1200 New Jersey Avenue, SE.  
Washington, D.C. 20590

**Federal Railroad**

**Administration**

November 4, 2020

Tom Donaruma  
Designated Employer Representative  
Middlesex Corporation (MIDDLESEX)  
One Spectacle Pond Road  
Littleton, MA 01460

Dear Designated Employer Representative,

This is in response to the submission of Middlesex Corporation (MIDDLESEX) drug and alcohol testing plan for regulated service employees that was submitted to FRA. It appears that your company is providing employees performing “regulated duties”, subject to either the Federal Hours of Service Laws “Covered Service” and/or performing Maintenance-of-Way (MOW) duties covered by the definition of “Roadway Worker” in 49 CFR Part 214.7, for general system railroads.

Your random plan is acceptable, and now can be placed into effect. However, since FRA only approves “railroad” random plans, please provide a copy of your random testing plan along with a copy of this letter to all the railroads that use regulated service personnel from your company. These railroads must document receiving your plan and acceptance letter in their plan submission when providing to FRA for approval.

The Federal Railroad Administration (FRA) will monitor implementation of your plan and if FRA’s on-site review of your program reveals compliance concerns which necessitate additional amendments, the FRA will advise you.

FRA appreciates your interest in railroad safety.

Sincerely,  
Jerry Powers  
FRA Drug and Alcohol Program Manager

**FEDERAL RAILROAD ADMINISTRATION  
CONTROL OF ALCOHOL AND DRUG USE  
(49 CFR PART 219)**

**MODEL PART 219  
RAILROAD CONTRACTOR  
COMPLIANCE PLAN**

**Middlesex Corporation**

**Effective Date: November 4, 2020**

**Date of FRA Plan Acceptance:**

*November 4, 2020*

**MODEL PART 219 RAILROAD CONTRACTOR COMPLIANCE PLAN**

The Federal Railroad Administration (FRA) recognizes railroads can use internal employees, contracted employees, and even volunteers to perform Part 219 “regulated service” subject to the Federal hours of service laws (covered employees) functions on the railroad. The railroad is responsible for ensuring **ALL** personnel performing these regulated service functions are in compliance with all Part 219 requirements.

FRA’s Model Part 219 Railroad Contractor Compliance Plan has been developed by FRA as a tool to help with compliance for any railroad that uses personnel other than internal employees to perform “regulated” functions. Utilization of this tool with the entity providing the “covered” personnel will help demonstrate the railroad’s due diligence in ensuring these non-employees are in compliance with Part 219.

Simply signing and adopting this plan does not constitute compliance. The actions required by the regulation, regardless of employment affiliation, must be in accordance with regulatory requirements to achieve compliance. Railroads choosing to use this model plan should have their non-employee entity complete and submit this plan back to the railroad. The railroad should then append this plan to the required random plan and submit it to FRA for approval as part of the railroad’s random plan. The FRA also expects the railroad to demonstrate its due diligence in complying with the regulation by instituting a self-audit program with entities providing “covered” function personnel. As a reminder, FRA will review compliance with the regulations. FRA can choose to hold the employer responsible for any non-compliance whether it be the employer or contractor or other entity last serving the employer; or if the facts warrant, the FRA could hold the entity responsible or both.

**In all cases where there is a difference between this plan and 49 CFR Part 219 or 49 CFR Part 40, the CFR takes precedence.** Railroad employers and entities (contractors) are reminded that Federal authority can be used only if authorized by 49 CFR Part 219. Therefore, entities having less than 16 covered employees in combination with the supported railroad entity (if appropriate) are not authorized to conduct Federal random or reasonable cause testing.

NOTE: Title 49, CFR Part 40 requires employers to have a Designated Employer Representative (DER), defined in 40.3 as “An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of Part 40. Service agents cannot act as DERs.” In the past, this person may have been referred to as the Program Administrator.

NOTE: Please make all entries, changes, or additions in bold, italics, color, or other distinguishing manner.

## **I. Policy Statement**

**Middlesex Corporation** (MIDDLESEX) recognizes the problem of substance abuse in today's society. This problem poses particular concerns to an employer who is subject to governmental regulations and seeks to promote the safety of the general public. This company has a concern for the safety, health and wellbeing of its employees as well as an obligation to comply with the United States Department of Transportation (DOT) and Federal Railroad Administration (FRA) regulations. This company will comply with all statutes and regulations administered by the FRA in implementing the required Part 219 Drug and Alcohol Program.

Programs have been established on this company which requires regulated employees to demonstrate their safety posture through complying with:

1. Urine screens to detect the presence of marijuana, cocaine, opioids, phencyclidine and amphetamines (See 49 CFR § 40.85 and 49 CFR § 40.87);
2. Breath alcohol tests to detect the unauthorized use of alcohol; and
3. Breath, urine, blood and tissue (fatality) testing after qualifying FRA post-accident events.

In accordance with the applicable Federal regulations, this company prohibits persons who perform work regulated by the Federal Hours of Service Laws (see 49 U.S.C. §§ 21101-21108) and performing duties as Maintenance-of-Way (MOW) workers as described in the definition of "Roadway Worker" in § 214.7 from being under the influence and/or possession of illegal substances and/or under the influence of alcohol while on duty or within four hours of reporting for regulated service. Additionally, illegal substance use is prohibited at any time **on or off duty**, except as allowed in 49 CFR § 219.103.

**II. Identifying Information.** Note: If any of the following personnel or entities change, the company is obligated to send FRA a change notice.

**Company:**

Name: MIDDLESEX Corporation

Address: One Spectacle Pond Road, Littleton, MA 01460

Phone: [REDACTED]

E-Mail: [REDACTED]

**Designated Employer Representative:**

Name: Tom Donaruma

Address: (If different from above)

Phone: [REDACTED]

E-Mail: [REDACTED]

**Assistant Designated Employer Representative:**

Name: Darren Hohn

Address: (If different from above)

Phone: [REDACTED]

E-Mail: [REDACTED]

**Medical Review Officer:**

Name: David Nahim, M.D.

Address: 9501 Northfield Blvd, Denver, CO 80238

Phone: [REDACTED] Fax: [REDACTED]

**Testing Laboratory (must be on HHS list of certified labs):**

Name: Quest Diagnostics

Address: 400 Egypt Road, Norristown, PA 19403

Phone: [REDACTED]

**Substance Abuse Professional (SAP):**

Name: List of SAPs in the area in Appendix C

Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**III. Scope**



**This policy applies to all Company personnel (including sub-contractors and volunteers) who perform regulated duties subject to either the Federal Hours of Service Laws “Covered Service” and/or performing Maintenance-of-Way (MOW) duties covered by the definition of “Roadway Worker” in § 214.7.**

This company provides personnel who perform regulated service for the MASSDOT railroad (*if multiple railroads attach Appendix with listings at end of this plan*) for the following regulated service (functions) positions:

Construction of rail bed, bridges, and installation of track, sidings, switches, stations and other equipment associated with installation/modification of new/existing tracks and/or bridges

The total number of regulated employees performing “Covered Service” at the time of this submission is: 0

The total number of regulated employees performing “Roadway Worker” duties at the time of this submission is: Estimated 162

The total number of all regulated employees (both covered service and roadway workers) at the time of this submission is: Estimated 162

**NOTE: (Include any sub-contracted regulated service employees.)**

**Previous Employer Checks:** This Company is required to check on the drug and alcohol testing record of employees it is intending to use to perform regulated duties. This Company will, after obtaining an employee’s written consent, request information from DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee’s application or transfer into regulated service. See 49 CFR 40.25.

An employee must also be asked whether he or she tested positive (or refused to test) on any Federal pre-employment drug or alcohol test administered by a DOT employer to which the employee applied for, but did not obtain regulated service work during the past two years.

With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee’s successful completion of DOT return-to-duty requirements (including Federal follow-up tests) must be provided to this Company.

#### **IV. Testing Programs**

There are numerous situations when Federal **drug and/or alcohol tests** must be administered for the railroad contractor to be in compliance with 49 CFR Part 219. Personnel performing functions listed in Section III of this policy will be required to submit to a drug and/or alcohol test in the instances set forth, as follows:

- 1) **Pre-Employment Drug Testing** – (49 CFR 219.501) Applicants will be informed that all individuals this company will use for regulated service must be drug-free. Passing a Federal pre-employment drug test is a condition prior to performing regulated service duties. If an applicant refuses to submit to the drug test, or tests positive on the drug test, the applicant will not be considered qualified to perform regulated service and will not be offered a position in regulated service.

**Federal Pre-Employment Alcohol Testing (Optional) – (49 CFR 219.502) Authorized but not required. This company chooses to conduct Federal alcohol pre-employment testing? Place an “X” in one of the following boxes:**

Yes  No

- 2) **Federal Reasonable Suspicion Testing** – (49 CFR 219.301)

Regulated service personnel will be required to submit to a Federal drug and/or alcohol test whenever a properly trained supervisory employee of this railroad contractor has reasonable suspicion that a regulated employee is currently under the influence of or impaired by a controlled substance or alcohol. Reasonable suspicion must be based on specific, contemporaneous personal observations the supervisor can articulate concerning the employee’s appearance, behavior, speech, body odor, chronic effects or withdrawal effects.

Part 219.11(g) requires supervisory employees to have education and training on alcohol misuse and controlled substance use. The training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. It will also prepare the supervisors to make the decisions necessary in reasonable suspicion and FRA post-accident situations (i.e., what is a qualifying event and who is to be tested).

The observation for alcohol must be made by at least one qualified supervisory employee who has received proper training in the signs and symptoms of alcohol use per 219.11(g). Documentation of this decision must be maintained, as required by Part 219 Subpart J.

The observation for drugs must be made by at least two qualified supervisory employees, one of which has received proper training in the signs and symptoms of drug use/misuse per 219.11(g). One qualified supervisor must be on-site, but the supervisor trained per 219.11(g), although preferred does not have to be the supervisor on-site. Documentation of this decision must be maintained, as required by Part 219 Subpart J.

If operating on tracks of a railroad, this railroad contractor will coordinate with the host railroad and decide how the supervisor on the site will immediately communicate and coordinate decisions to test and who will administer the necessary testing. In all reasonable suspicion cases, the supervisor will ensure that the regulated service person is transported immediately to a collection site for a timely collection of a urine and/or breath specimen. If the regulated service person is deemed not fit to return to work, the supervisor will arrange transportation for the person. This is not a Federal requirement, but safety will be better assured if accomplished.

Supervisors must document their observations that led them to decide there was a “reasonable suspicion” to have the regulated service person subjected to Federal drug and/or alcohol testing.

- 3) **Federal Reasonable Cause Testing** – (49 CFR 219.401) **Authorized but not required.** **A company must designate whether or not they conduct Federal drug and alcohol Reasonable Cause testing.** If a company selects to conduct Federal Reasonable Cause testing, then the company cannot perform company testing for any event described in 219.403. If a company selects to conduct company (non-DOT) Reasonable Cause testing only, then the railroad contractor cannot perform DOT testing for any event described in 219.403.

**This company chooses to conduct only Federal Reasonable Cause drug and alcohol testing for all train accident/incidents and rule violations that meet the criteria of 49 CFR 219.403. Please check the appropriate box: Place an “X” in one of the following boxes:**

Yes  No

A Federal reasonable cause drug and/or alcohol test may be required (employer’s decision) when a regulated service employee:

1. Was involved in a qualifying Train accident/incident per 219.403 (a) and a supervisor has a reasonable belief based on specific and articulable facts that the regulated service person’s acts or omissions contributed to the occurrence or severity of the accident/incident; or
2. Committed a rule violation described in 219.403 (b).

If operating on tracks of a railroad, this company will coordinate with the host railroad and decide how the supervisor on the site will immediately communicate and coordinate decisions to test and who will administer the necessary testing. In all reasonable cause cases, the supervisor will ensure that the regulated service person is transported immediately to a collection site for a timely collection of a urine and/or breath specimen. If the regulated service person is deemed not fit to return to work, the supervisor will arrange transportation for the person. This is not a Federal requirement, but safety will be better assured if accomplished.

Supervisors must document their observations that led them to decide there was a “reasonable cause” to have the regulated service person subjected to Federal drug and/or alcohol testing.

- 4) **FRA Post-Accident Drug/Alcohol Testing** – (49 CFR 219.201)

FRA regulations require blood and urine specimens from all surviving **regulated service personnel** when they are directly involved in a qualifying accident or incident. Tissues are also collected, in addition to urine and blood from any fatality involving an on-duty railroad employee (direct or “regulated service” contractual employee). Events requiring FRA post-accident testing include (note regulatory exceptions will be followed):

1. **Major Train Accident** involving any rail equipment accident with reportable damages in excess of the current calendar year reporting threshold under 49 CFR Part 225 and one or more of the following:
  - a. A fatality (any fatality).

- b. A release of hazardous materials from railroad “lading” that results in an evacuation or reportable injury caused by the hazmat release.
  - c. Damage to railroad property of **\$1.5 Million** or more.
2. **Impact Accident** involving reportable damage in excess of the current reporting threshold that results in:
  - a. A reportable injury; or
  - b. Damage to railroad property of \$150,000 or more.
3. **Fatal Train Incident** involving any on-duty railroad employee or regulated contractor employee where damages do not exceed the current reporting threshold.
4. **Passenger Train Accident** with a reportable injury to any person in a train accident involving damage in excess of the current reporting threshold that involves a passenger train.
5. **Human-Factor Highway-Rail Grade Crossing Accident/Incident** meeting one of the following criteria:
  - i. Regulated employee interfered with the normal functioning of a grade crossing signal system, in testing or otherwise, without first providing for the safety of highway traffic that depends on the normal functioning of such a system, as prohibited by § 234.209, is subject to testing.
  - ii. Train crewmember who was, or who should have been, flagging highway traffic to stop due to an activation failure of a grade crossing system, as provided § 234.105 (c)(3), is subject to testing.
  - iii. Regulated employee who was performing, or should have been performing, the duties of an appropriately equipped flagger (as defined in § 234.5), but who failed to do so, due to an activation failure, partial activation, or false activation of the grade crossing signal system, as provided by § 234.105 (c)(1) and (2), 234.106, or 234.107 (c)(1)(i), is subject to testing.
  - iv. If there is a fatality of any regulated service employee regardless of fault. (fatally injured regulated employee must be tested)
  - v. If regulated employee violates an FRA regulation or railroad operating rules and whose actions may have played a role in the cause or severity of the accident/incident, is subject to testing.

**Testing Decision:** For an accident that meets the criteria for a Major Train Accident, all assigned crew members of all involved trains and on-track equipment must be tested. Test any other regulated service employees that had a possible role in the cause or severity of the accident.

For an Impact Accident, Fatal Train Incident, Passenger Train Accident or Human Factor Highway-Rail Grade Crossing Accident/Incident, Test any other regulated service employees that had a possible role in the cause or severity of the accident. The company must exclude other regulated service employee if the responding railroad representative can immediately determine, on the basis of specific information, that the employee had no role in the cause(s) or severity of the accident/incident (considering any such information immediately available at the time).

For a fatal train incident, the fatally injured employee cannot be excluded from being tested.

If there is a fatality of any regulated service employee as result of a Highway-Rail Grade Crossing Accident/Incident, the fatally injured regulated employee must be tested regardless of fault.

**Exceptions from Testing:** No test may be required in the case of a collision between railroad rolling stock (including any on-track equipment) and a motor vehicle or other highway conveyance at a rail/highway grade crossing, unless it meets the criteria set forth above in Item 5 (i-v).

No test may be required in the case of an accident/incident the cause and severity of which are wholly attributable to a natural cause (e.g., flood, tornado, or other natural disaster) or to vandalism or trespasser(s), as determined on the basis of objective and documented facts by the railroad representative responding to the scene.

The railroad supervisor(s) on the scene will make timely determinations as to the event being a qualifying event and which regulated service employees (if any) are required to be tested according to the rule.

This railroad will identify the appropriate personnel who must be tested and then ensure that specimens are collected and shipped.

**Collection of Urine and Blood Specimens:** Employee specimens will be collected at a medical facility, i.e., hospital, clinic, physician's office, or laboratory where toxicological specimens can be collected according to recognized professional standards. Specimen collections will be accomplished using the FRA Post-Accident Toxicological Testing Kit. Specimens will be collected, packaged, and shipped via express courier service by the railroad. The shipping address is as follows:

Quest Diagnostics  
1777 Montreal Circle Tucker, GA 30084  
Fax: [REDACTED]

**A. Random Drug and Alcohol Testing** – (49 CFR 219.601)

The railroad is responsible for ensuring that the random program meets regulatory requirements and is accepted by FRA (see Appendix A). The principles which are required in the FRA regulation for the plan to be in compliance are attached (see Appendix B). The selection process will ensure that each regulated service person has an equal chance of being selected at every random selection. The random plan shall ensure that testing is accomplished at the beginning and at the end of the duty

period for alcohol. The minimum annual random percentage of alcohol testing at either end of the duty period is 10 percent over the course of the year.

### **Regulated Service (Covered Service)**

Current employers must test at a minimum of **25 percent annual rate for drugs and 10 percent annual rate for alcohol** for employees who perform regulated duties subject to the Federal Hours of Service Laws “**Covered Service**”. A company is permitted to test at a higher rate than the minimum. A company is permitted to test at a higher rate than the minimum. You must identify if you are testing at a higher rate and if so, the rate(s):

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### **Regulated Service (Roadway Worker)**

**Beginning June 12, 2017**, Current employers must test at a minimum **50 percent annual rate for drugs and 25 percent annual rate for alcohol** for employees who perform regulated duties defined as “**Roadway Worker**” in 49CFR § 214.7. A company is permitted to test at a higher rate than the minimum. You must identify if you are testing at a higher rate and if so, the rate(s):  
Testing at 50% drug and 25% alcohol.

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### **Random Testing Pools:**

- a) Identify and maintain an up-to-date database or list of all personnel working in regulated service (at least once per quarter) and ensure they are all in the random pool(s). Identify how many random testing pools you have. For example, most contractors will have only one random pool, but larger contractors may have multiple pools:

Roadway Worker (FRA): 50% drug and 25% alcohol

FMCSA: 55% drug and 25% alcohol

- b) Identify what regulated service employee crafts/functions are in each of the company’s random testing pool(s). For example, engineers, conductors, brakemen, switchmen, utility employees, hostlers, mechanical employees performing hoisting duties, train dispatchers, signal maintainers, roadway workers, etc.

Roadway craft workers, supervisor, civil engineers

### **Random Selection and Testing Procedures:**

1. There is only one preferred method of selection: A computer program. The lottery style, e.g., drawing names out of a hat is no longer an acceptable method of selection. Identify your



company's name of the Computer Program being utilized and provide a description by attaching an Appendix C at the end of this document:

Drugtestnetwork.net See Appendix C

- 2. Identify whether your company is making selections by name, ID number, train number, job number, etc.

Name

- 3. Random Pools are in a consortium: Yes  No

- 4. If using TPA Consortium pools, please provide name of Consortium pool: N/A

- 5. If your company is using a consortium/third party administrator (C/TPA) to assist in random testing, identify the following information for the C/TPA:

Name of C/TPA: In-House Administrator

Address: One Spectacle Pond Road, Littleton, MA 01460 Contact Person: Caitlin White Phone: [REDACTED]

Please mark the following services the C/TPA are performing for your company:

- None
- Random Pool Maintenance
- Random Pool Selections
- Collection Services Drug
- Collection Services Alcohol
- HHS Laboratory
- Medical Review Officer
- Substance Abuse Professional (SAP)
- Employee Assistance Professional (EAP)
- Drug and Alcohol Counselor (DAC)
- Other: \_\_\_\_\_

- 6. Identify how often your company is making selections, e.g., monthly or quarterly:

Quarterly

**Note: If selecting quarterly in order to maintain the deterrent effect of random testing for very small railroads and contractors, FRA is requiring each individual random testing pool established under subpart G to select and randomly test at least one entry per quarter, even if fewer tests are needed to meet FRA's minimum random testing rates.**

Objective Procedure, if making quarterly selections:

Quarterly selections will exceed one per quarter due to number employed on the project

7. Identify how you determine whether a selection is to be tested for drugs, for alcohol, or both:

The computer program is set to use the double jeopardy selection method. A person can be selected for the drug test and then put back into the pool for selection for alcohol.

8. Identify your testing "window," e.g., 30 days.

The testing window is established at 90 days but will not pass the end of the quarter.

Note that if you're making monthly selections, the testing windows may not exceed 30 days and not past the end of the month. If you're making quarterly selections, the testing window is 90 days but not past the end of the quarter.

9. Provide additional descriptions of your random testing selection procedure, as applicable:

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Employees covered by this program are placed within and selected from, their own individual pool on a quarterly basis. FMCSA is not combined with this pool.

10. This company will safeguard these selection records to ensure that information concerning collection dates and selections are not disclosed until necessary to arrange for collection or provide notifications.

11. These random testing records are required to be maintained for 2 years. This includes an electronic or hard copy "snapshot" of the random testing pool each time selections are made, a copy of the list of selected employees, a copy of the drug chain of custody form and/or alcohol testing form, and the reason for not testing any of the selected employees.

12. In the event that all or a clearly defined portion of the railroad is subject to an emergency such as a flood or severe ice storm, the ranking operations officer on duty is authorized to declare an emergency by completing a memorandum setting forth the facts necessitating this action. If such an emergency determination is made, the date/time of the emergency and random drug/alcohol tests that were suspended must be entered into the DER's files. Random selections not administered because of the emergency are deemed void, and the selection numbers will be adjusted later to make the required percentage.

13. Only a substantiated medical emergency involving the selected person or an emergency involving an immediate family member (e.g., birth, death, or a medical emergency) provides the basis for excusing a regulated employee/person from being tested once notified. A

medical emergency is defined as an acute medical condition requiring immediate emergency care. A person excluded under these criteria must provide substantiation from a credible outside professional (e.g., doctor, hospital, law enforcement officer, school authority, court official) which can be furnished prior to this release or within a reasonable period of time after the emergency has been resolved.

Such excluded (excused) persons will not be tested based on this selection.

14. Once the regulated service person selection is made, the DER will arrange notification. No prior notification will be given. A selected person will only be tested during his/her tour of duty, extended only long enough to complete testing but not to exceed Federal hours of service law requirements. The person, once notified, must proceed to the selected testing facility IMMEDIATELY. Identify how your company will notify selected employees:

\_\_\_\_\_

The supervisors of selected employees will be notified of the identity of employees selected for drug and/or alcohol testing. The DER will provide the Supervisor with the identity of selected employees and the location to which the selected employee must report for testing.

15. The collection date and time during the selection period (testing window) will be varied by the DER to ensure that it cannot be anticipated. It is not necessary for the company to randomly select the "testing date."

## V. Drug Testing Procedures

The designated collection agents will be qualified and follow the proper collection procedures as described in 49 CFR Part 40.

- a. The Medical Review Officer (MRO) will review drug test results as required in 49 CFR Part 40. All test results will be reported exclusively through the MRO.
- b. A laboratory certified by the Department of Health and Human Services/ Substance Abuse and Mental Health Service Administration (DHHS/ SAMHSA), under the Mandatory Guidelines for Federal Workplace Drug Testing Programs, will perform all drug testing.
- c. Test results will be reported from the laboratory only to the MRO for review and action consistent with 49 CFR Part 40.
- d. The name of the individual providing the specimen will remain confidential and will not be provided to the laboratory performing the test. The testing laboratory is only able to identify the specimen by the specimen ID number printed on the chain-of-custody form. The laboratory will only use a urine custody and control form consistent with the requirements of 49 CFR Part 40.
- e. The designated laboratory will only test for the drugs listed in 49 CFR 40.85.

- f. The MRO will verify the results and report (using procedures in 49 CFR Part 40) to the DER whether the test was positive or negative and the drugs for which there was a positive result.

## VI. Alcohol Testing Procedures

Breath alcohol testing will be performed by fully trained and certified Breath Alcohol Technicians (BAT) using the National Highway Traffic Safety Administration (NHTSA) approved testing devices. The results will be documented on an approved Federal Breath Alcohol Testing Form and will be signed by the employee and the BAT. At the time of the alcohol test, the employee will receive a copy of the test result, with an identical copy being sent to the company's DER.

- a. Negative results. The DER will be mailed a copy of the negative test results.
- b. Positive results. The BAT will immediately and directly notify the company's DER if the test results are positive (0.02 percent or higher) who will take appropriate action to remove or restrict the employee from regulated service as required by Part 219.

## VII. Drug Test Results

For any FRA testing, the company should as a "best practice" notify the employee in writing of test results.

**Positive or Otherwise Non-Negative Results.** If the laboratory reports the drug test result as POSITIVE or otherwise non-negative, the following procedures will be followed:

- a. The MRO will immediately inform the regulated service person of the result and offer the person the opportunity for an interview to discuss the test result. If the MRO has difficulty reaching the employee, the procedures set forth in 49 CFR 40.131 will be followed.
- b. The MRO will complete and document the review as required by 49 CFR Part 40 Subpart G, determining if the external chain of custody was intact, if the person has a legitimate medical explanation for the presence of any controlled substance, and whether there is any basis to question the scientific sufficiency of the test results. In the case of an opiate positive, the MRO will also make the special determinations required by the regulation.
- c. If the MRO verifies the test result as positive, the MRO will report the result to the company's DER. If the MRO determines that the result is non-negative and the non-negative result cannot be explained, the appropriate regulatory action will be pursued. The MRO will not provide the DER with the quantitative test results unless the employee, as stipulated in the regulation, disputes the test.

**Negative results.** If the MRO has determined that the drug test is NEGATIVE, the MRO will accomplish the required administrative review and report the negative results to the company's DER in accordance with 49 CFR § 40.163.

**Negative-dilute results.** Unless the MRO directs a company to conduct a recollection under direct observation (for a result with creatinine from 2 to 5 mg/dL), per 40.197, a negative-dilute is considered a negative test, although a company may, but is not required to direct the employee to immediately take another test. Such recollections must not be collected under direct observation unless there is another basis to do so. A company must treat all regulated employees the same. For example, it must not retest some employees and not others. A company may establish different policies for different types of tests (e.g., conduct retests in pre-employment situations, but not in random test situations). **This company's policy for negative dilutes is as follows:**

Re-collection is required.

## VIII. Confidentiality

- a. Medical information a regulated person provides to the MRO during the verification process is treated as confidential by the MRO and is not communicated to the company except as provided in Part 40.
- b. Confidentiality of Federal drug or alcohol testing results will be maintained as required by the regulations. For example:
  1. The laboratory observes confidentiality requirements as provided in the regulations. This company does not advise the laboratory of the identity of persons submitting specimens. The laboratory performing the testing must keep all records pertaining to the drug test for a period of two years.
  2. All test results will remain exclusively in the secure files of the MRO. The MRO will observe strict confidentiality in accordance with the regulations and professional standards. The MRO will retain the reports of individual test results as required in Part 219 Subpart J.
  3. The DER will maintain all test results reported by the MRO, both positive and negative, in secure storage. The results will be retained as required in Part 219 Subpart J. Other personnel will be informed of individual test results only in the case of positive tests and authorized only on a need-to-know basis.

## IX. Regulated Service Personnel Training Program (49 CFR 219.11)

Each regulated service person will receive a copy of this policy and the other information requirements in 49 CFR Part 219.23 (e) which clearly states the prohibitions required by the regulation. In addition, each regulated person will be given information concerning the problems caused by alcohol or controlled substances and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

## **X. Prescription Drugs (40 CFR 219.103)**

The use of controlled substances (on Schedules II through V of the controlled substance list) is not prohibited as long as they are prescribed or authorized by a medical practitioner and used at the dosage prescribed or authorized. Either one treating medical professional or a company-designated physician should determine that use of the prescription(s) at the prescribed or authorized dosage is consistent with the safe performance of the employee's duties. Regulated service employees should also seek the advice of a medical professional whenever they are taking any over-the-counter drug that may adversely affect the safe performance of duties.

## **XI. Compliance with Testing Procedures**

- a. All regulated service personnel/applicants requested to undergo a Federal drug and/or alcohol test are required to promptly comply with this request. This company expects all prospective and current regulated service personnel to exercise good faith and cooperation in complying with any procedures required under this policy. Refusal to submit to a Federal drug or alcohol test required under FRA rules, engaging in any conduct which jeopardizes the integrity of the specimen or the reliability of the test result, or any other violations of the prohibited conduct in 49 CFR 219.101 or 219.102 could subject the person to disciplinary action (up to and including termination), independent and regardless of any test result. This includes failure to show up on time for a drug/alcohol test, failing to remain at the testing site until the testing process is complete, etc. (see 40.191).
- b. All DOT Federal return-to-duty and follow-up urine specimens must be collected under direct observation (using the direct observation procedures in 40.67 (i)). Note that a SAP may also require return-to-duty and follow-up "drug" tests in addition to alcohol tests following an alcohol positive of 0.04 percent or greater.
- c. Direct Observation Urine Collection Procedures: The collector (or observer) must be the same gender as the employee. If the collector is not the observer, the collector must instruct the observer about the procedures for checking the employee for prosthetic or other devices designed to carry "clean" urine and urine substitutes AND for watching the employee urinate into the collection container. The observer will request the employee to raise his or her shirt, blouse or dress/skirt, as appropriate, above the waist, just above the navel; and lower clothing and underpants to mid-thigh and show the observer, by turning around, that the employee does not have such a device.
  - 1) If the employee has a device, the observer immediately notifies the collector; the collector stops the collection; and the collector thoroughly documents the circumstances surrounding the event in the remarks section of the testing form. The collector notifies the DER. This is a refusal to test.
  - 2) If the employee does not have a device, the employee is permitted to return his/her clothing to its proper position for the observed collection. The observer must watch the urine go from the employee's body into the collection container.

The observer must watch as the employee takes the specimen to the collector. The collector then completes the collection process.

- 3) Failure of the employee to permit any part of the direct observation procedure is a refusal to test.
- d. As a minimum, a regulated service person will be removed from FRA regulated service for a minimum of nine months if there is a finding of “refusal to test.”

## XII. Positive Test Results

- a. **Alcohol positive of 0.02 to 0.039:** Regulated service personnel should receive written notification of test results which are other than negative. A Federal positive drug test or a Federal alcohol test result of 0.02 percent or greater or a refusal to test will result in immediate removal from regulated service under FRA regulations. A positive alcohol test of at least 0.02 percent but less than 0.04 percent will result in the removal of the person from regulated service for at least eight hours. The company is not prohibited from taking further action under its own company policy.
- b. **Federal violation:** A regulated service person with an MRO verified positive drug test or a breath alcohol test result of 0.04 percent or greater (or a refusal) has violated Federal regulations and must be immediately removed from regulated service. Prior to or upon withdrawing the employee from regulated service, the company must provide notice to the employee of the reason for this action. If the employee denies that the test result is valid evidence of alcohol or drug use prohibited by 219.101 or 219.102, the employee may demand and must be provided an opportunity for a prompt post-suspension hearing. **See 219.104 (c) for the hearing provisions.**

Even if the company does not wish to keep the employee in its employment, it must provide the above hearing (if requested) and at a minimum provide the employee with a list of qualified Substance Abuse Professionals. Prior to returning to regulated service the employee will be required to undergo an evaluation by a qualified Substance Abuse Professional (SAP) that is company approved, to determine the need for treatment and/or education. The employee will be required to participate and comply with the SAP-recommended treatment and any after-care or follow-up treatment that may be recommended or required.

After successful treatment, for a Federal positive drug test (or alcohol test result of 0.04 percent or greater), per the SAP’s requirements, the person must provide a Federal return-to-duty urine specimen and/or breath specimen for testing (which is negative) prior to being allowed to return to regulated service. In addition, the person will be subject to additional unannounced Federal follow-up testing, as determined by the SAP, for a maximum period of 60 months, with a minimum of six tests being performed in the first twelve months (**engineers and conductors – SAP with require a minimum of 6 drug tests and 6 alcohol tests in the first 12 months**). Failure to comply with these provisions and remain alcohol and/or drug-free will result in subsequent removal from regulated service and could result in disciplinary action, up to and including termination. Note: Federal regulation does not guarantee the employee will maintain



an employment relationship. This is determined via employer and employee negotiation. These Federal return-to-duty and follow-up drug tests must be collected under direct observation.

- c. Identify other employer sanctions (if applicable) for a Federal alcohol test result of at least 0.02 percent but less than 0.04 percent:

Zero Tolerance Policy. All Team Members who test positive for alcohol will be subject to disciplinary action up to and including termination.

Identify other employer sanctions (if applicable) for a Federal alcohol test result of 0.04 percent or greater:

Zero Tolerance Policy. All Team Members who test positive for alcohol will be subject to disciplinary action up to and including termination.

Identify other employer sanctions (if applicable) for a Federal positive drug test:

Zero Tolerance Policy. All Team Members who test positive for DOT regulated drugs will be subject to disciplinary action up to and including termination.

### **XIII. Self-referral and Co-worker referral (Mandatory Policies and Non-peer referral (Optional Policy))**

This company's policy to comply with 49 CFR Part 219.1001 and 49 CFR Part 219.1003 is as follows:

**Employment Relationship.** As per 219.1003(b), a regulated employee who enters and follows the tenants of this program as discussed below, will maintain his or her position upon successful completion of an education, counseling, and treatment program as specified by a DAC. Before the employee is charged with conduct sufficient to warrant dismissal, the employee must seek assistance through the company for his or her alcohol or drug use problem or be referred for such assistance by another employee or by a representative of the employee's collective bargaining unit.

**Imminent Detection.** An employee may not use the referral program for the purpose of avoiding the imminent and probable detection of a rule violation by a supervising employee. No employee may take advantage of self-referral after being notified of a testing event or while in imminent risk of being detected for possession of alcohol or controlled substances.

**Reasonable Suspicion.** In the case of a Co-worker referral which is mandatory or a Non-peer referral (which is optional), if the employee accepts the referral and has agreed to a Rule G waiver, there is no need for the company to perform a Federal reasonable suspicion test. If the Federal reasonable suspicion test occurs, the referral takes precedence and a written request shall be submitted to the FRA Drug and Alcohol Program Manager for permission for reclassification to non-DOT status. This will allow the employer to vacate the return-to-duty and follow-up (RTD/FU) requirements of the reasonable suspicion

test violation. Thus, the co-worker referral will take precedence and all subsequent RTD/FU testing will be appropriately conducted under non-DOT/company authority as per Part 219 Subpart K. In this scenario, the reasonable suspicion positive test result(s) are not subject to 49 CFR Part 40.25 requests from any subsequent DOT-regulated employers.

In the case of a Co-worker referral or a Non-peer referral (optional), when the employee does not accept the referral and does not agree to a Rule G waiver, the company must properly observe the employee for signs and symptoms of alcohol and/or drug use/misuse. If signs and symptoms are observed, the company must perform a Federal reasonable suspicion testing. In this scenario, the reasonable suspicion positive test result(s) are subject to DOT-regulated RTD/FU testing and 49 CFR Part 40.25 requests from any subsequent DOT-regulated employers.

**Referral Sources.** The company must specify whether, and under what circumstances, its policy provides for the acceptance of referrals from other sources, including (at the option of the company) supervisory employees. Identify acceptable referral sources besides the affected regulated service employee:

Only self-referrals and co-worker referrals will be accepted

**This company accepts referrals from non-peer sources?** Yes      No

Examples of non-peer sources include friends and family, etc. that contact the company. A company representative will meet with the employee in person regarding the information and determine whether to the employee is unsafe to work with or in violation of 49 CFR Part 219. If the company representative determines that employee is unsafe, the employee may either accept or reject the referral.

If rejected, a company representative trained in signs and symptoms would perform a Rule G observation on the employee in question. If signs and symptoms are present, then the railroad representative would order reasonable suspicion testing of the on duty employee.

**General Conditions.** If the employee accepts the referral, they must contact the DAC within   3   days.

The employee must cooperate with the DAC in the recommended course of counseling or treatment. Locomotive engineers and conductors that do not cooperate with the DAC will be considered to have active substance abuse disorders as per 49 CFR Part 240.119 and 49 CFR Part 242.115 and would have their confidentiality waived.

Once an employee has contacted the DAC, the DAC's evaluation shall be completed within 10 working days. If more than one evaluation is required, the evaluations must be completed within 20 working days.

No follow-up treatment, care, or testing shall exceed 24 months unless it involved a Part 219 violation.

**Confidentiality.** The company treats the referral and subsequent handling, including counseling and treatment, as confidential. With respect to a certified locomotive engineer, conductor or a candidate for certification, the policy of confidentiality is waived (to the extent that the company shall receive from the Employee Assistance Professional (EAP) or DAC, official notice of the substance abuse disorder and shall suspend or revoke the certification, as appropriate) if the person at any time refuses to cooperate in a recommended course of counseling or treatment.

Any drug and/or alcohol testing conducted pursuant to this company's referral policy is non-Federal testing because a violation of Federal regulations has not occurred.

**Leave of Absence.** The company will grant a minimum leave of absence that the DAC recommends completing a primary education, counseling, or treatment program and to establish control over the employee's drug or alcohol abuse problem. An employee with an active substance abuse disorder may not perform regulated service until the DAC reports that safety is no longer affected.

**Return to Service.** The employee will be returned to service on the recommendation of the DAC. The employee must be returned to service within five working days of the DAC's notification to the company that the employee is fit to return to regulated service and the receipt of a follow-up testing plan as per Part 219.1003(h)(2). The company may condition the employee's return on a return-to-duty medical evaluation.

**This company requires a return-to-duty medical evaluation?** Yes  No

**Compensation.** 49 CFR Part 219.1001(d)(1) does not require the company to compensate the employee for any period that the regulated employee is restricted from performing regulated service under the referral program. However, compensation at a nominal rate has been seen to markedly increase participation in the referral program to enhance safety at the company.

**This company compensates employees while engaged in a referral program of education, counseling, and treatment?** Yes  No

Compensation is at \_\_0\_\_% of regular pay while participating in a referral program.

**Self-referral:** Regulated employees may contact the DAC at the following telephone and/or email address and contact hours:

**Drug and Alcohol Counselor (DAC):**

List of SAPs in the area attached to appendix

**Optional Provisions.**

1. The policy may provide that it does not apply to an employee who has previously been assisted by the company under a policy or program substantially consistent with 49 CFR Part 219.1005(c) or who has previously elected to waive investigation under 49 CFR Part 219.1005 (co-worker report policy).

Adopts this option: Yes  No

**If you checked the above option "No", please identify how many times and/or at what intervals an employee may use the referral programs:**

2. A referral policy may provide that the rule of confidentiality is waived if the employee at any time refuses to cooperate in a DAC's recommended course of counseling or treatment; and/or the employee is later determined, after investigation, to have been involved in an alcohol or drug related disciplinary offense growing out of subsequent conduct. Identify whether you adopt the first, second, or both options:

**Adopts Both Options:** Yes  No

**Adopts 1st Option only:** Yes  No

**Adopts 2nd Option only:** Yes  No

3. The policy may provide that, in order to invoke its benefits, the employee must report to the contact designated by the company either during non-duty hours (i.e., at a time when the employee is off duty); or while unimpaired and otherwise in compliance with the company's alcohol and drug rules consistent with 219.1005(d). Identify whether you adopt this optional provision: **Adopts this option:** Yes  No

4. The policy may require successful completion of a return-to-service medical examination as a further condition on reinstatement in regulated service. Identify whether you adopt this optional provision:

**Adopts this option:** Yes  No

5. Other Optional Provisions: \_\_\_\_\_  
\_\_\_\_\_

**Co-worker referral General Conditions and Procedures.**

1. The alleged violation must come to the attention of the company as a result of a report by a co-worker that the employee was apparently unsafe to work with or was, or appeared to be, in violation of Part 219 or the company's alcohol and drug rules.

2. If the company representative determines that the employee is in violation, the company will immediately remove the employee from service in accordance with its existing policies and procedures. The company must allow the employee the opportunity to accept the co-worker referral. If rejected, the company may proceed to reasonable suspicion testing based on signs and symptoms of prohibited alcohol or drug use as determined by a trained supervisor.

**Alternate Programs.**

The company may request FRA to consider the following alternate program to fulfill the requirements under 49 CFR Part 219.1001 with more favorable conditions to regulated employees troubled by drug or alcohol abuse problems. The alternate program must have the concurrence of the recognized representatives of the company employees as per 49 CFR Part 219.1007(b):

**If applicable enter alternate program in this box.**

**This company requests FRA to consider an alternate program for consideration?** Yes  No

Submit to the FRA Drug and Alcohol Program Manager at:

U.S. Department of Transportation  
Federal Railroad Administration, Office of Railroad Safety - RRS-19  
1200 New Jersey Avenue SE  
Washington DC 20590

## *APPENDIX A*

Once the FRA has accepted a railroad contractors Random drug and alcohol testing plan, the company will receive an acceptance letter, which includes these conditions.

### **STANDARD APPROVAL CONDITIONS FOR RANDOM TESTING**

#### *PROGRAMS*

1. This acceptance is effective upon receipt with respect to all matters within its scope. FRA reserves administration jurisdiction over all approvals and may reopen review based upon experience gained during implementation (audits).
2. Acceptance of the subject random testing program does not constitute or imply the granting of a waiver or exemption from any provision of Federal law or regulation. Compliance with all applicable provisions of 49 CFR Parts 219 and 40 is required. All random program plans must be applied in accordance with the criteria listed in this Appendix A and Appendix B.
3. Acceptance is contingent upon the company making appropriate amendments to the program to conform to any pertinent regulatory amendments that may be issued hereafter. Any such program amendments that may be required shall be submitted to the Associate Administrator for Safety at FRA by the effective date of the subject regulatory amendments, or by the expiration of 30 days from publication of the regulatory amendments in the *Federal Register*, whichever is later.
4. Amendments to the program shall be submitted as required by 49 CFR 219.605 and 49 CFR 219.607 and 219.609 and shall not be implemented prior to acceptance. The following guidance is provided with respect to when a program is deemed to have been amended.
  - A. Any change in the selection methodology, the criteria for scheduling collections, non-availability criteria, or other structural element is a program amendment. Any change in the organizational level at which a function is carried out is a program amendment.
  - B. Substitution of incumbents performing the same function at the same organizational level (persons or contractors/volunteers) is not deemed to amend the program. Notification of these changes would be appreciated to assist FRA in maintaining liaison, but is not required.
  - C. Any change in a program that is occasioned by an amendment of an applicable DOT/FRA regulation and that involves the exercise of discretion to choose between or among one or more courses of action is a program amendment required to be filed under item 3 above. Any non-discretionary change in a program that is required by amendment of an applicable DOT/FRA regulation is not considered a program amendment requiring approval; however, the Office of Safety, FRA, would appreciate receipt of an informational copy of the revised program document showing current compliance.
  - D. Any case not addressed above may be resolved by contacting the Office of Safety, Administrator for Safety or that individual's delegate.

## **APPENDIX B**

### **CRITERIA FOR ASSESSING DEPARTMENT OF TRANSPORTATION (DOT)**

#### *RANDOM DRUG AND ALCOHOL TESTING PROGRAMS*

#### **Section I. Random Testing Pools**

- A. Random pool(s) must accurately and completely include all regulated service personnel. Whoever is performing the safety-sensitive “regulated service”, regardless of job title or status, is subject to 49 CFR Part 219 requirements (supervisors, volunteers, contractors, etc.). Pool lists must be retained for a minimum of two years.
- B. An employer may not mix regulated service and non-regulated service personnel in the same pool.
- C. Multiple pools for an employer are acceptable.
- D. Employees do not need to be placed in separate pools for drug and alcohol testing selection.
- E. Employees from different DOT operating administrations can be included in the same pool. It is strongly recommended, however, that employers not mix groups of personnel subject to different drug or different alcohol testing rates (i.e., having some employees subject to a 50% rate for drugs and other employees subject to a 25% rate in the same pool). If they do, they must test the entire pool at the highest selection rate for any of the groups with personnel in the pool.
- F. Pools may not be diluted with regulated service personnel who rarely perform regulated service duties (i.e., less than once per quarter).
- G. Pools must be routinely updated (i.e., at least monthly for employers with either a changing workforce or seasonal employees; and quarterly for employers with a generally stable workforce).
- H. Besides individual employees, specific jobs (i.e., third shift main dispatcher at XYZ location) or operational units (i.e., trains) may also be pool entries. However, there may not be a significant difference in the size of the entries in the pool.
- I. Pool entries may not be constructed in a way which could result in a manager/supervisor having discretion as to who would be actually provide a sample (e.g., a specific job cannot be selected with multiple people working in it at the same time, but with only one to be tested).

## **Section II. Random Selections**

- A. Everyone in a pool must have an equal chance of selection in each selection period.
  - 1. No individual, job, or operational unit may be removed from the pool if it is still actively performing regulated service. However, employees doing de minimus regulated service may be eliminated from the pool (see Section I.-F).
  - 2. There may be no selections without replacement (i.e., an individual cannot be removed from the pool because he or she was previously tested).
  - 3. No selection weightings are allowed which would increase or decrease the chance of any individual being selected.
- B. The following selection options are acceptable. Note that manual selection using names or social security numbers drawn out of a hat (or equivalent) is no longer an acceptable practice:
  - 1. Computer programs which randomly select entries from an employee list without apparent bias. The specific selection criteria used by the computer must be extensively detailed in writing, and each computer draw must be retained as a record for a minimum of two years; or
  - 2. Manual selection from a list of employees using a random-number table. The specific criteria used to select from the table must be documented in writing, including detail



on how the initial starting point in the table was determined. Each draw, as well as a copy of the table portion used, must be retained as a record for a minimum of two years.

- C. If the employee testing pool is so small that it does not allow testing each selection period, then the employer must have in place a mechanism to randomly determine which selection periods will have selections and which will not. The specific criteria used to make this determination must be detailed in writing and the determination itself must be retained as a record for a minimum of two years.
- D. If required drug and alcohol testing rates are different (i.e., 25% for drugs and 10% for alcohol) and a single pool is being used, it is permissible to select one list of employees and designate a proportion for both drug and alcohol testing and a proportion for drug testing only. The specific criteria used to make this determination must be detailed in writing, and the master selection list with both sub-groups clearly identified must be retained as a record for a minimum of two years.
- E. Employers should carefully monitor significant changes in its workforce in order to ensure that an appropriate number of tests will be conducted each year. Unless otherwise directed by the DOT Operating Administration, changes in the employee base of greater than 10% in a quarter should result in a recalculation of total tests required.

### **Section III. Implementation of Random Collections**

- A. Collections must be distributed unpredictably throughout the designated testing period, covering all operating days (including holidays) and shifts (24hour clock). There is no expectation that day/night or shift collection distributions be equal but there has to be sufficient testing to establish deterrence by generally mirroring employer operations.
- B. Collections must be unpredictable within a work shift (some collections must be conducted at the beginning, middle, and end). There is no expectation that “within-shift” collection distributions be equal. Sufficient testing must be conducted at the start, middle and end of shifts to provide deterrence. Both beginning of and ending of shift collections are particularly important. For alcohol testing, at least 10% of successful collections must fall within each period of the shift.
- C. No discretion is allowed with collection dates or collection times which would result in a subjective choice by a field manager/supervisor as to who was actually collected. That is, if a test time frame is permitted in the employer’s program, a manager/supervisor with knowledge of specific personnel assignments may not have discretion in the selection of who will be tested.
- D. Specific reasons for “no-tests” must be documented in writing by the employer, with records maintained for two years. Acceptable reasons for no tests should relate to critical safety concerns, unforeseen or unpredictable significant adverse impact to operations, or employee illness or vacation.

### **Section IV. Records**

All records which support the random testing program, including notes, memoranda, pool makeups, number tables, etc., must be retained for a minimum of two years.

*APPENDIX C*

**How random selections are made:**

- A. FRA pool list is imported from a text file to drugtestnetwork.net FRA account.
- B. Selection method is Both Tests, i.e. Team Members are randomly selected from the entire list for the substance test and remain in the list to be selected as possible candidates for an alcohol test.
- C. Drug and alcohol percentages are inputted for that quarter. (Quarterly based percentages: 12.5% for Drug, 6.25% for Alcohol)
- D. Count will differ based on the total pool population.
- E. Substance panel selected is SAP-5.
- F. Number of alternates are inputted. Typically, 5 alternates are randomly selected at the time of the random selection process. More alternates can be randomly selected if needed.
- G. Once the above steps have been completed. "Generate the random" button is selected.
- H. Drugtestnetwork.net generates list of randomly selected Team Members to be tested.

*APPENDIX D*

## List of SAPs in Massachusetts from SAPLIST.com as of 9/29/20

Name	Address	Phone	Email
Bianchi, Rebecca	35 Main St Suite C Sturbridge MA 01566		
Bresnahan, MLADC, SAP, Joanne	Haverhill MA 01830		
Campagna, Al	Springfield MA 01101		
Campagna, Al	733 Chapin Street Suite 200D Ludlow MA 01056		
Christian, John	1400 Hancock Street 2nd floor Quincy MA 02169		
Crochiere, Keith	Falmouth MA 02540		
Crochiere, Keith	Hyannis MA 02601		
Crochiere, Keith	Sturbridge MA 01566		
Crochiere, Keith	Taunton MA 02780		
Freeman, Bruce	Malden MA 02148		
Freeman, Bruce	Stoneham MA 02180		

Freeman, Bruce	204 Lafayette St Salem MA 01970	
Freeman, Bruce	6 Pleasant Street Suite 314 Malden MA 02148	
Gendreau, Richard	Falmouth MA 02540	
Gendreau, Richard	35 Main St. Suite B Sturbridge MA 01566	
Gendreau, Richard	Westminster MA 01473	
Kennedy, Meg	399 Neponset Street Suite 209 Canton MA 02021	
Kenyon, Mark	Great Barrington MA 01230	
Kenyon, Mark	Berkshire HealthWorks 510 North Street, Unit 6 Pittsfield MA 01201	
Kumin, Andrew	One Salem Green Suite 400 Salem MA 01970	

Lane, Liam	859 Willard Street Suite 400 Quincy MA 02169		
Lenhardt, Robert	57 Cedar Street Worcester MA 01609		
Marek, Robert	20 Kings Court Taunton MA 02780		
Marek, Robert	4364 Acushnet Ave New Bedford MA 02745		
Martin, Tom	Lynnfield MA 01940		
Martin, Tom	60 Washington Street Suite 202 Salem MA 01970		
McCann, Thomas	700 Boylston Street Boston MA 02116		
McCann, Thomas	726 W Falmouth Hwy Falmouth MA 02540		
Nierenberg, Bart	1200 Converse Street Suite 202 Longmeadow MA 01106		

Nirenberg, Jason	20 Davis Street Northborough MA 01532		
Nirenberg, Jason	333 Union Street New Bedford MA 02740		
Sawin, George	Boston MA 02132		
Sawin, George	11 River Street Wellesley Floor 2 Wellesley MA 02481		
Schrafft, Debra	10 Liberty Street Danvers MA 01923		
Sorensen, Maria	North Attleboro MA 02760		
Tobey, Ronda	132 South St Plymouth MA 02360		
Tobey, Ronda	304 Main St Brockton MA 02301		
Tobey, Ronda	35 Harvard Ave Hyde Park MA 02136		
Tobey, Ronda	401 Main St Hyannis MA 02601		



Tobey, Ronda	50 Monument Neck Rd Bourne MA 02532		
Turini, Damien	1400 Hancock Street 2nd Floor Quincy MA 02169		

# **APPENDIX C**

## **HRRC On-Track Safety Manual**

## **APPENDIX D**

### **HRR Berkshire Line BL-62 to BL-48.35 Characteristics**

The physical characteristics shall include location on the ground and by milepost of crossings, switches, signals and derails within the project limits.

# APPENDIX E

## Middlesex Part 243 Training Program

### Title 49 CFR Part 243 Compliance Policy

#### 1. Purpose

This policy outlines the company's procedures for compliance with requirements of Title 49 CFR Part 243.

#### 2. Scope

This policy applies to all team members working on railroad track under Federal Railroad Administration ("FRA") jurisdiction.

#### 3. Model program adoption

The company has adopted the following FRA-approved model programs from Spark Training Solutions, LLC:

- Course ID: SPRK-RW2144; Course Name: Roadway Worker Protection
- Course ID: SPRK-OJT2141; Course Name: Roadway Maintenance Machine Operator OJT

Project-specific requirements may require the use of other, similar FRA-approved training programs in lieu of the adopted programs, in which case team members working on such projects shall comply with the specific programs and procedures required by each project, owner and/or host railroad.

#### 4. On-the-Job Training ("OJT") Procedures

##### A. Roles and Responsibilities

##### 1. Qualified Operator

Each project will identify an operator (or operators) that has(have) adequate proficiency and qualifications to be identified as a Qualified Operator responsible for determining and qualifying roadway workers who operate Roadway Maintenance Machines and/or Hi-Rail equipment as a Competent Operator. The Qualified Operator will provide daily briefings at the beginning and end of each day regarding the specific tasks focused on during that day. A Trainee may perform OJT under the direct onsite observation of any Qualified Operator, provided the Qualified Operator has been advised of the circumstances and is capable of intervening if an unsafe act or noncompliance with federal railroad safety laws, regulations, or orders is observed. The Trainee must demonstrate OJT proficiency to the satisfaction of the Qualified Operator to become a Competent Operator on the respective equipment.

## 2. Trainee

The Trainee has the responsibility to pay close attention to the Qualified Operator providing OJT, and to take advantage of the knowledge and experience he or she has to offer. Tracking progress of the OJT is essential and is the Trainee's responsibility. Trainees should be aware of, and abide by, the following:

- Qualified Operator will provide practical information and advice on requirements and responsibilities of assigned duties.
- Trainees are responsible for completing any narrative and self-study assignments outside the scope of this OJT program. Additional assignments are an integral part of the training experience and must be completed before being deemed qualified by the Company. Such assignments may include reading and understanding the equipment's operator's manual, including the controls to move equipment on rail, controls to operate to equipment primary use, inspection logs & maintenance logs.
- To gain maximum benefit from the OJT experience, the Trainee should:
  - Remain alert and involved in training activities.
  - Ask questions and learn from feedback.
  - Take notes and apply previous lessons.
  - Complete all required assignments.
  - Become familiar with and comply with FRA regulations, railroad safety rules, and other procedures mandated as a condition of employment.
  - Develop and maintain a learning attitude.

Trainees must take an active role in OJT and thoroughly engage in the various job tasks outlined herein.

### B. Process for determining a Competent Operator

Prior to OJT, the Trainee must possess the ability to maintain their own safety and the safety of others to complete a multitude of tasks, and capable of learning equipment controls, inspections habits and safety measures. The Trainee must also observe a Competent Operator or Qualified Operator operate the equipment. The Trainee is then given an off-track tutorial with a Qualified Operator on how to operate a piece of equipment, which includes, but is not limited to, starting, traveling forwards and backwards, accelerating, braking, using of lights horns, hydraulics for hi-rail (if required), and specific tools/mechanisms on the specific piece of equipment.

Following the off-track tutorial, the Trainee will proceed to OJT under the supervision and guidance of the Qualified Operator. Once the Trainee demonstrates an acceptable level of proficiency in the view of the Qualified Operator, the Trainee will be given increasing levels of responsibility to operate under the direct oversight of the Qualified Operator until such time as the Qualified Operator determines that the Trainee is competent. The Qualified Operator shall complete a Proficiency Card verifying whether, or not, the Trainee is a Competent Operator. The newly Competent Operator is then monitored and observed by the foreman and/or superintendent of the project to ensure they are maintaining proper practices on equipment.

If a Trainee does not demonstrate sufficient competency, then the Trainee may be re-trained under

the supervision of the Qualified Operator until such time they can be qualified as competent, and a passing Proficiency Card is completed.

All completed Proficiency Cards must be submitted to project management and Learning & Development.

#### C. Periodic Oversight

In order to ensure continued compliance with this Policy, the company, through appropriate project management/staff, will conduct periodic inspections of its team members working on railroad track under FRA jurisdiction. Each such inspection must be documented through one of the company's safety observational programs. At minimum, the documentation must include: the date, time, place, result of each inspection, name of person administering inspection, and name of person tested. Compliance or non-compliance must be documented, and remedial action must be undertaken in instances of non-compliance.

### 5. Disciplinary Action

Any team member found to be in violation of any of the requirements of this policy may be subject to disciplinary action, up to and including termination. Any resulting prescribed disciplinary action shall be taken as soon as practicable thereafter.

End

**Middlesex Training Roster Sign-in Sheet**

Course: Floresatoric RWP

Title: Rail Pros

Class Length in hours: 5

Cost: \_\_\_\_\_

Instructor: Dwight Schroeder

Location: 80 Ayer rd

Class Start Time: 8:00 am

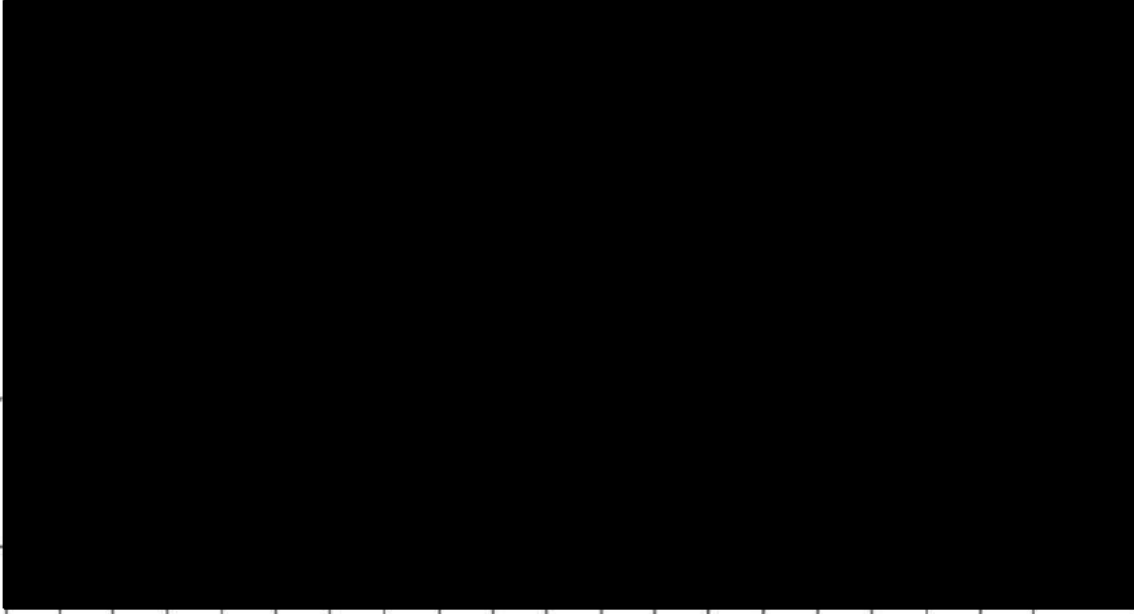
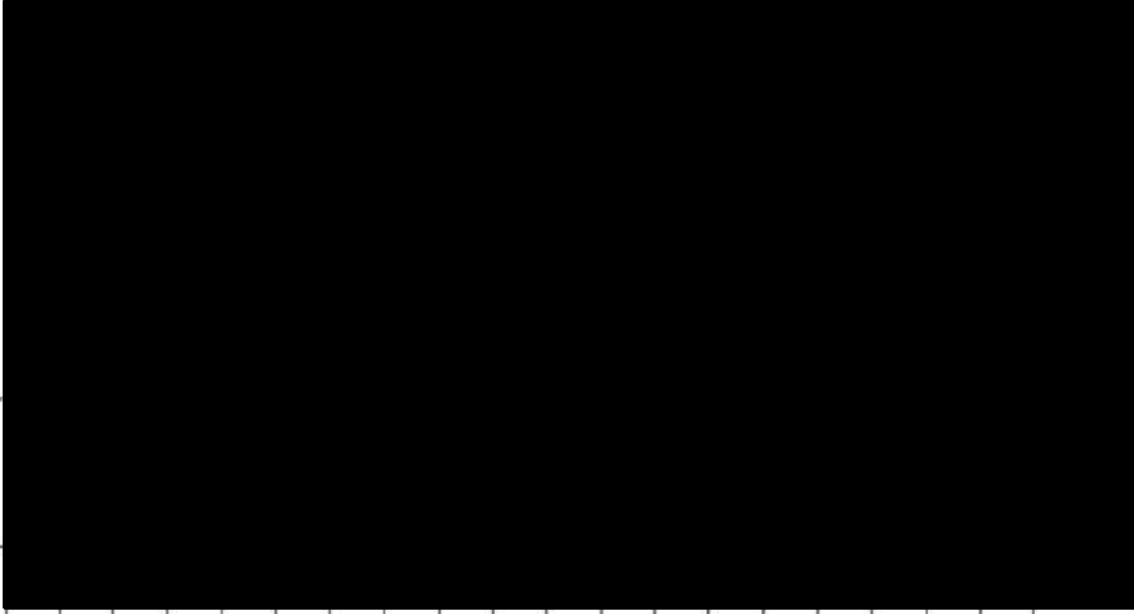
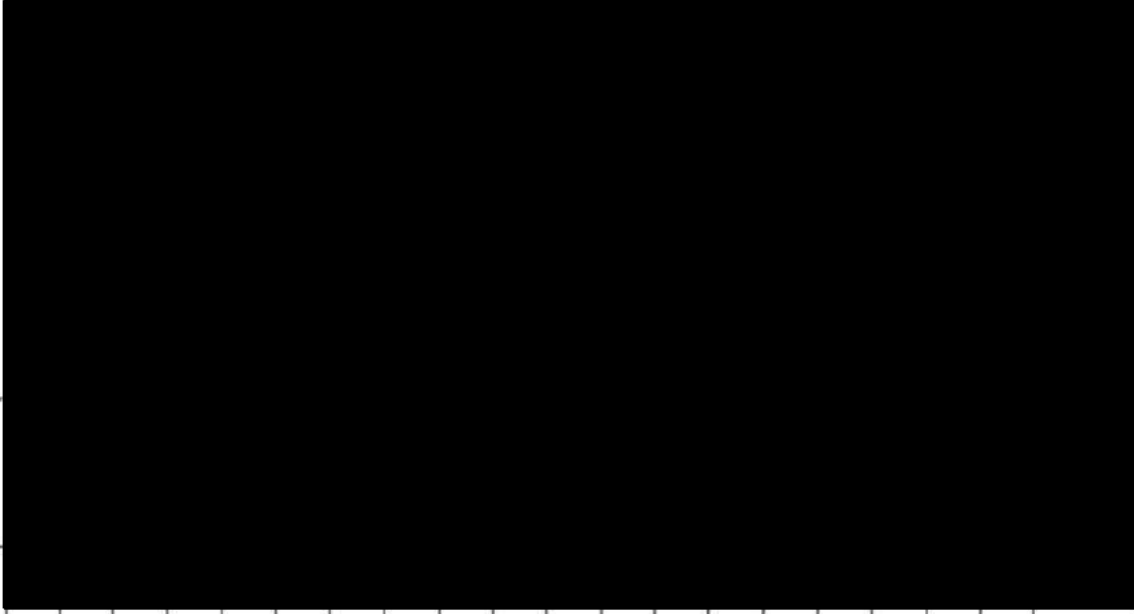
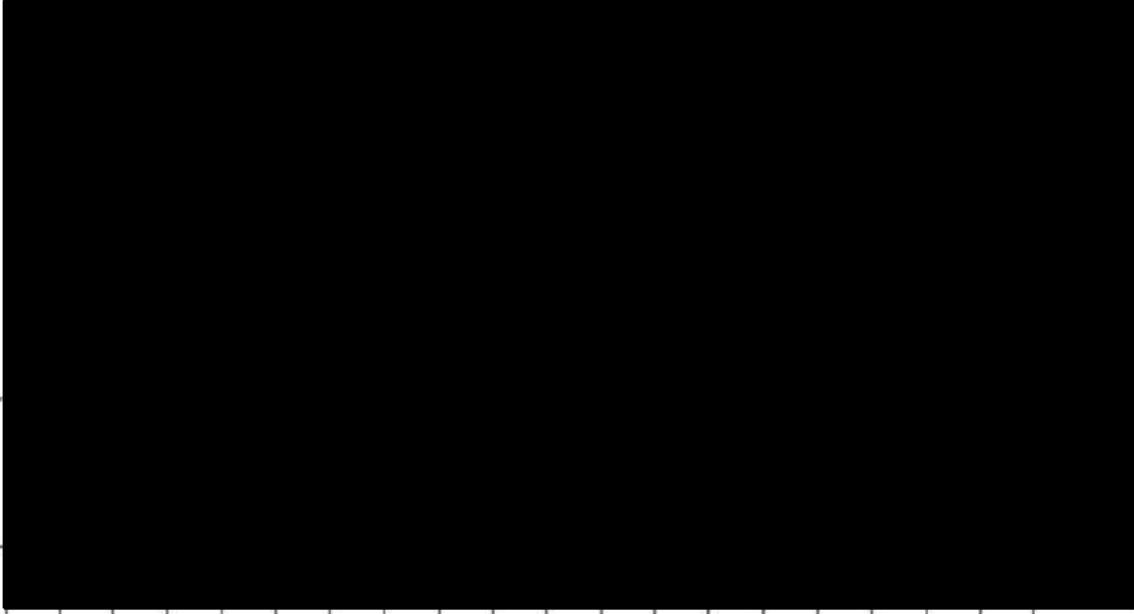
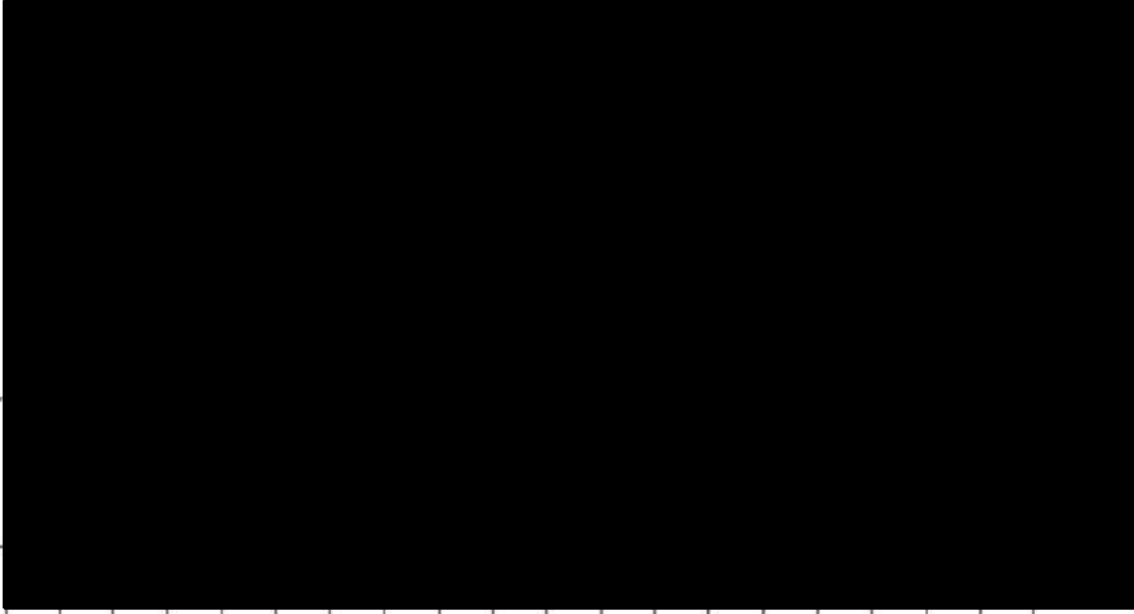
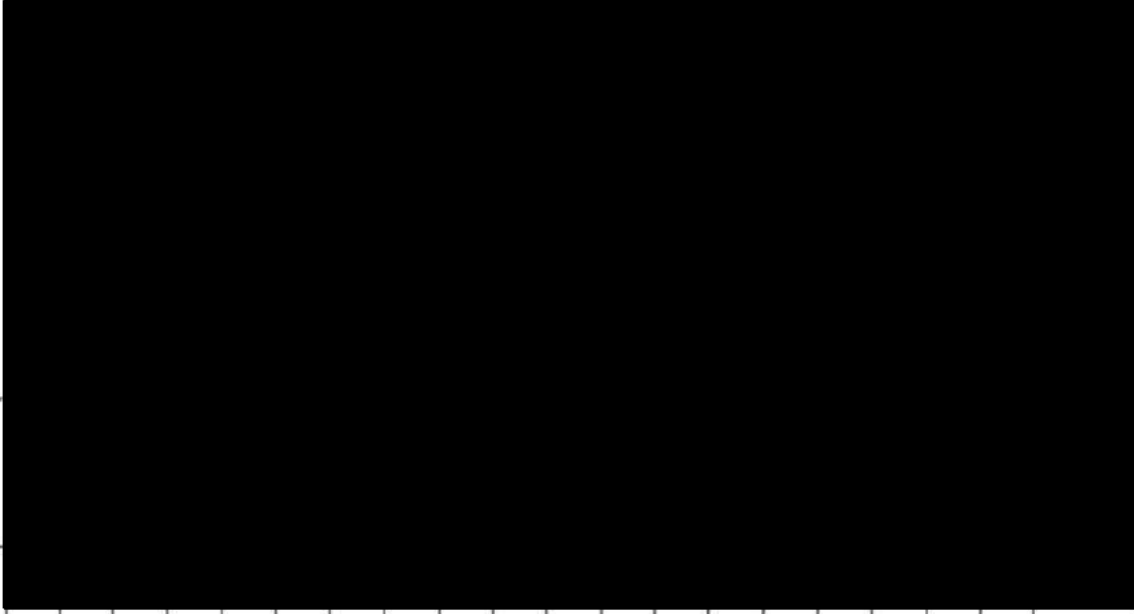
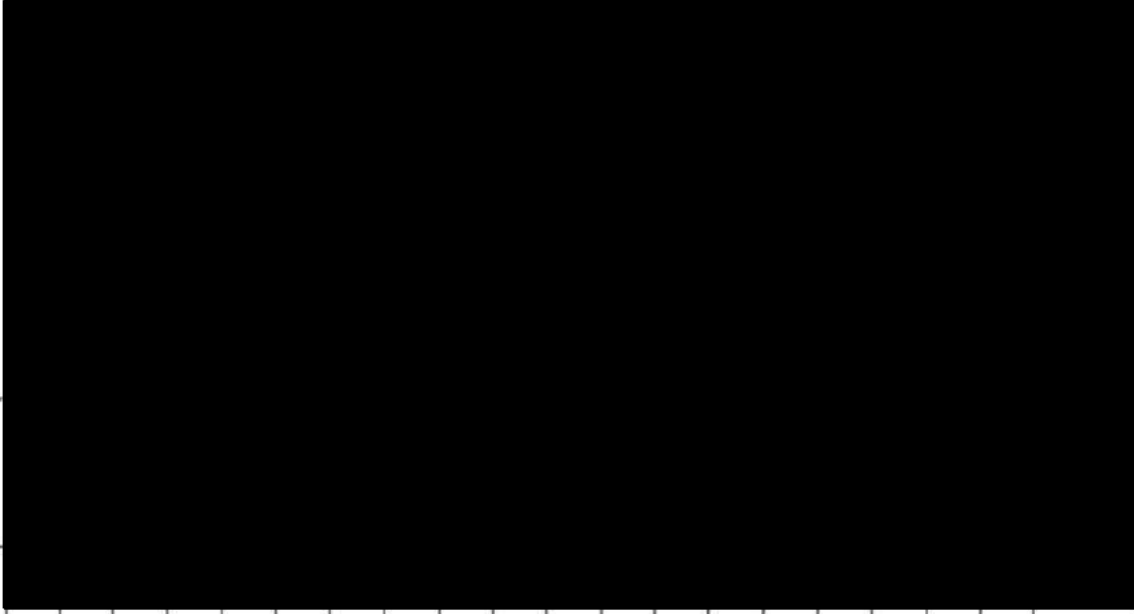
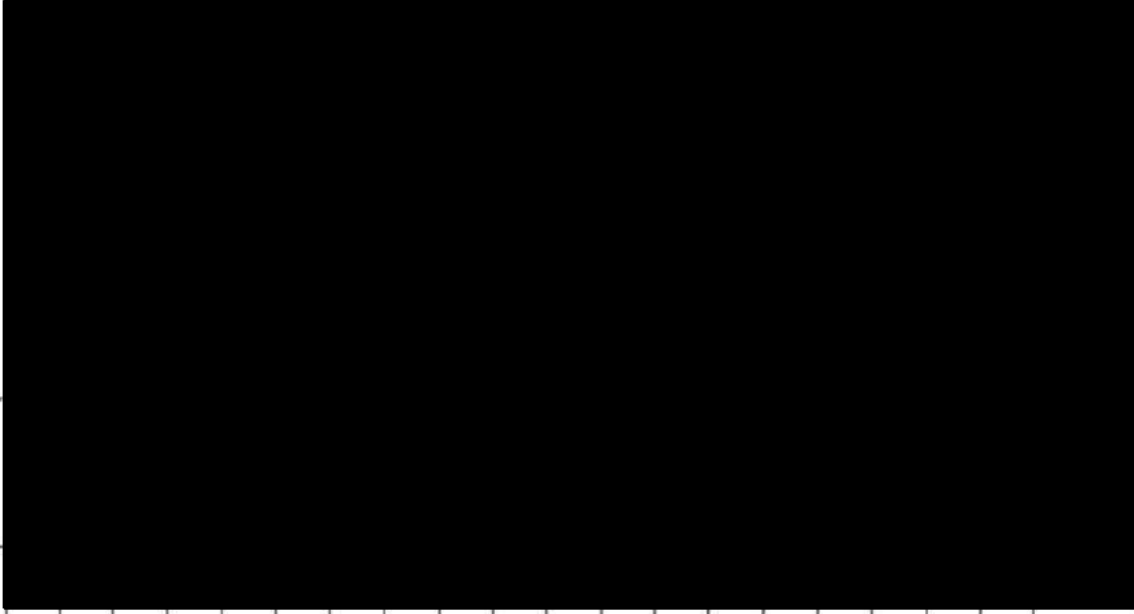
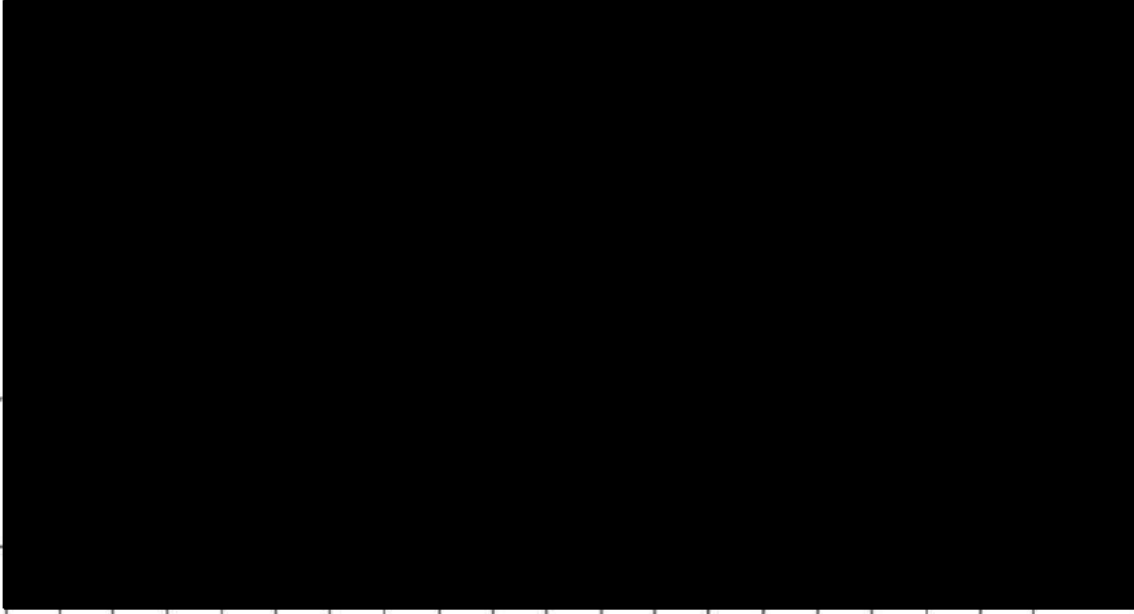
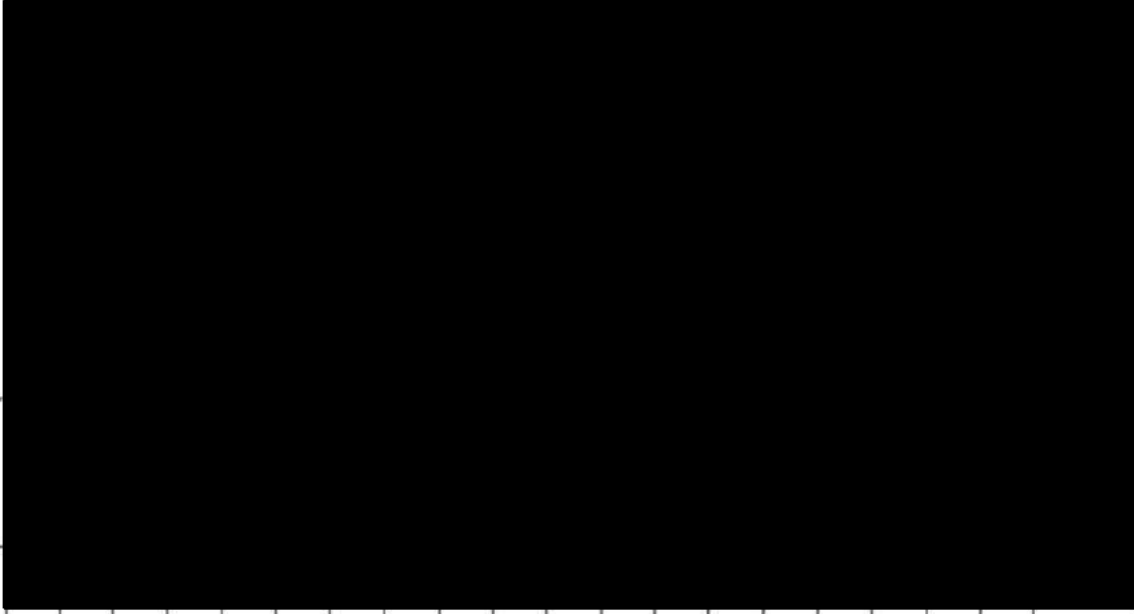
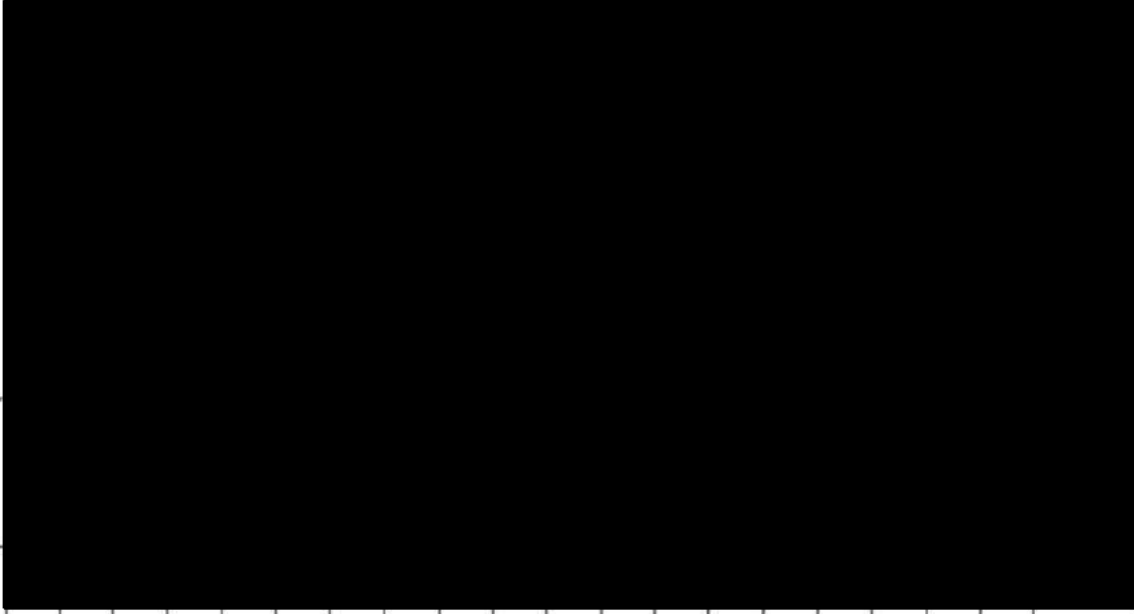
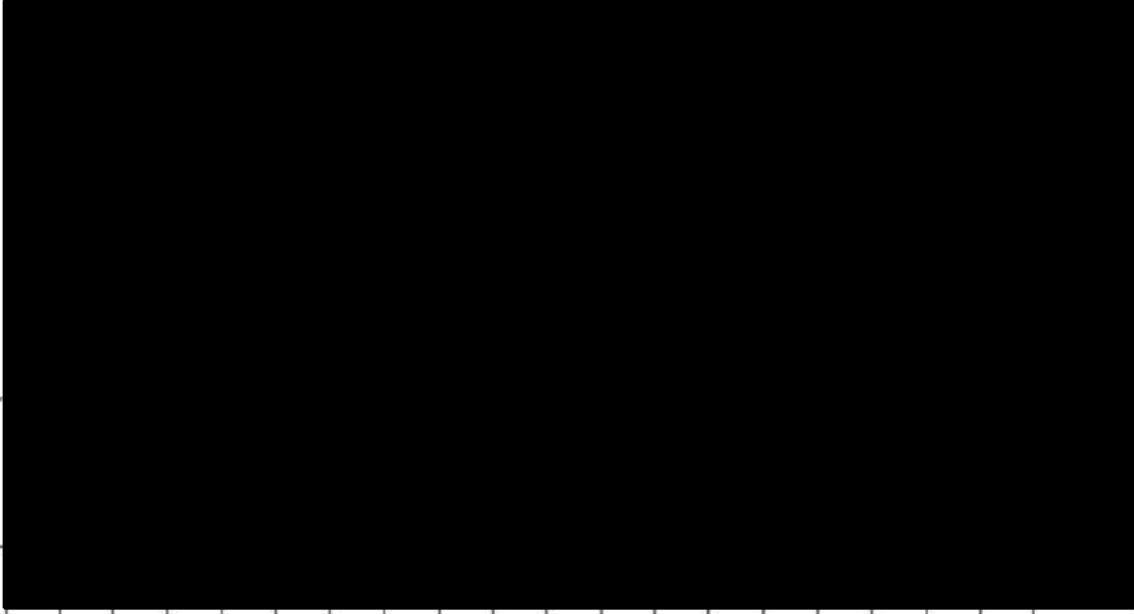
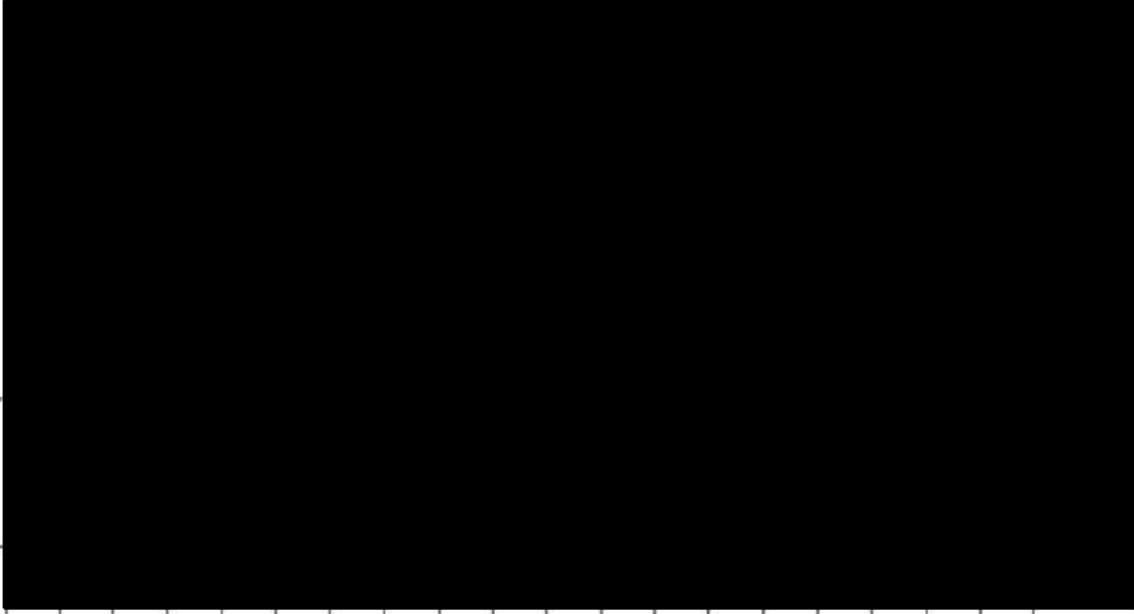
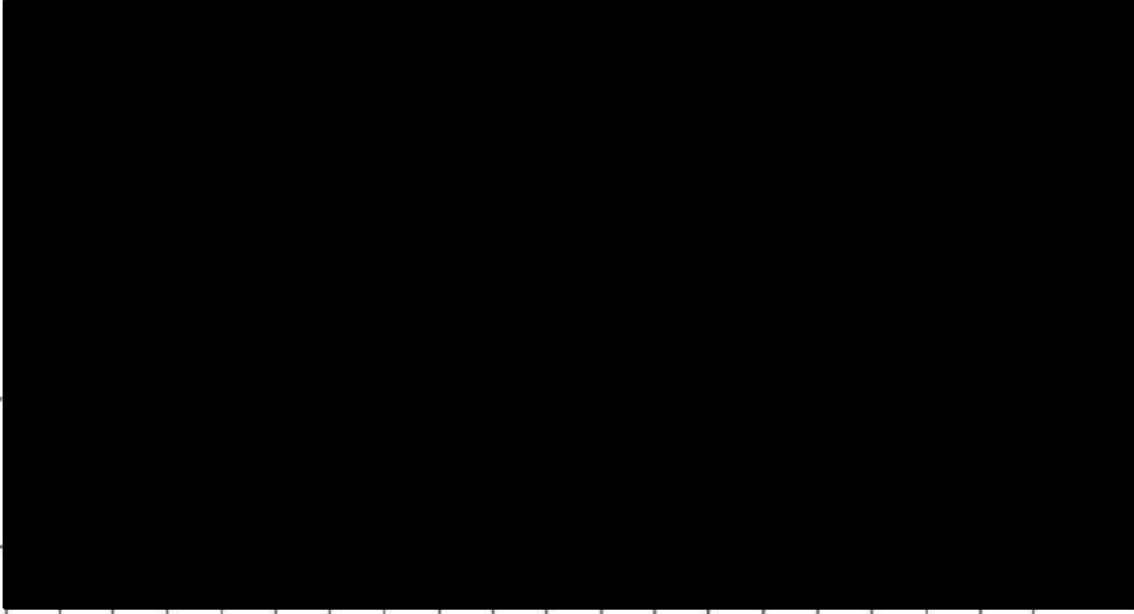
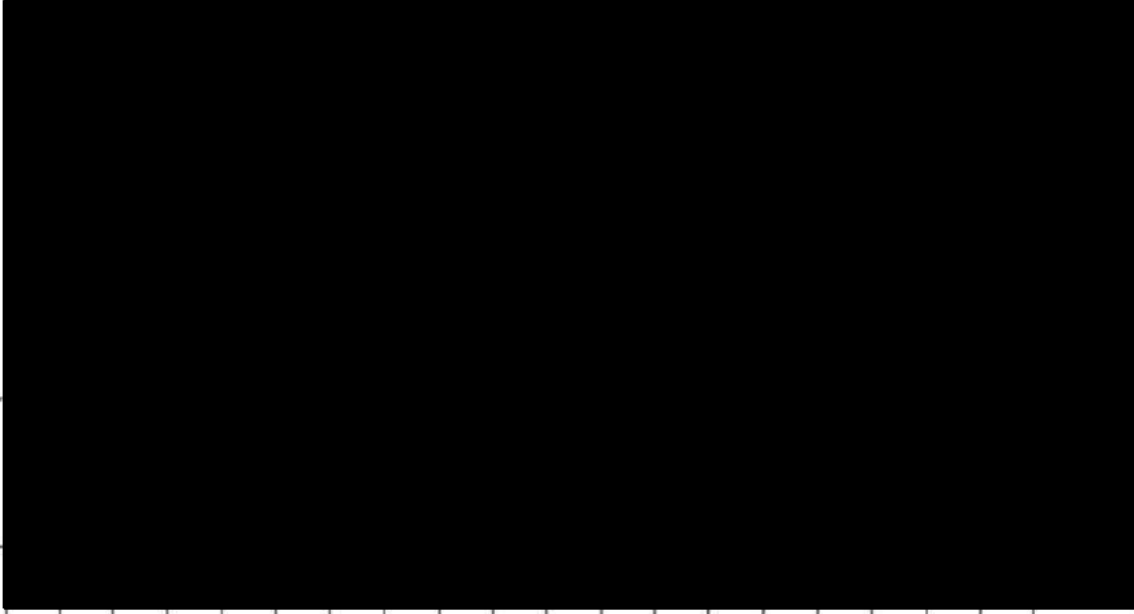
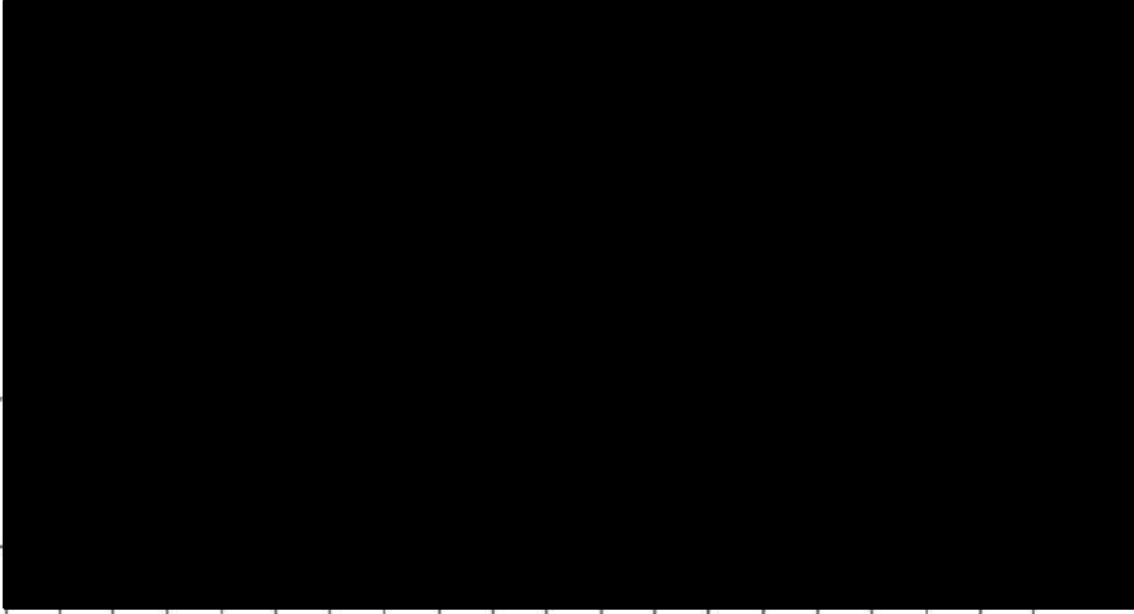
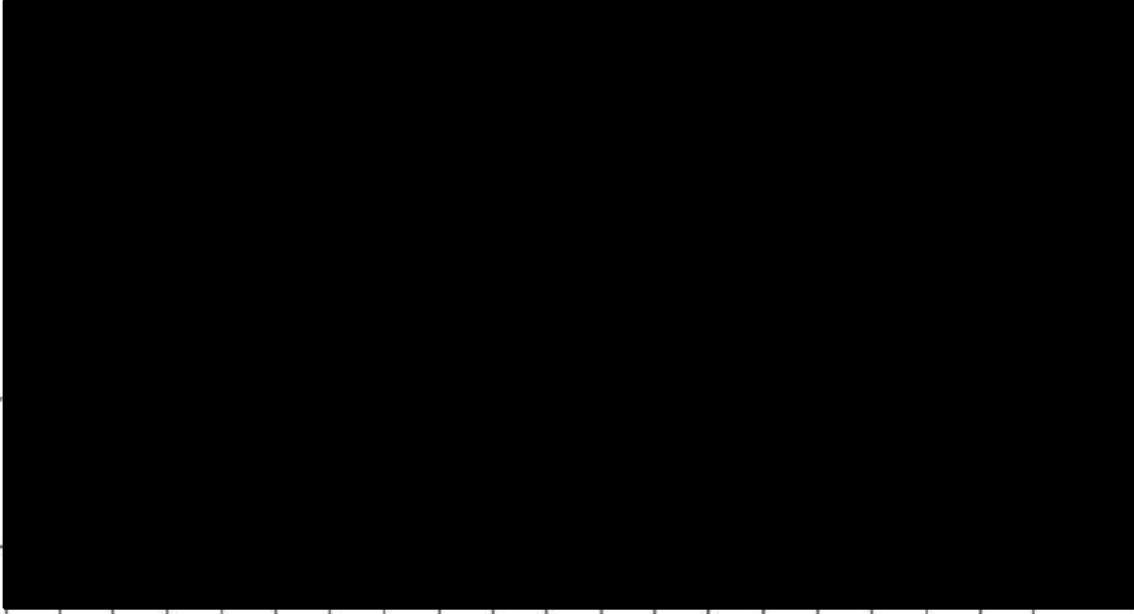
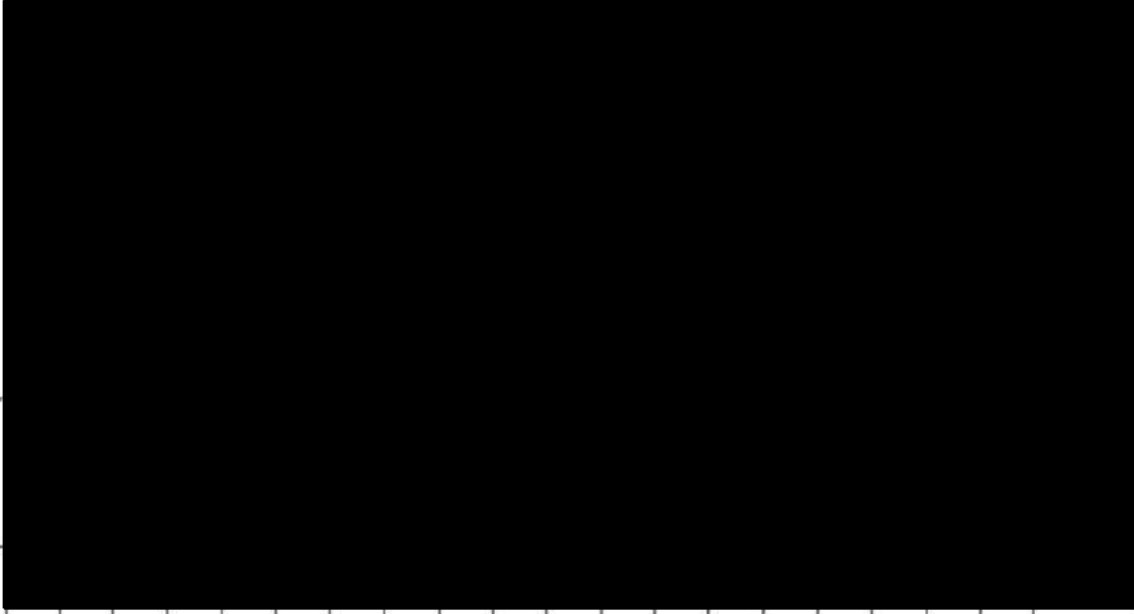
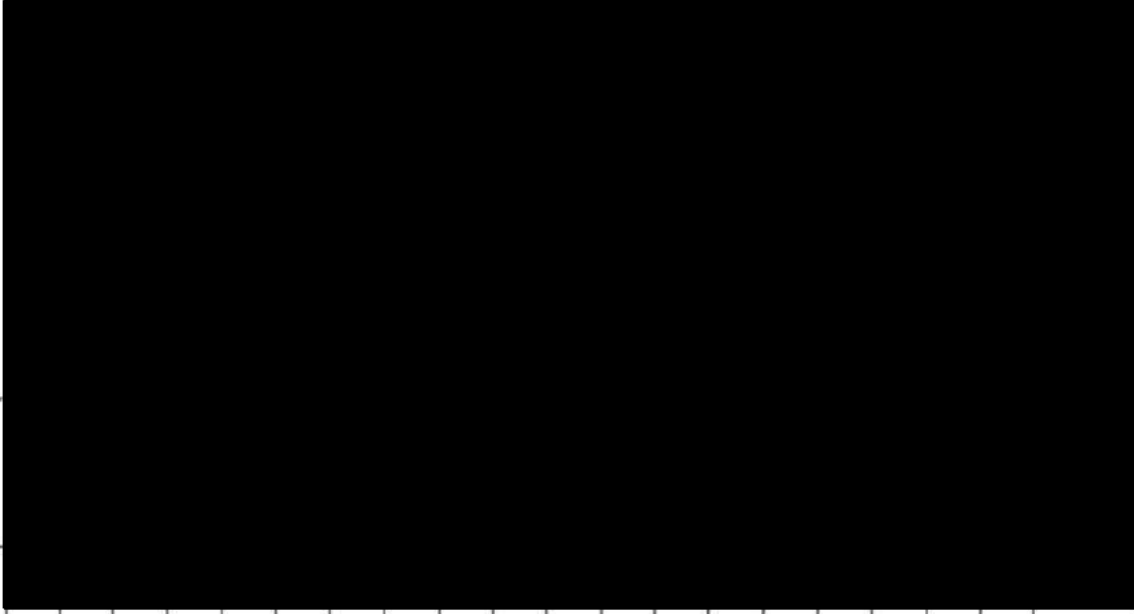
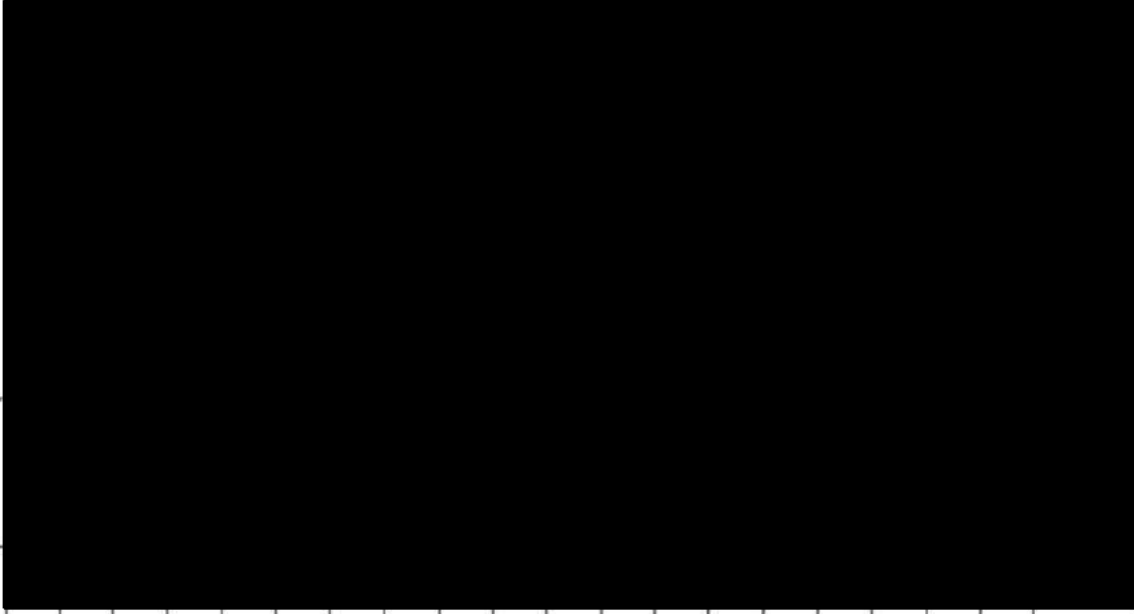
Date(s): 9/11/2023

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Richard Gij	[Redacted]		9/1/23
[Redacted]	JOHNNY NAVA	[Redacted]		9-1-23
[Redacted]	Christopher Bomba	[Redacted]		9/1/23
[Redacted]	Bruce Anderson	[Redacted]		9-1-23
[Redacted]	Austin Oliver	[Redacted]		9/1/23
[Redacted]	Eric Hernandez	[Redacted]		9-1-23
[Redacted]	Jose Luis Gutierrez	[Redacted]		09-01-2023
[Redacted]	Roberto Pilego	[Redacted]		9/1/23
[Redacted]	Jason Menard	[Redacted]		9-1-23
[Redacted]	Brandon Bivaraz	[Redacted]		9/1/23
[Redacted]	Ezequiel Peña	[Redacted]		9-1-23
[Redacted]	Eric Alford	[Redacted]		9-1-23
[Redacted]	Nicolas Rende	[Redacted]		9/1/23
[Redacted]	Dan DeRaern	[Redacted]		9/1/23
[Redacted]	Jim Sestito Jr	[Redacted]		9/1/23
[Redacted]	John Burns	[Redacted]		9/1/23
[Redacted]	David Peth	[Redacted]		9/1/23
[Redacted]	Garrett Bonesteel	[Redacted]		9-1-23
[Redacted]	Brian Anthony	[Redacted]		9/1/23
[Redacted]	Vincent Rende	[Redacted]		9/1/23



Middlesex Training Roster Sign-in Sheet

Course: Site Specific Orientation Instructor: ~~Don DeRoehn~~ Dan DeRoehn Date(s): 9/1/2023  
 Title: Site Safety Manager Location: 80 Ayer rd  
 Class Length in hours: 1.5 hr Cost: \_\_\_\_\_ Class Start Time: 12:00

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende			9/1/23
	Eric Alford			9/1/23
	Freguereil Peña			9-1-23
	Brandon Olivarez			
	Roberto Pineda			9/1/23
	Jason Mena			9-1-23
	Jose Luis Gutierrez			09-01-2023
	Louis Capone			9-1-23
	Eric Hernandez			9.1.23
	Austin Oliver			9/1/23
	Bruce Anderson			9-1-21
	Vincent Rende			9/1/23
	David Pettit			9-1-23
	Garnett Bonesteele			9/1/23
	Brandon Gutierrez			9/1/23
	Chris Bombay			9/1/23
	JOHN WY NAVA			9-1-23
	Richard Gaj			9-1-23
	John Burns			9/1/23
	Jim Sestak Jr			9/1/23

Middlesex Training Roster Sign-in Sheet

Course: Middlesex Policy Review Instructor: Dora John Date(s): 8.25.23  
 Title: Accident Incident, ~~Review~~ Near Miss Investigation Location: L. Hillen  
 Class Length in hours: 45 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

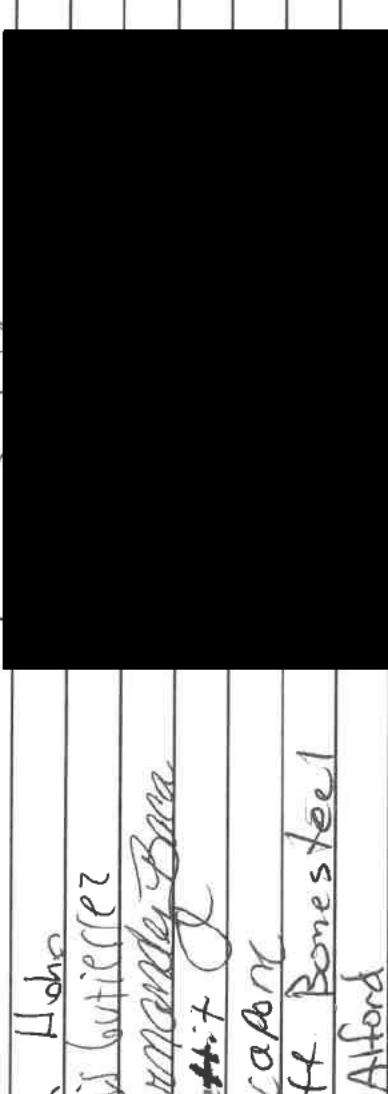
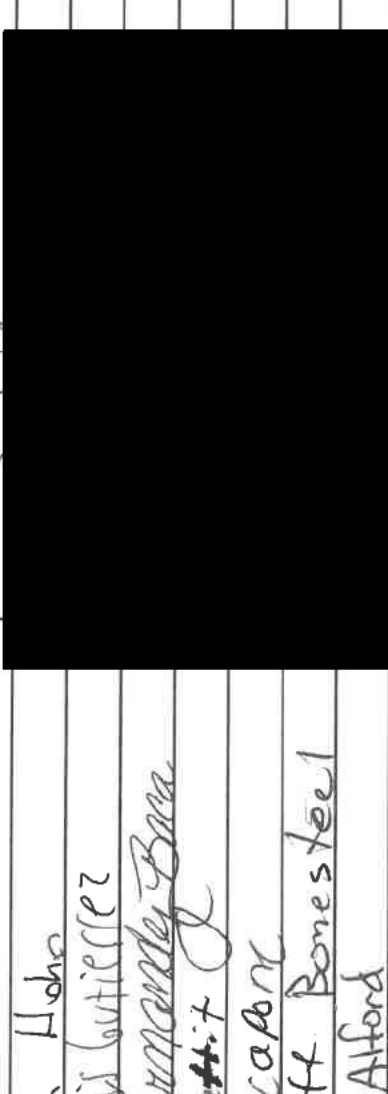
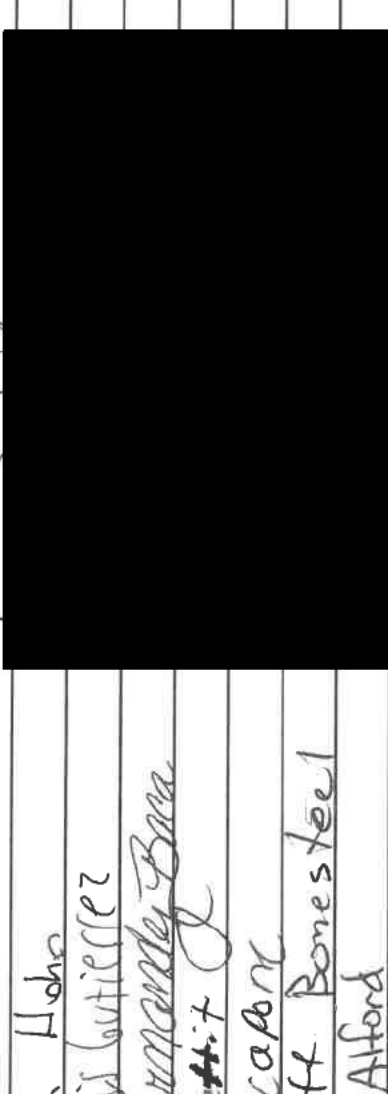
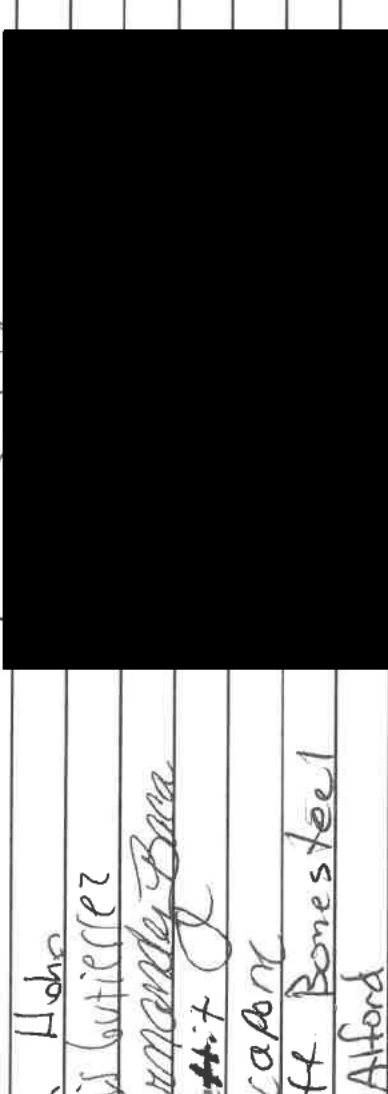
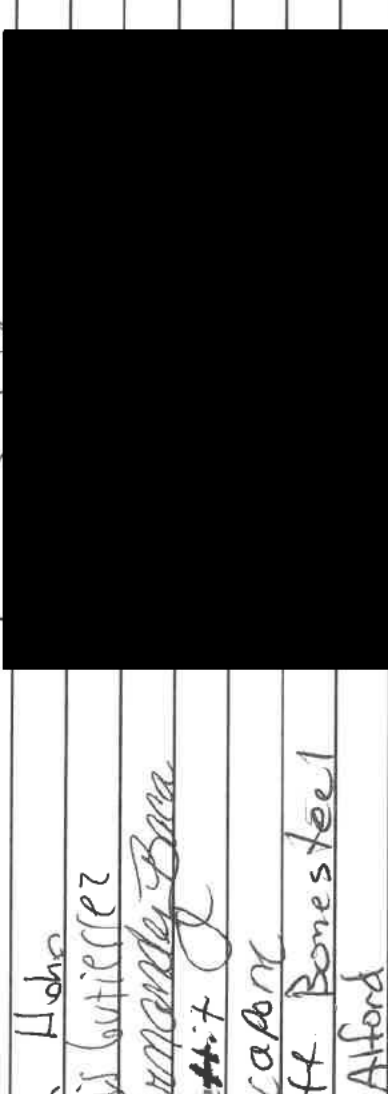
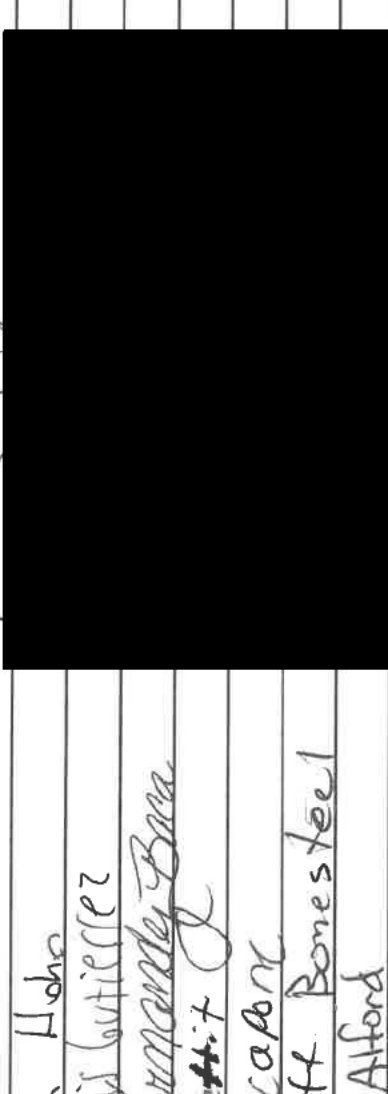
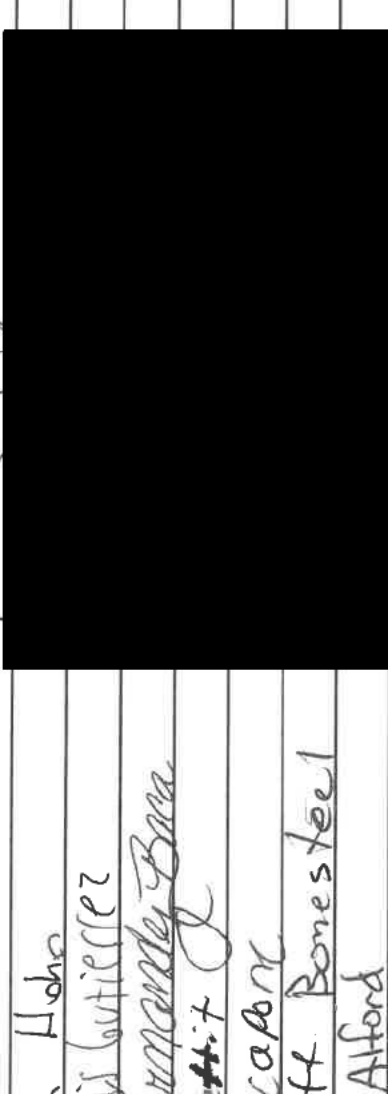
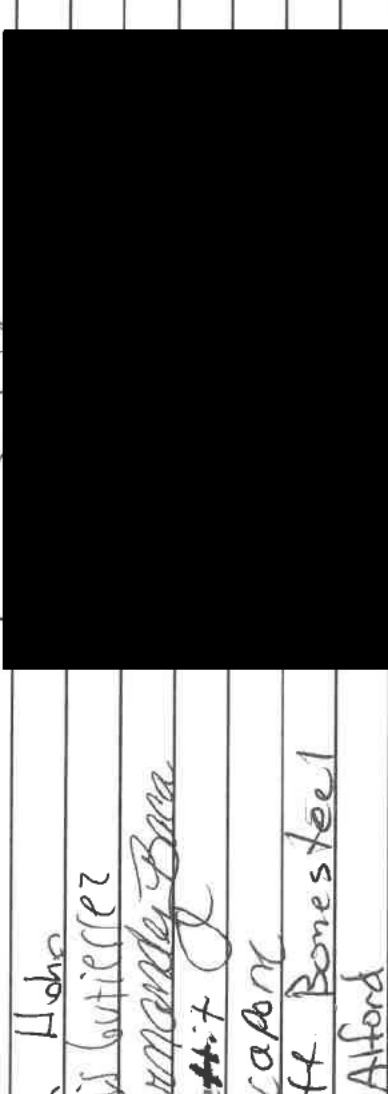
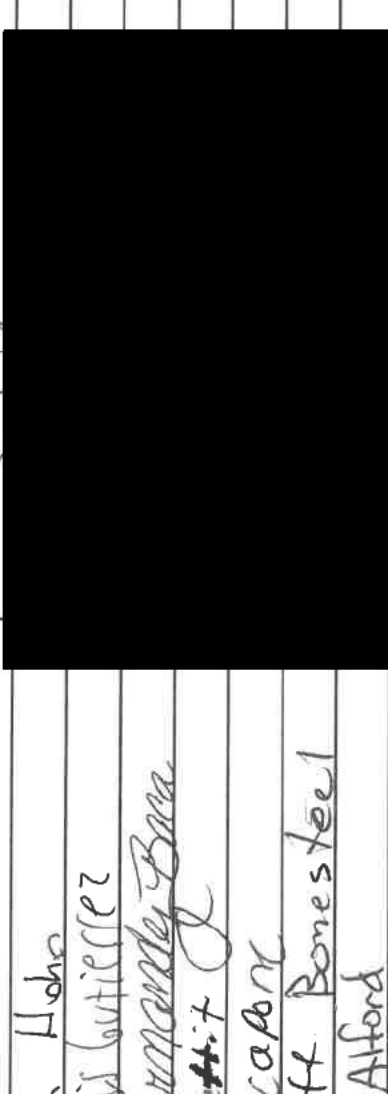
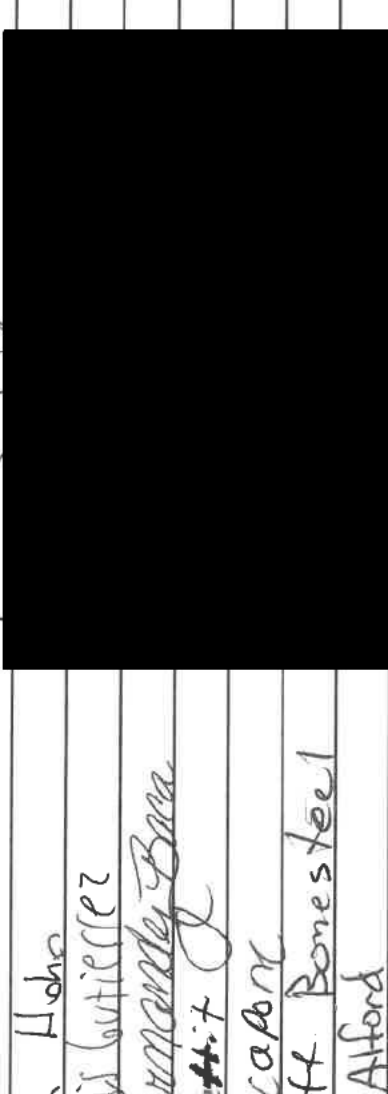
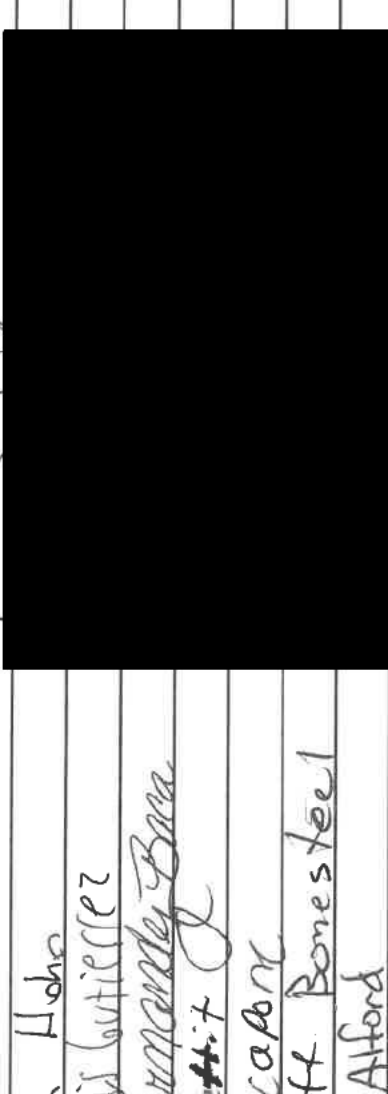
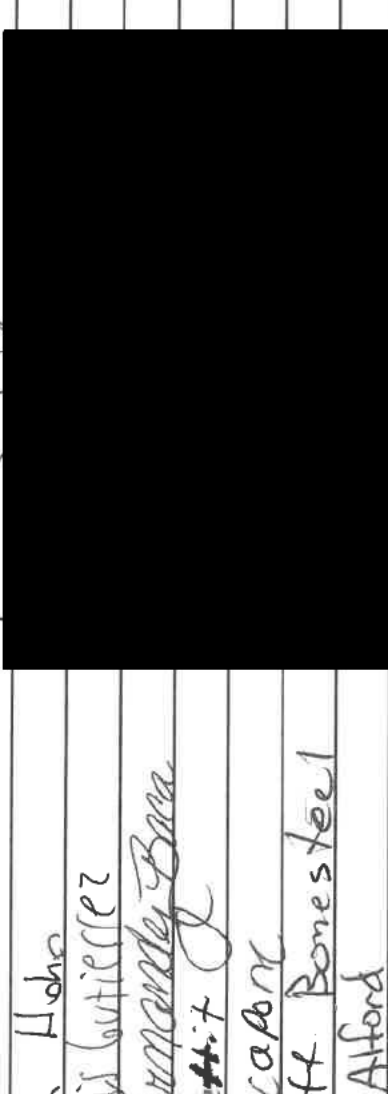
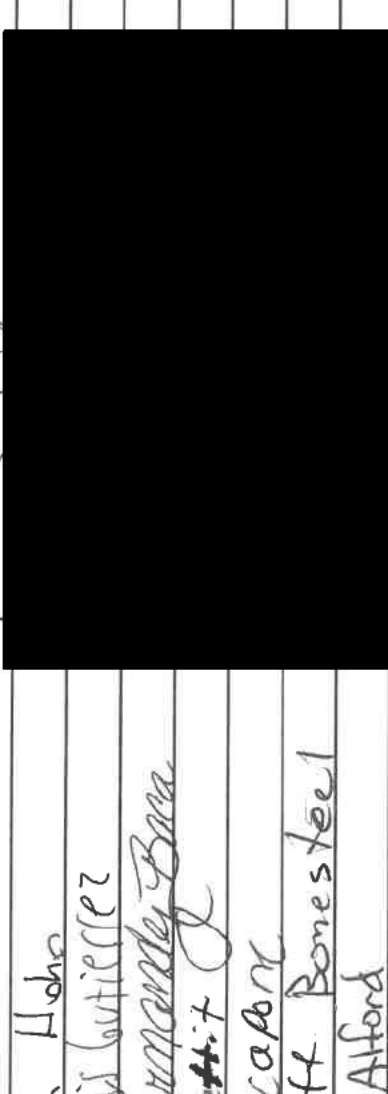
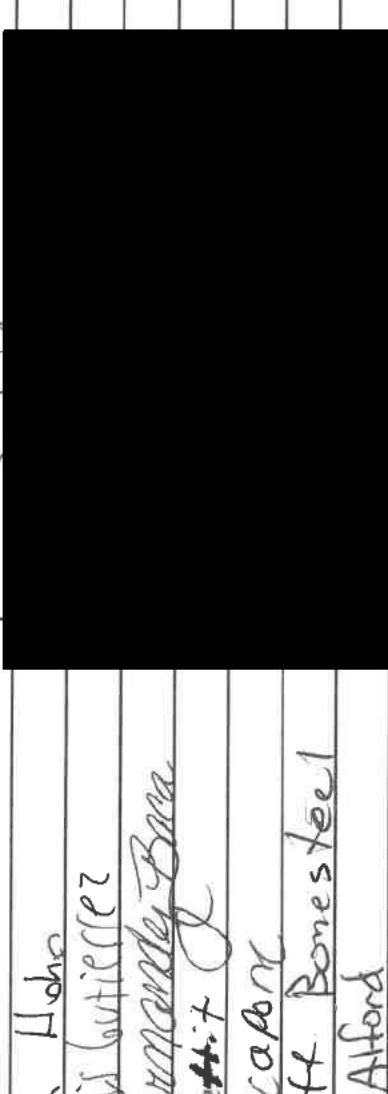
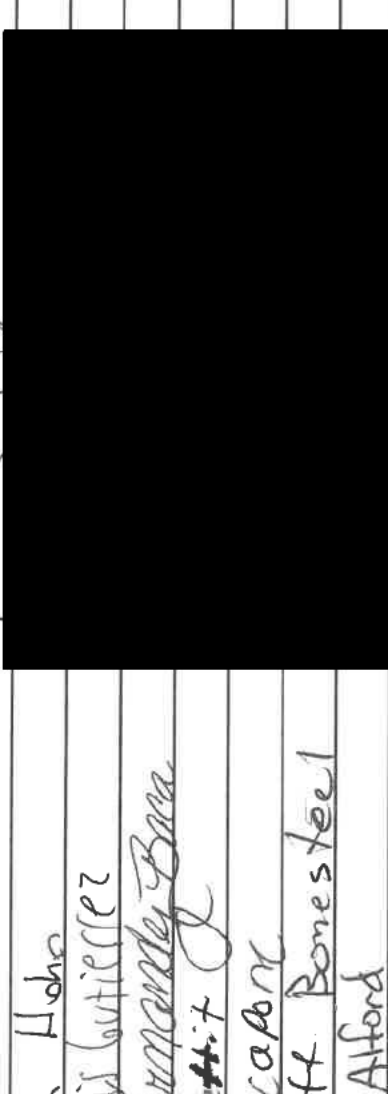
Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Joe Luis Gutierrez	[Redacted]	MO	8-25-23
[Redacted]	Eric Hernandez	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		8-25-23
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Louis Capone	[Redacted]		8/25/23
[Redacted]	Garrett Bonesteele	[Redacted]		8-25-23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Jones	[Redacted]		8/25/23
[Redacted]	Bradley Gumm	[Redacted]		8/25/23
[Redacted]	Roberto Pleyo	[Redacted]		8-25-23
[Redacted]	Nicolas Rende	[Redacted]		8-25-23
[Redacted]	Brandon Olivarez	[Redacted]		8-25-23
[Redacted]	Eliana J. Petti	[Redacted]		8-25-23
[Redacted]	JOHNNY NAVA	[Redacted]		8.25.23
[Redacted]	Dora John	[Redacted]		
[Redacted]				
[Redacted]				
[Redacted]				

Middlesex Training Roster Sign-in Sheet

Course: Middlesex Backing Safety Video Instructor: Derm Hobbs Date(s): 8/25/23

Title: Location: Waltham MA

Class Length in hours: 23 min Cost: No cost Class Start Time:

Employee ID Number	Print Name	Signature	Grade	Date
	Derrin Hobbs		No	8.25.23
	JOE Luis Gutierrez			08-25-23
	Eric Hernandez Bara			8-25-23
	David Pettit J			8-25-23
	Louis Capone			8/25/23
	Garrett Bonesteel			8/25/23
	Eric Alford			8/25/23
	Vincent Verde			8/25/23
	Brandon Gustavne Z			8/25/23
	Brandon Olivarez			8/25/23
	Roberto Plego			8-25-23
	Nicolas Rende			8-25-23
	JOHNNY NAVA			8-25-23
	Emanuel Pena			8-25-23
	Derrin Hobbs			8-25-23

Middlesex Training Roster Sign-in Sheet

Course: Boeking Policy / video Instructor: Darren Hahn Date(s): 8.24.23  
 Title: \_\_\_\_\_ Location: C. J. Hahn  
 Class Length in hours: 4.5 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	JOSE Luis GARCIA	[Redacted]	NA	08-25-23
[Redacted]	Eric Hernandez	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Louis Capone	[Redacted]		8-15-23
[Redacted]	Carrett Bonesteele	[Redacted]		8/25/23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Rende	[Redacted]		8/25/23
[Redacted]	Brandon Gubenez	[Redacted]		
[Redacted]	Brandon Olivarez	[Redacted]		
[Redacted]	Roberto Piego	[Redacted]		
[Redacted]	Nicolas Rende	[Redacted]		
[Redacted]	JOHN WY NAVA	[Redacted]		8/25/23
[Redacted]	Elquei Peta	[Redacted]		8-25-23
[Redacted]	Darren Hahn	[Redacted]		8.25.23

Middlesex Training Roster Sign-in Sheet

Course: Conducting Effective Daily Huddles Instructor: Darren Hohn class video Date(s): 8-29-23  
 Title: \_\_\_\_\_ Location: 6, Hohn  
 Class Length in hours: 30 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	JOE WITWILLER	[Redacted]	NA	8-25-23
[Redacted]	Sue Germany-Barn	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Ken Louis Capron	[Redacted]		8-25-23
[Redacted]	Garrett Bwesteel	[Redacted]		8-25-23
[Redacted]	ERIC ALFORD	[Redacted]		8/25/23
[Redacted]	Vincent Romo	[Redacted]		8/25/23
[Redacted]	Brandon Figueroa	[Redacted]		
[Redacted]	Nicolas Reade	[Redacted]		
[Redacted]	Brandon Sivaret	[Redacted]		
[Redacted]	Ezequiel Perez	[Redacted]		
[Redacted]	JOHNNY ALVARO	[Redacted]		8-25-23
[Redacted]	Roberto Pico	[Redacted]		8/25/23
[Redacted]	Darren Hohn	[Redacted]		8.25.23



Middlesex Training Roster Sign-in Sheet

Course: JHA Program Review Instructor: Dustin Hahn Date(s): 8-24, 23

Title: \_\_\_\_\_ Location: C. Miller

Class Length in hours: 20min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Joseluis Corti Perez	[Redacted]	No	8-25-23
[Redacted]	Eric Hernandez	[Redacted]		8-25-23
[Redacted]	Bruce Anderson	[Redacted]		
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Louis Capone	[Redacted]		
[Redacted]	Garnett Bonesteele	[Redacted]		8-25-23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Rende	[Redacted]		8/25/23
[Redacted]	Brandon Gutierrez	[Redacted]		8/25/23
[Redacted]	Brandon Divarpe	[Redacted]		
[Redacted]	Roberto Pilego	[Redacted]		8/25/23
[Redacted]	Nicolas Rende	[Redacted]		8/25/23
[Redacted]	Ezequiel Peña	[Redacted]		8-25-23
[Redacted]	JOHNNY NAVA	[Redacted]		8-25-23
[Redacted]	Derm Hahn	[Redacted]		8-25-23
[Redacted]				
[Redacted]				
[Redacted]				

Middlesex Training Roster Sign-in Sheet

Course: Necr Miss Program Instructor: Dellin Holm Date(s): 8.25.23  
 Title: \_\_\_\_\_ Location: C. Holden MA  
 Class Length in hours: 20 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Jesse Luis Gutierrez	[Redacted]	N6	8-25-23
[Redacted]	Eric Hernandez	[Redacted]		8-25-23
[Redacted]	Bruce Anderson	[Redacted]		8-25-23
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Genis Capone	[Redacted]		8-25-23
[Redacted]	Garret Barnes	[Redacted]		8/25/23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Bruce	[Redacted]		8/25/23
[Redacted]	Brandon Gutierrez	[Redacted]		8/25/23
[Redacted]	Brandon Vinaret	[Redacted]		8/25/23
[Redacted]	Roberto Pileo	[Redacted]		8/25/23
[Redacted]	Nicolas Rende	[Redacted]		8/25/23
[Redacted]	JOHNNY NAVA	[Redacted]		8-25-23
[Redacted]	Ezequiel Peña	[Redacted]		8-25-23
[Redacted]	Derm Holm	[Redacted]		8.25.23



Middlesex Training Roster Sign-in Sheet

Course: Non-Retention Policy Instructor: Derrin Hohn Date(s): 8.23.23  
 Title: \_\_\_\_\_ Location: LA 116 for  
 Class Length in hours: 15 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	JOLEWIS GONTIENEZ	[Redacted]	MA	8-25-23
[Redacted]	Eric Hernandez-Barr	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		8-25-23
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Louie Capone	[Redacted]		8/25/23
[Redacted]	Garett Bonestaci	[Redacted]		8/25/23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Zepke	[Redacted]		8/25/23
[Redacted]	Brandon Suberuel	[Redacted]		8/25/23
[Redacted]	Brandon Steward	[Redacted]		8/25/23
[Redacted]	Roberto Pizaro	[Redacted]		8/25/23
[Redacted]	Nicolas Rende	[Redacted]		8/25/23
[Redacted]	JOHNNY NAVA	[Redacted]		8-25-23
[Redacted]	Ezequiel Peña	[Redacted]		8-25-23
[Redacted]	Derrin Hohn	[Redacted]		8.25.23

Middlesex Training Roster Sign-in Sheet

Course: Spotter Safety Training Instructor: Darren Holm (Video) Date(s): 8 24 23

Title: \_\_\_\_\_ Location: L. Hutton MA

Class Length in hours: 2.0 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[REDACTED]	JOSE Luis GOUTIERREZ	[REDACTED]	NA	08-25-23
[REDACTED]	Eric G. Hernandez	[REDACTED]		8-25-23
[REDACTED]	Bruce Anderson	[REDACTED]		
[REDACTED]	David Pettit	[REDACTED]		8-25-23
[REDACTED]	Louis Capone	[REDACTED]		8-25-23
[REDACTED]	Garnett Bonesteele	[REDACTED]		8/25/23
[REDACTED]	Eric Alfred	[REDACTED]		8/25/23
[REDACTED]	<del>Francisco</del> Vincent Rende	[REDACTED]		8/25/23
[REDACTED]	Brandon Gutierrez note	[REDACTED]		
[REDACTED]	Brandon Ojivarre	[REDACTED]		
[REDACTED]	Roberto Piego	[REDACTED]		8/25/23
[REDACTED]	Nicolas Rende	[REDACTED]		8/25/23
[REDACTED]	JOHNNY NAVA	[REDACTED]		8/25/23
[REDACTED]	Erqueiel Peña	[REDACTED]		8-25-23
[REDACTED]	Darren Holm	[REDACTED]		8. 25. 23

Middlesex Training Roster Sign-in Sheet

Course: STOP Card Program Instructor: Dellen Hahn Date(s): 8.24.23  
 Title: \_\_\_\_\_ Location: L-1466a  
 Class Length in hours: 1.5 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Joseph Gutierrez	[Redacted]		08-25-23
[Redacted]	Eric Hernandez	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Luis Capone	[Redacted]		8-25-23
[Redacted]	Garratt Bonesteel	[Redacted]		8/25/23
[Redacted]	Eric Alford	[Redacted]		8/25/23
[Redacted]	Vincent Reade	[Redacted]		8/25/23
[Redacted]	Brandon Gutierrez	[Redacted]		
[Redacted]	Brandon D'Varell	[Redacted]		8/25/23
[Redacted]	Roberto Piego	[Redacted]		8/25/23
[Redacted]	Nicolas Rende	[Redacted]		8-25-23
[Redacted]	JOHNNY NAWA	[Redacted]		8-25-23
[Redacted]	Ezequiel Perin	[Redacted]		8-25-23
[Redacted]	Doran Hahn	[Redacted]		8.25.23
[Redacted]				
[Redacted]				
[Redacted]				

**Middlesex Training Roster Sign-in Sheet**

Course: Circle for Safety Training Video Instructor: John Uido Date(s): 8.25.23  
 Title: \_\_\_\_\_ Location: C. Hill  
 Class Length in hours: 2 min + 10 lessons Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Jose Luis Gutierrez	[Redacted]	No	08-25-23
[Redacted]	Eric Hernandez	[Redacted]	↓	8-25-23
[Redacted]	David Pettit	[Redacted]		8-25-23
[Redacted]	Louis Capone	[Redacted]		8-25-23
[Redacted]	Garnett Bonesteele	[Redacted]		8/25/23
[Redacted]	Eric Atford	[Redacted]		8/25/23
[Redacted]	Vincent Rendic	[Redacted]		8/25/23
[Redacted]	Brandon Gutierrez	[Redacted]		8/25/23
[Redacted]	Brandon Alvarez	[Redacted]		8/25/23
[Redacted]	Roberto Pilego	[Redacted]		8-25-23
[Redacted]	Nicolas Rende	[Redacted]		8-25-23
[Redacted]	JOSWY NAVA	[Redacted]		8 25 23
[Redacted]	Ezequiel Peña	[Redacted]		
[Redacted]	[Redacted]	[Redacted]		
[Redacted]	[Redacted]	[Redacted]		
[Redacted]	[Redacted]	[Redacted]		
[Redacted]	[Redacted]	[Redacted]		

Middlesex Training Roster Sign-in Sheet

Course: JIA Program Instructor: Derrin Hobbs Date(s): 8.25.23  
 Title: Backlog re: long period Working order Co.1 Drilling & Logging Location: L. Hillan  
 Class Length in hours: 15 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Jose Luis Corti ERP	[Redacted]	Mo	8-25-23
[Redacted]	Eric Hernandez Bara	[Redacted]		8.25.23
[Redacted]	Bruce Anderson	[Redacted]		
[Redacted]	David Pettit	[Redacted]		
[Redacted]	Louis Capone	[Redacted]		
[Redacted]	Garrett Benesteele	[Redacted]		
[Redacted]	Eric Alford	[Redacted]		
[Redacted]	Vincent Rende	[Redacted]		
[Redacted]	Burton Gubermak	[Redacted]		
[Redacted]	Brandon Olinaret	[Redacted]		
[Redacted]	Roberto Piezo	[Redacted]		
[Redacted]	Nicolas Rende	[Redacted]		
[Redacted]	JOHNNY AVILA	[Redacted]		
[Redacted]	ELEGUEL PEREZ	[Redacted]		
[Redacted]	Derrin Hobbs	[Redacted]		

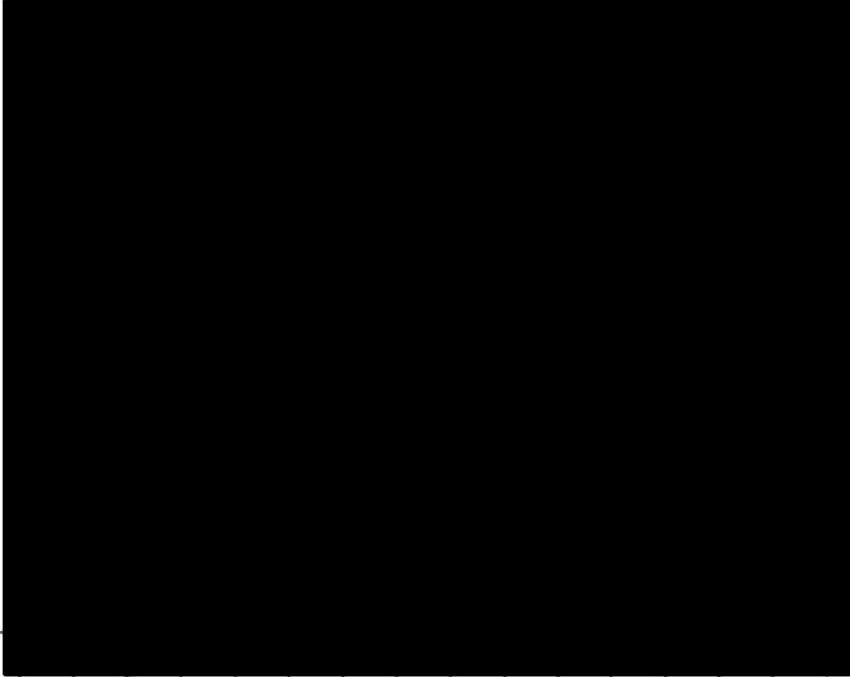
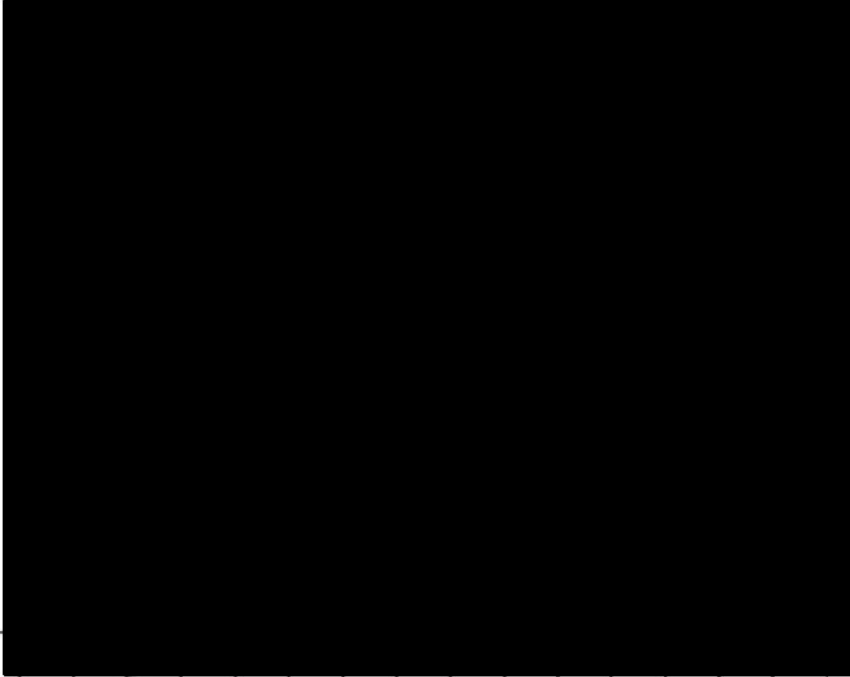
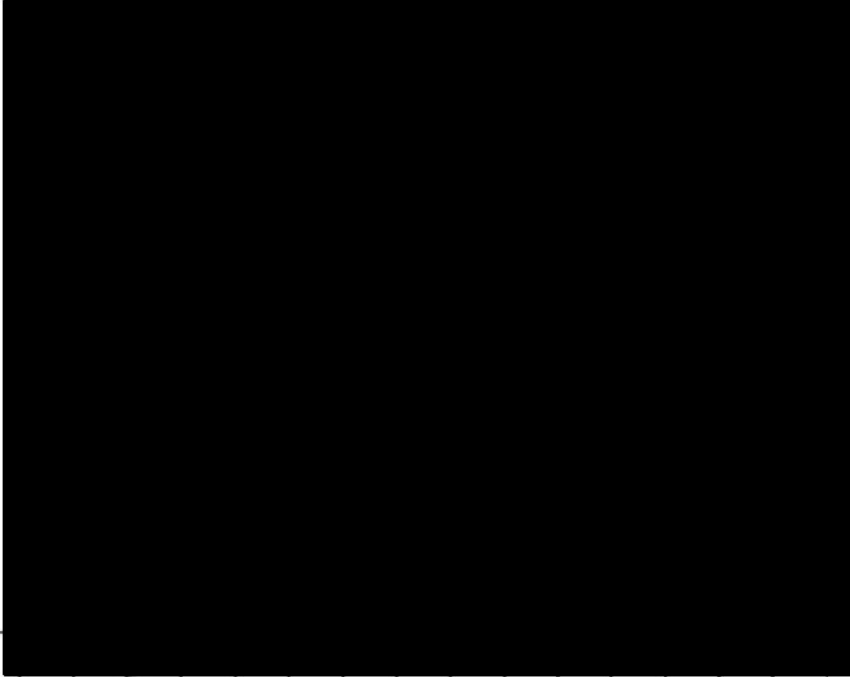
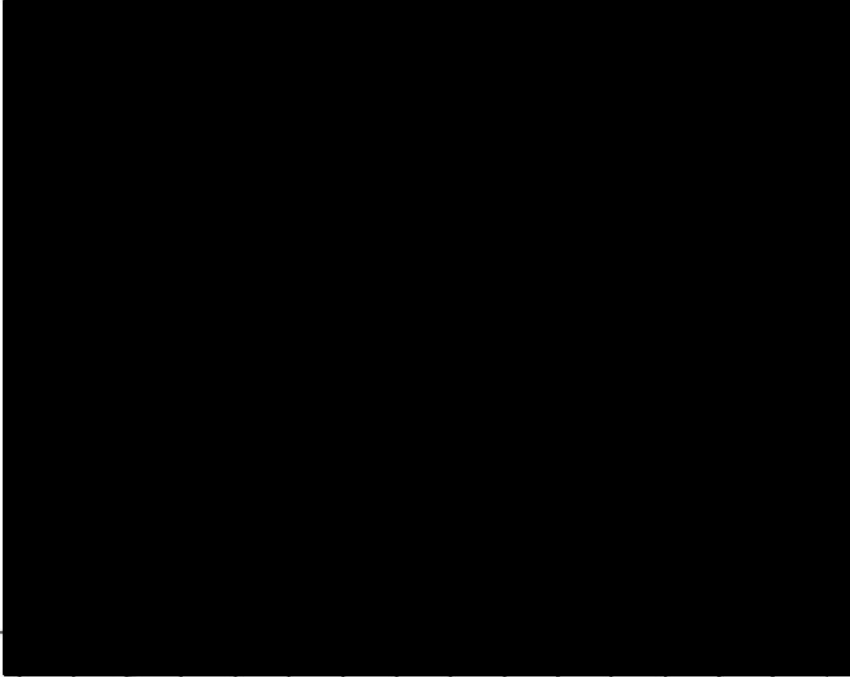
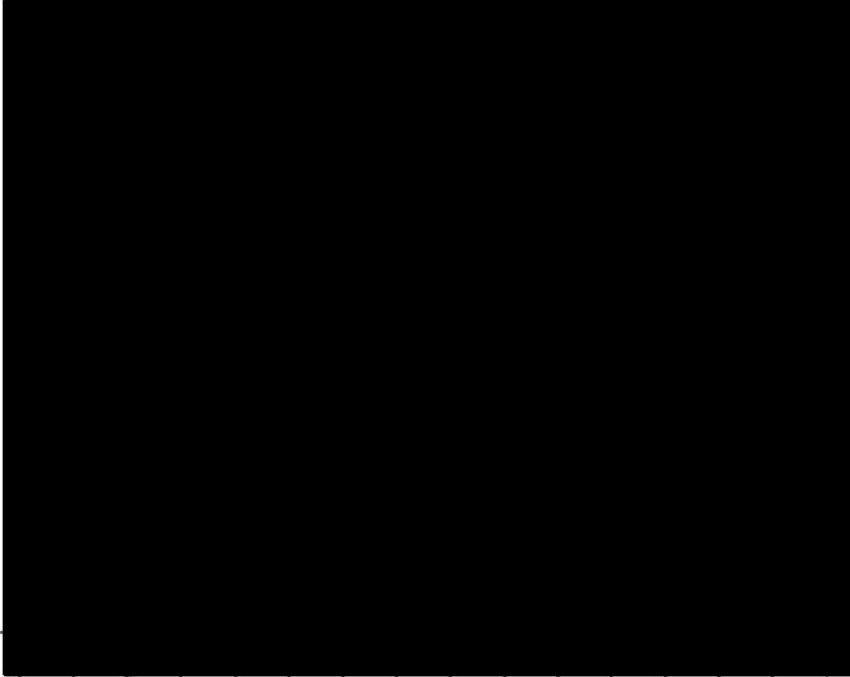
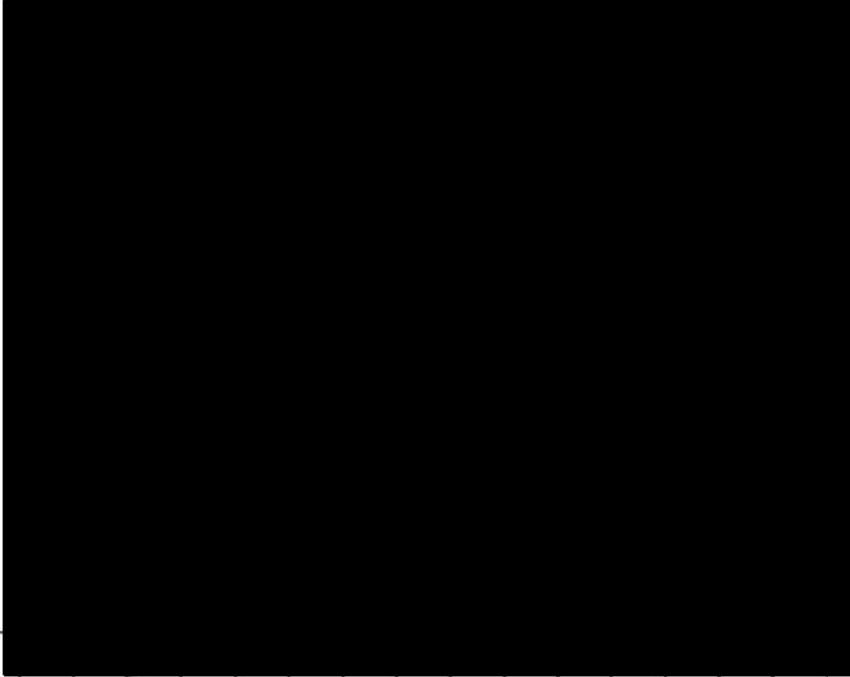
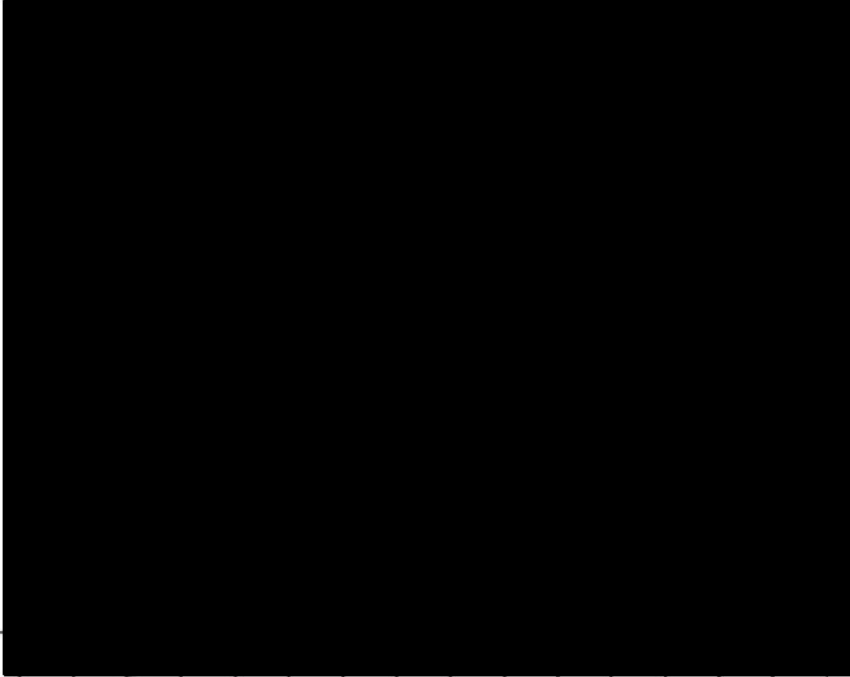
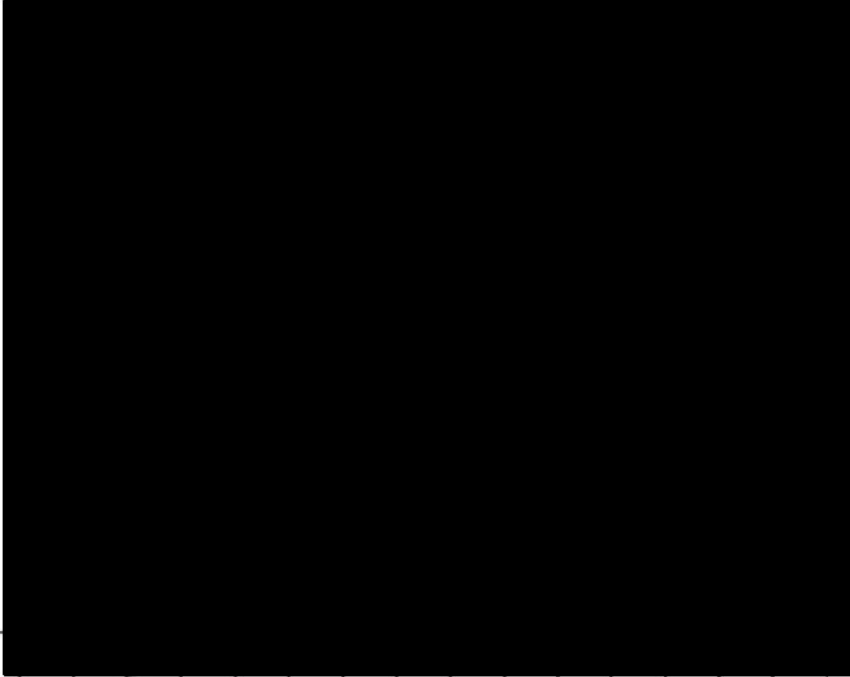
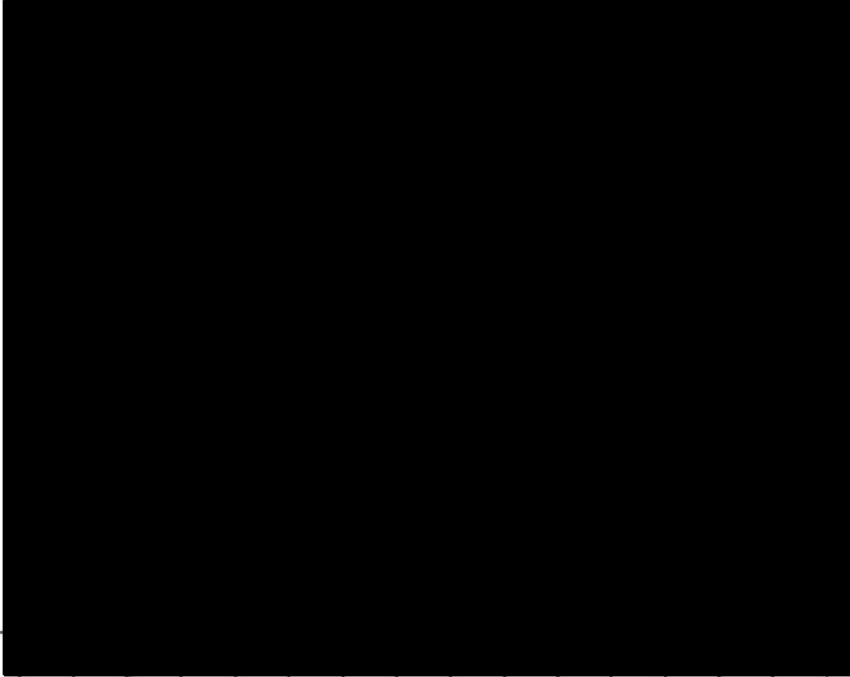
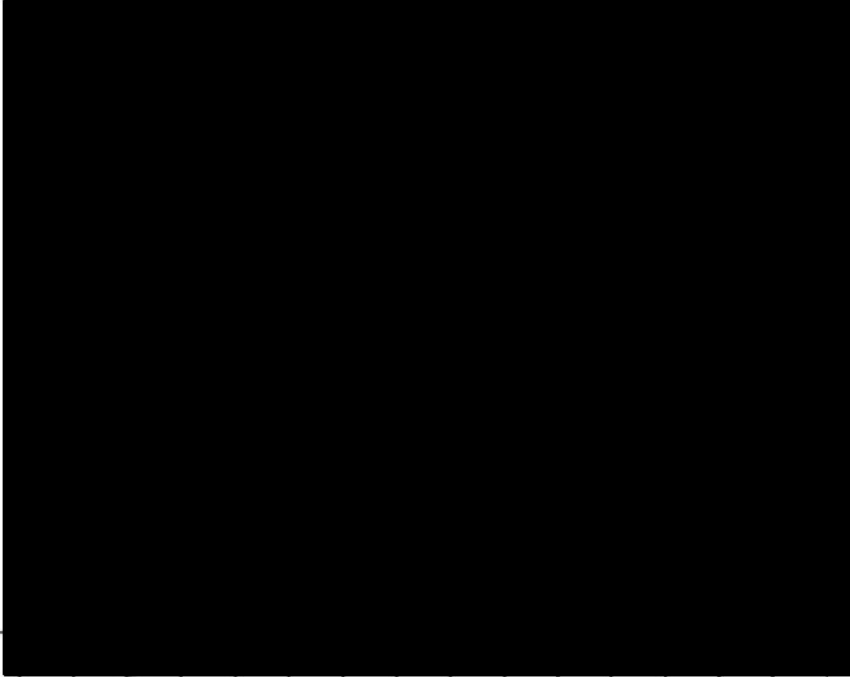
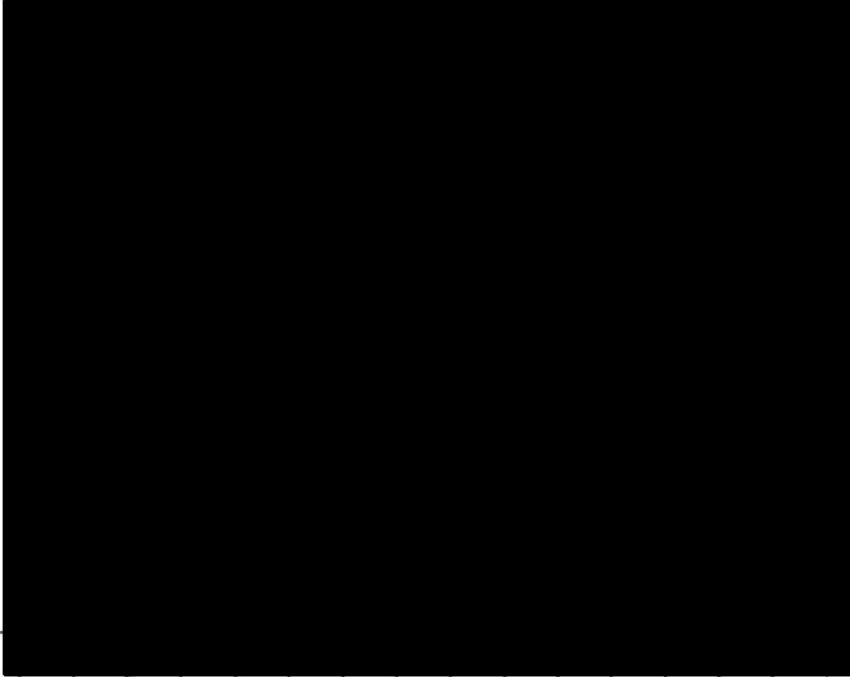
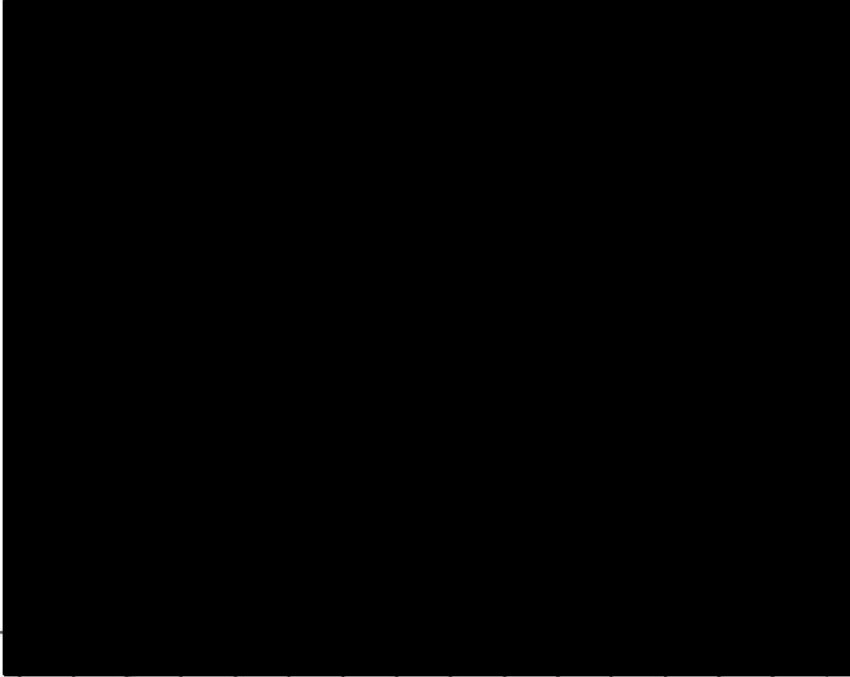
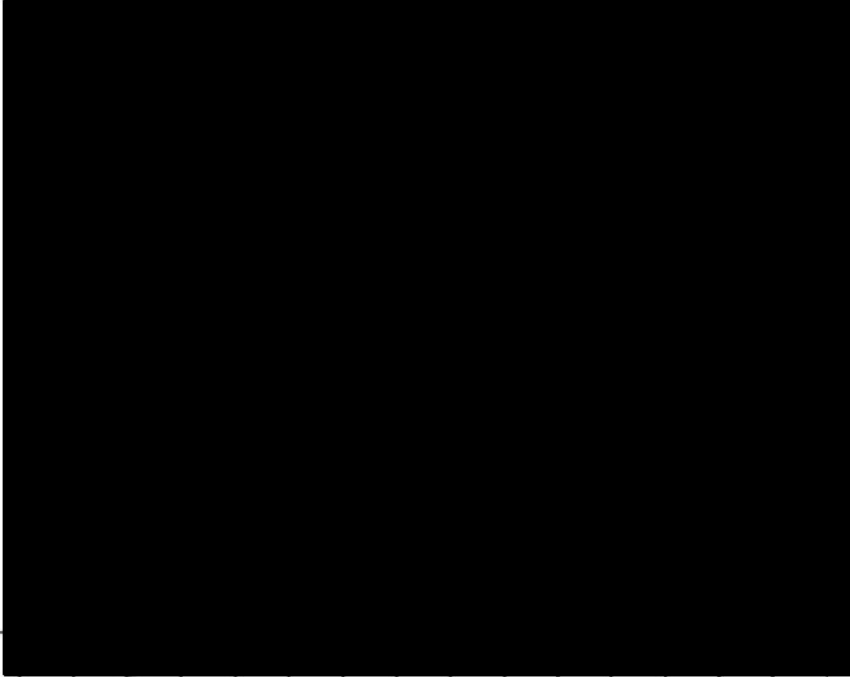
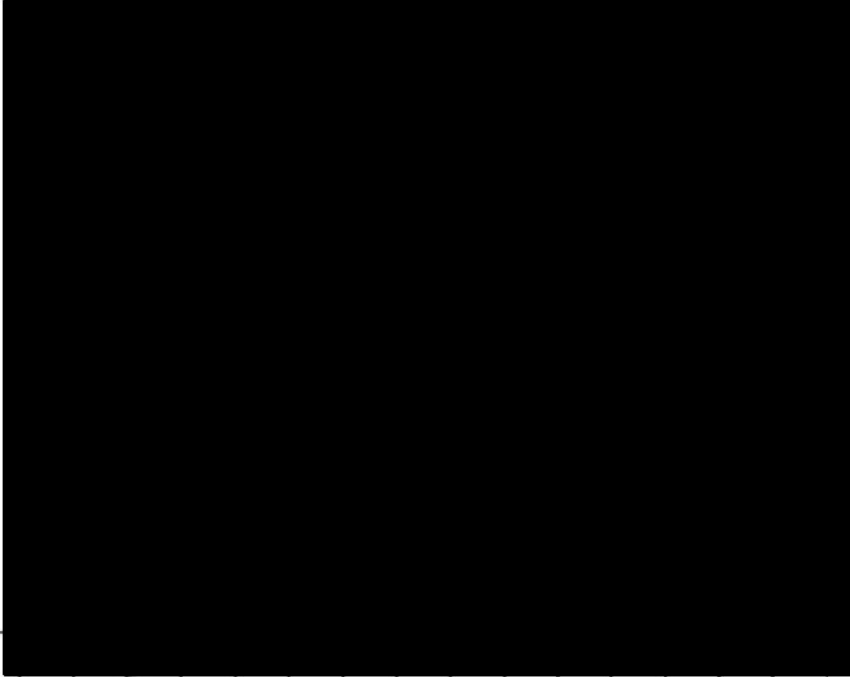


Middlesex Training Roster Sign-in Sheet

Course: NRC Changing Ties Safety Instructor: Derren (NRC Video) Date(s): 8.24.23

Title: \_\_\_\_\_ Location: L. 116 for

Class Length in hours: 20 min Cost: NA Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
	David Pettit Jr.		100	8-24-23
	Eric Hernandez Barr		100	8/24/23
	Bree Anderson		100	8-24-23
	Vincenzo Napoli		100	8/24/23
	Eric Alford		100	8/24/23
	Garrett Bonesteel		100	8/24/23
	Louis Capone		100	8/24/23
	Ezequiel Quija		100	8/24/23
	JOHNNY NANA		100	8-24-23
	Brandon Fubiniere		100	8/24/23
	Jose Luis Gutierrez		100	8-24-23
	Roberto Pilego		100	8/24/23
	BRANDON DIWAZEL		100	8 24 23
	Derren Johns		100	8 24 23





Middlesex Training Roster Sign-in Sheet

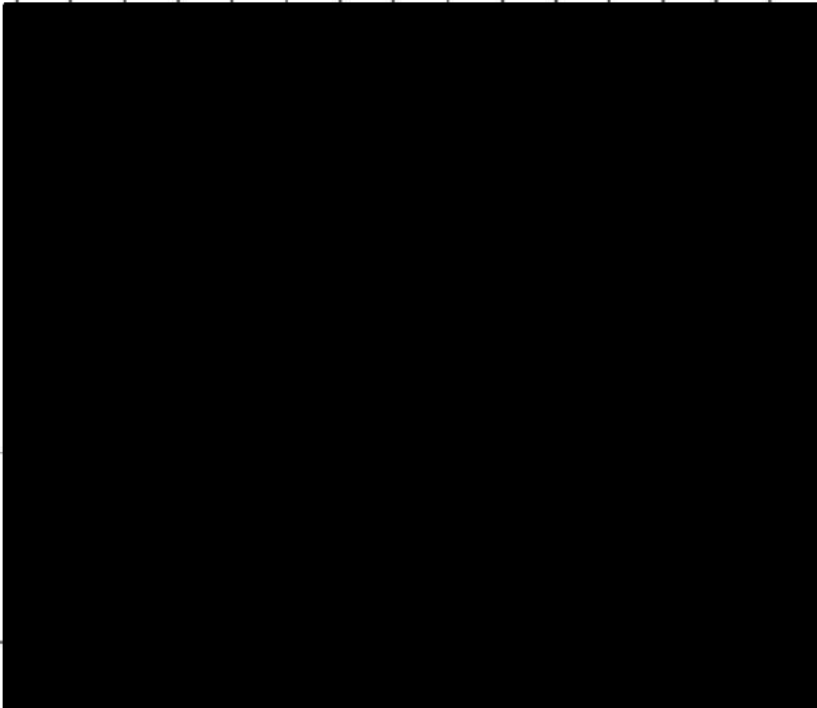
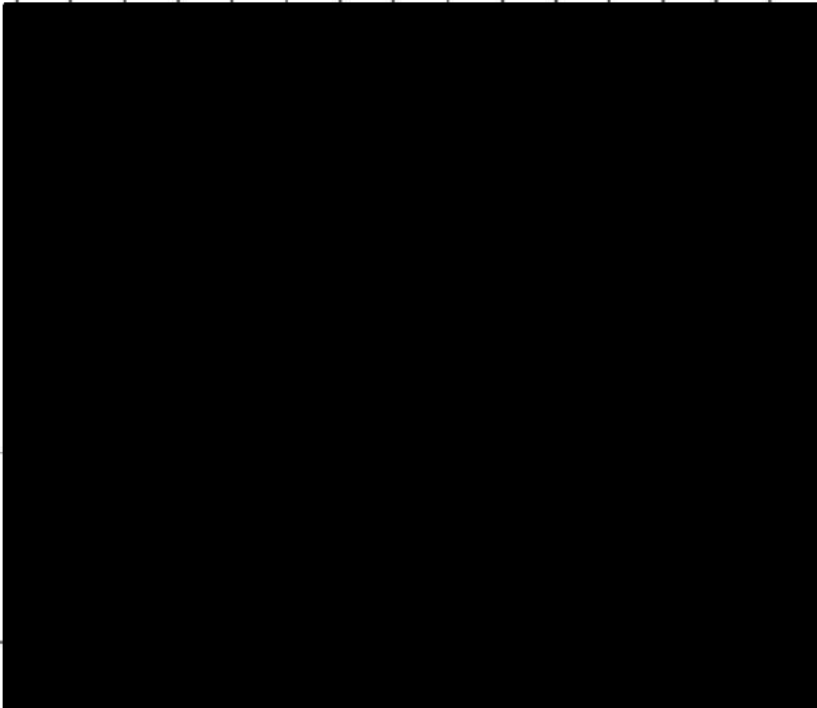
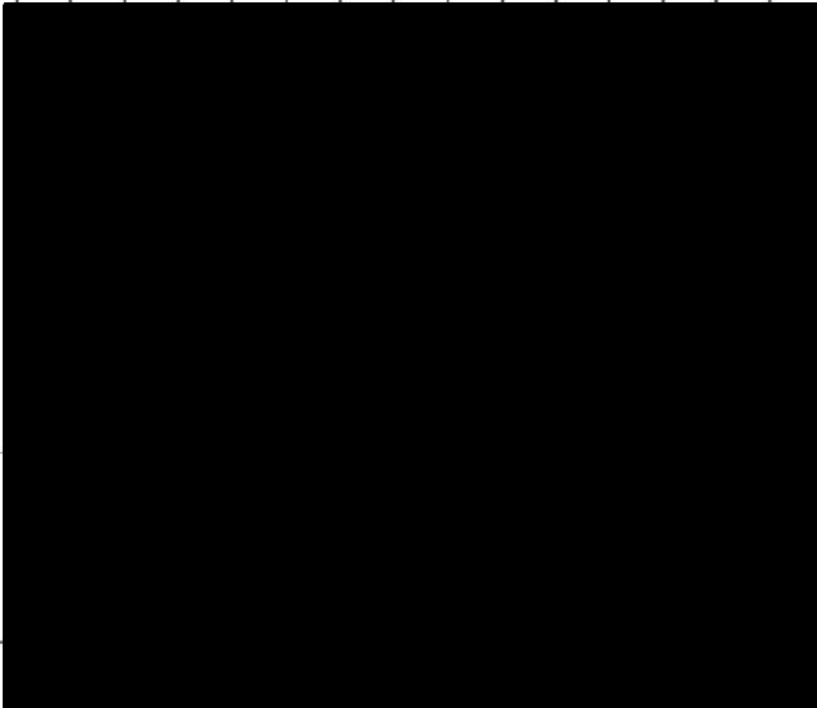
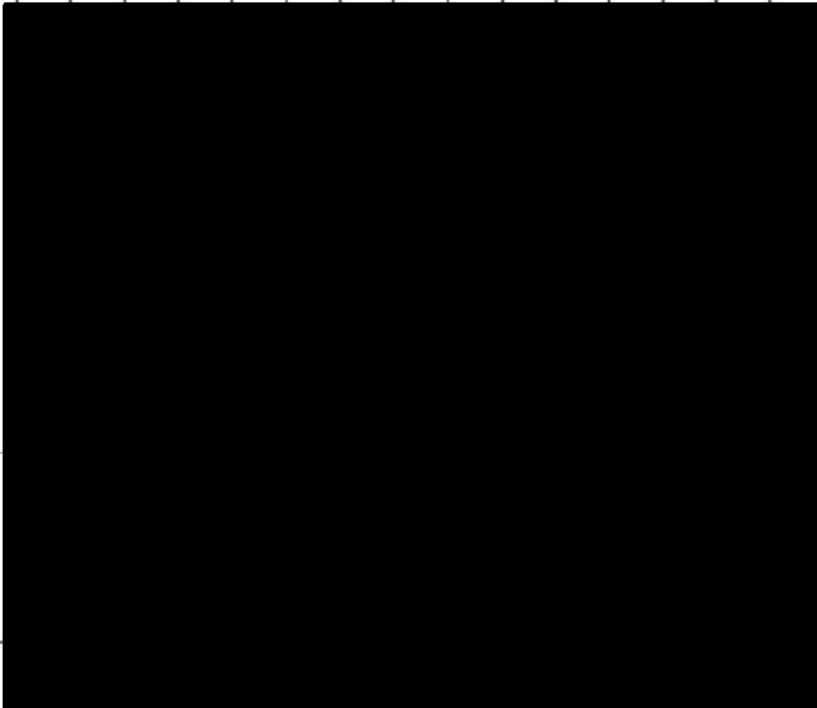
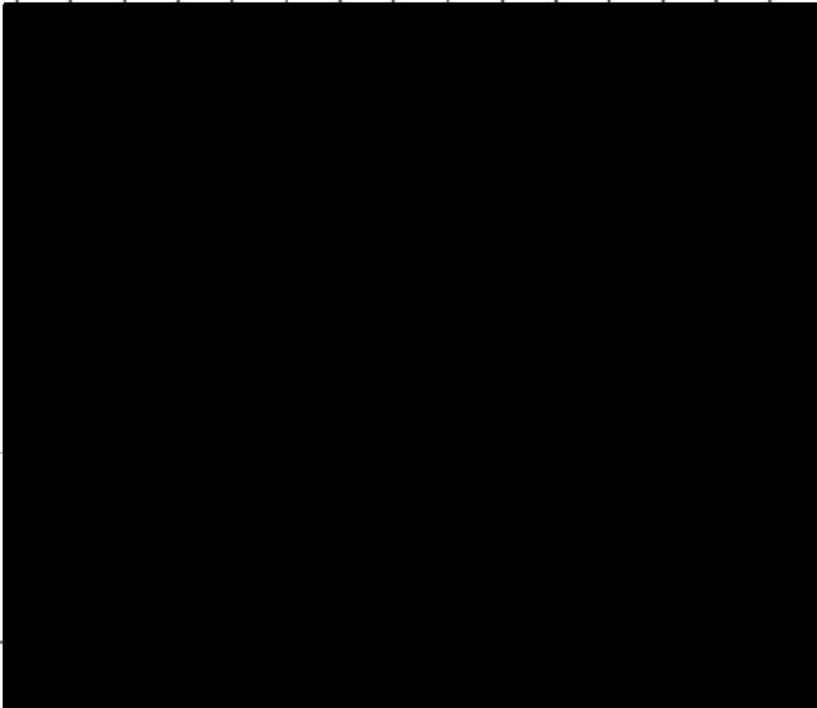
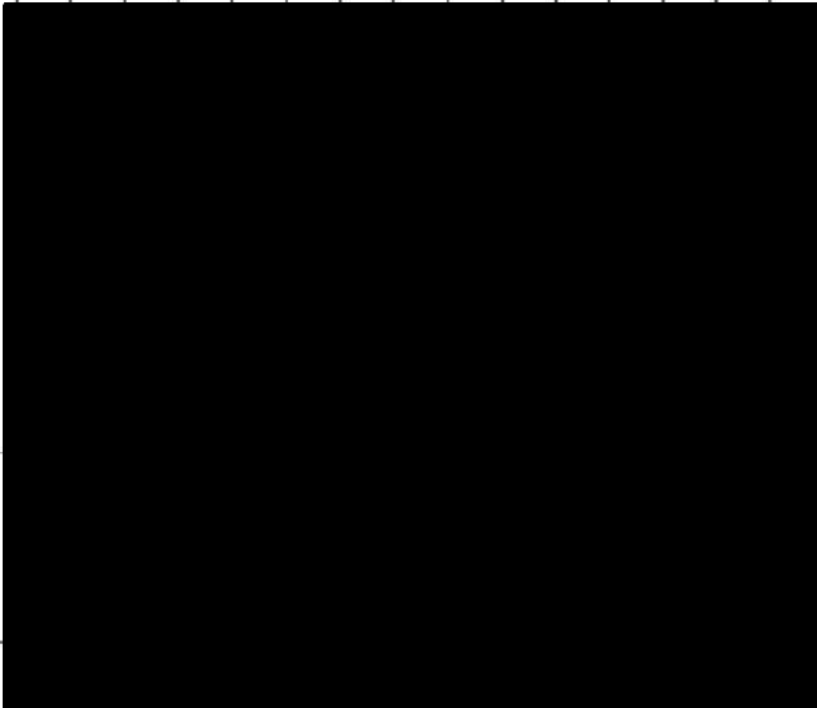
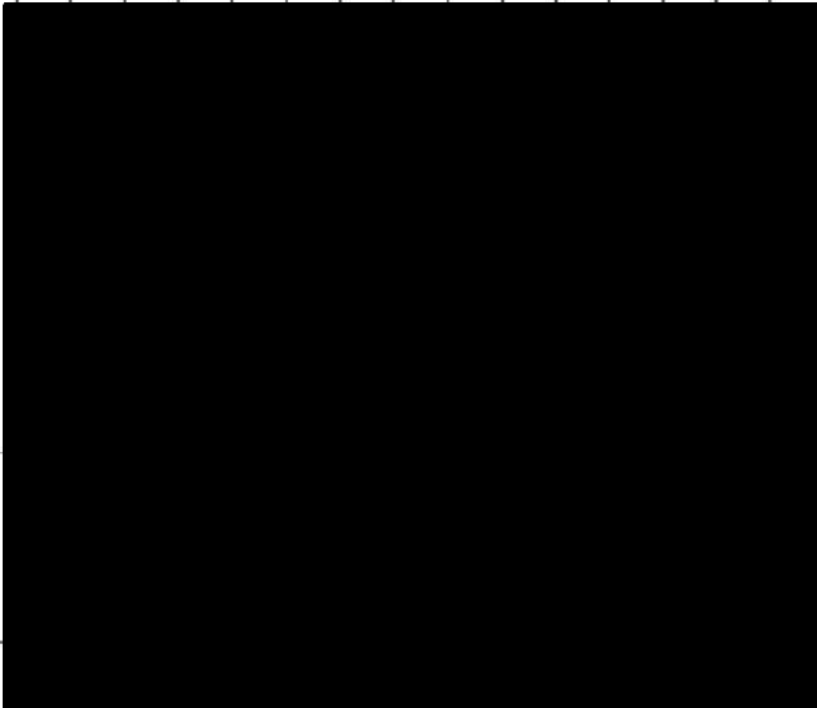
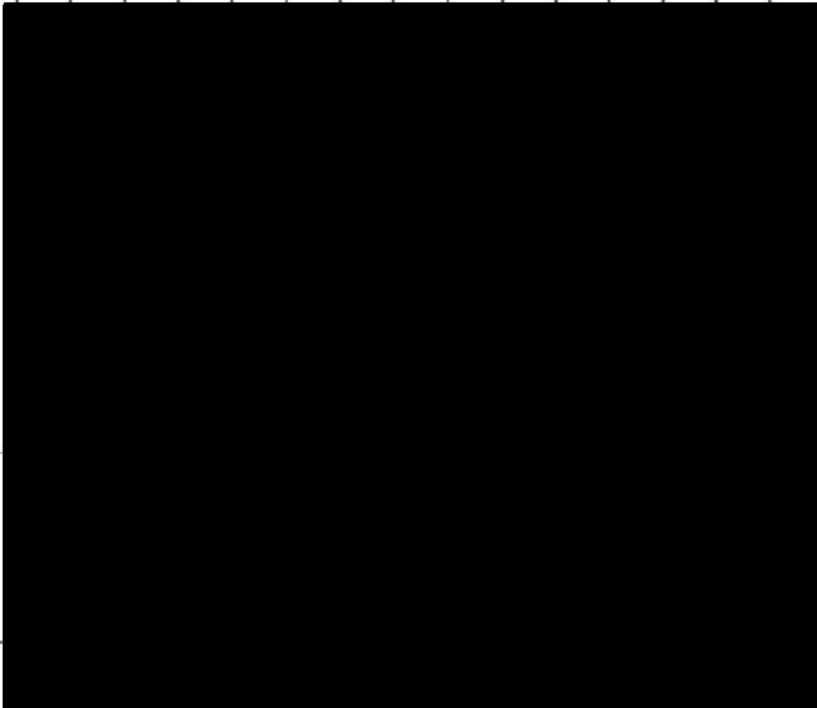
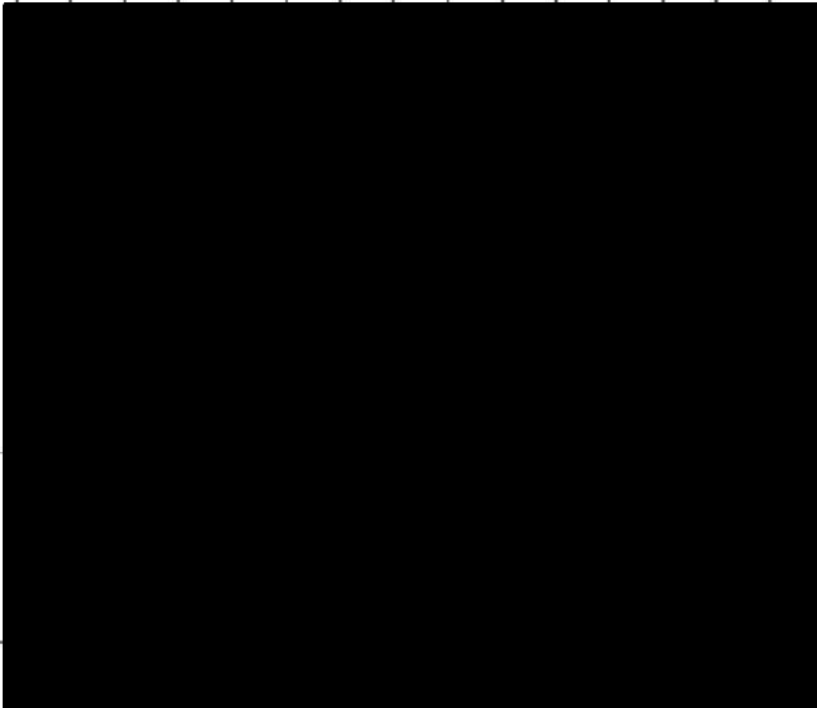
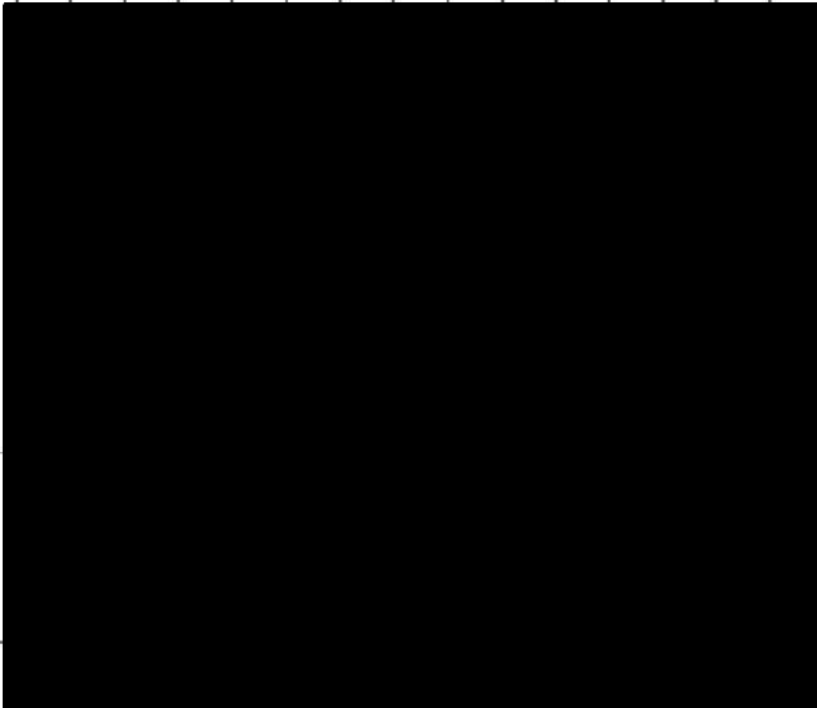
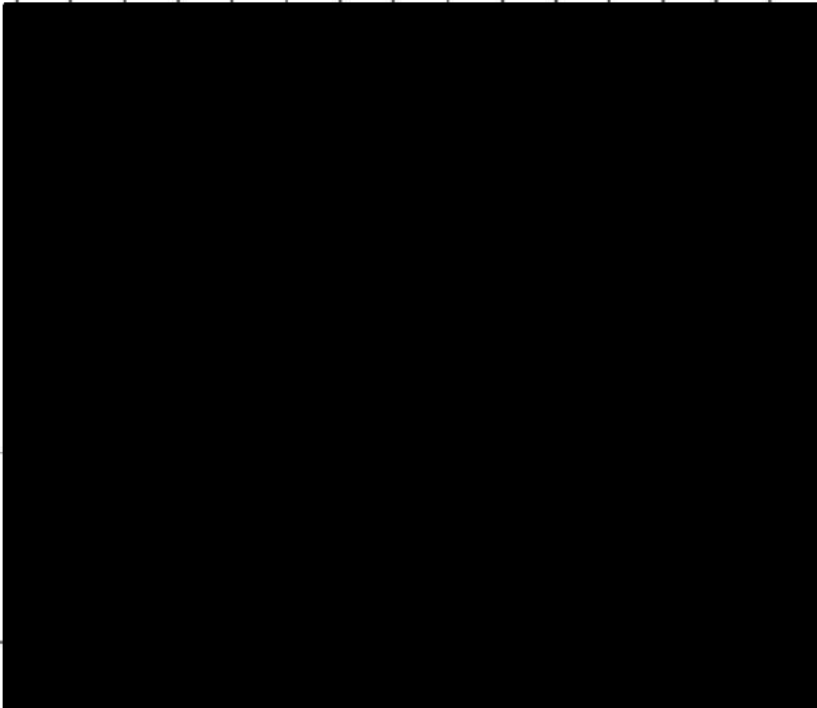
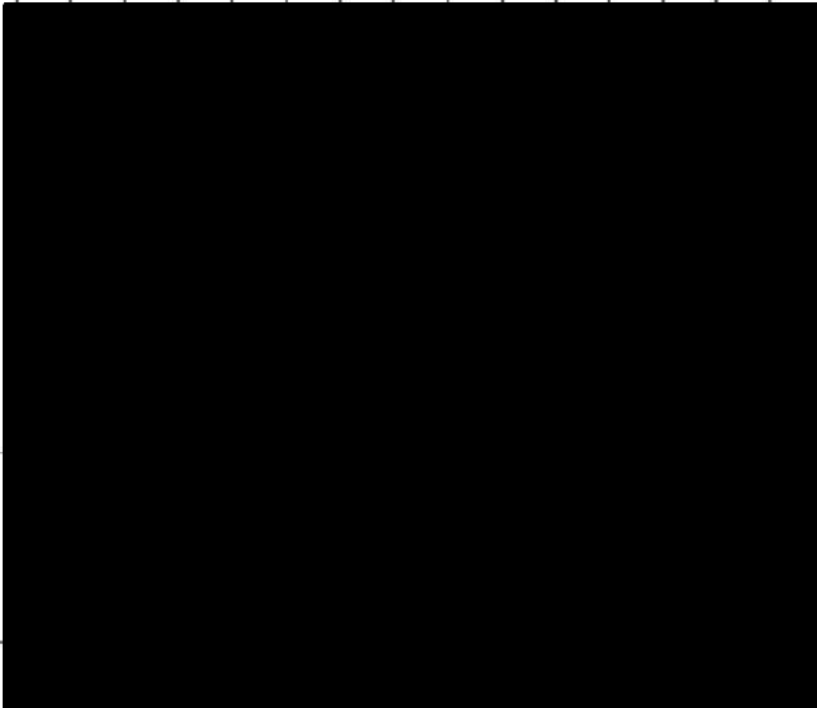
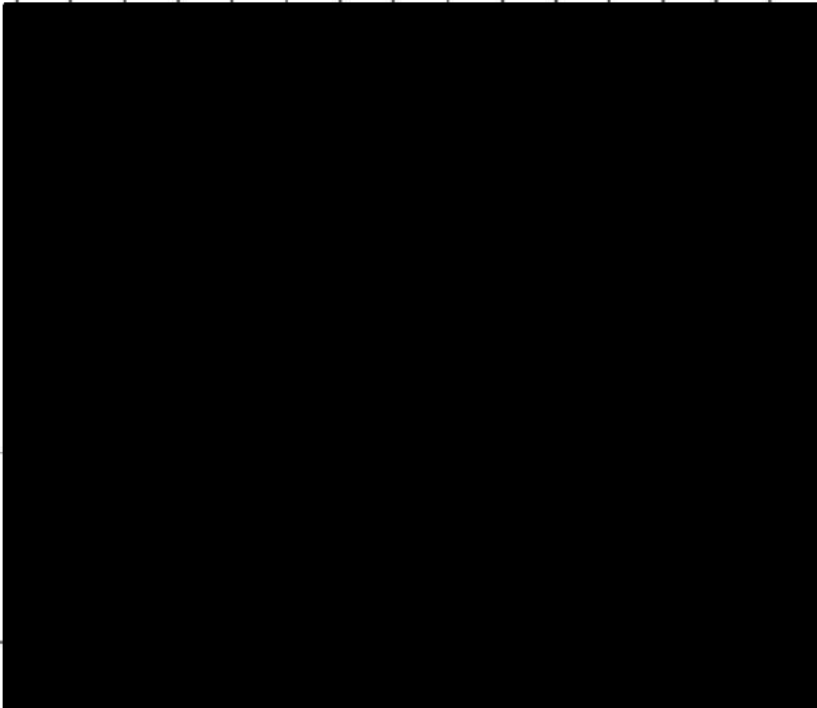
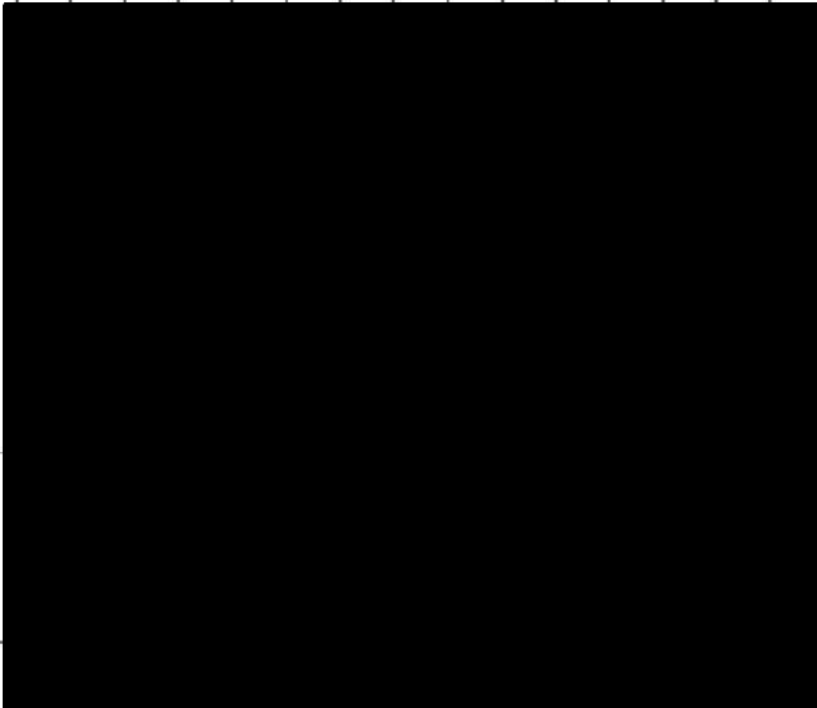
Course: Railway Maintenance Equipment Instructor: MRC Video Darren Hohn Date(s): 8/24/23  
Safety Training Part I NRC Location: L. Hohn MA  
 Class Length in hours: 30 min Video Cost: 20 min Q/A Class Start Time: 7:00 - 8:00 AM

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende	[Redacted]	100%	8/24/23
	Eric Hernandez	[Redacted]	90%	8-24-23
	Bobee Anderson	[Redacted]	100%	8-24-23
	Vincent Rende	[Redacted]	100%	8-24-23
	Eric Alford	[Redacted]	90%	8/24/23
	Garrett Bonesteele	[Redacted]	100%	8/24/23
	Louis Capone	[Redacted]	90%	8/24/23
	Ezequiel Peña	[Redacted]	100%	8/24/23
	JOHNNY NAVA	[Redacted]	100%	8/24/23
	Brandon Gutierrez	[Redacted]	100%	8/24/23
	Jose Luis Gutierrez	[Redacted]	100%	08/24/2023
	Roberto Pineda	[Redacted]	100%	8/24/23
	Brandon Oviariz	[Redacted]	100%	8/24/23
	Darren Hohn	[Redacted]	100%	8/24/23



Middlesex Training Roster Sign-in Sheet

Course: Railway Maintenance Equipment Instructor: NRC Video Derron Hobbs Date(s): 8/24/23  
~~Topic:~~ Safety Training Part II Location: L. Wilson  
 Class Length in hours: 50 min Cost: NA Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende		100	8/24/23
	<del>Eric Hernandez</del>		90	8/24/23
	Brice Anderson		100	8-24-23
	Vincent Reabe		80	8-24-23
	Eric Alford		100	8/24/23
	Garrett Bonesteel		100	8/24/23
	Cou's Capone		90	8/24/23
	Ezequiel Peña		100	8/24/23
	JOHNNY NAVA		100	8/24/23
	Brandon Gutierrez		90	8/24/23
	JOSÉ LUIS GUTIÉRREZ		80	08-24-2023
	Roberto Plego		80	8/24/23
	Brandon Bivara		90	8/24/23
	Derron Hobbs		100	8/24/23



Middlesex Training Roster Sign-in Sheet

Course: NRC Railroad Crossing Safety Instructor: Darren Hohn (NRC Video) Date(s): 8.24.23  
Part I Location: Littleton  
 Class Length in hours: 30 min Cost: NA Class Start Time: \_\_\_\_\_

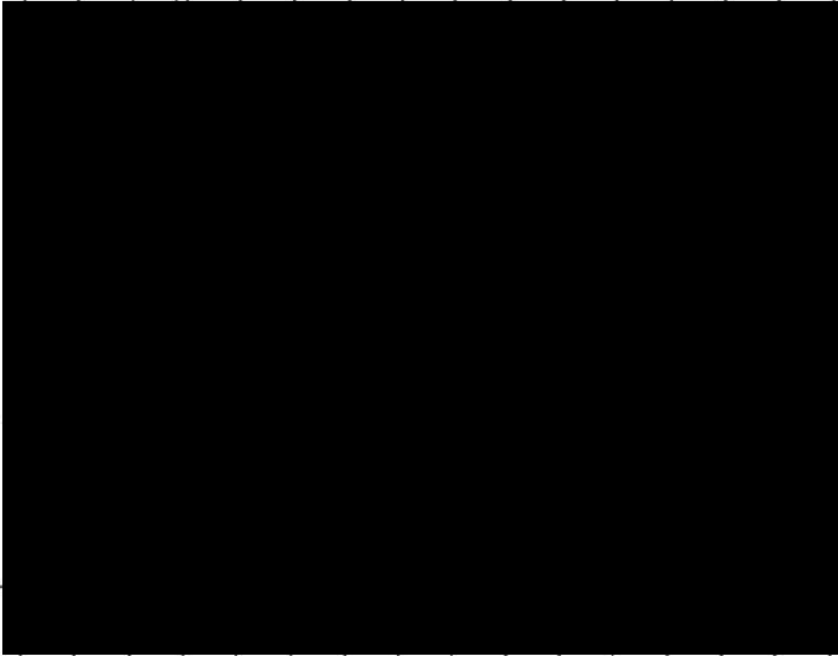
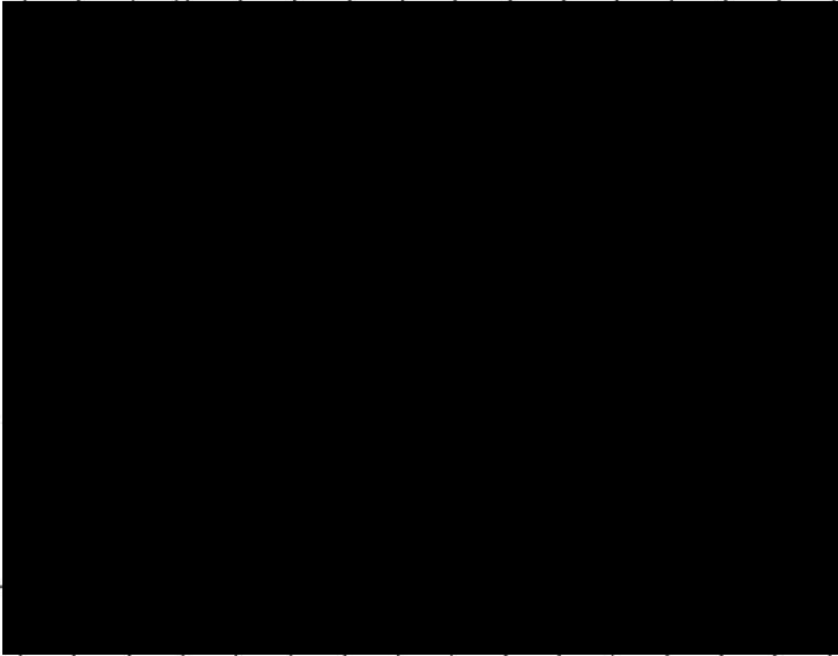
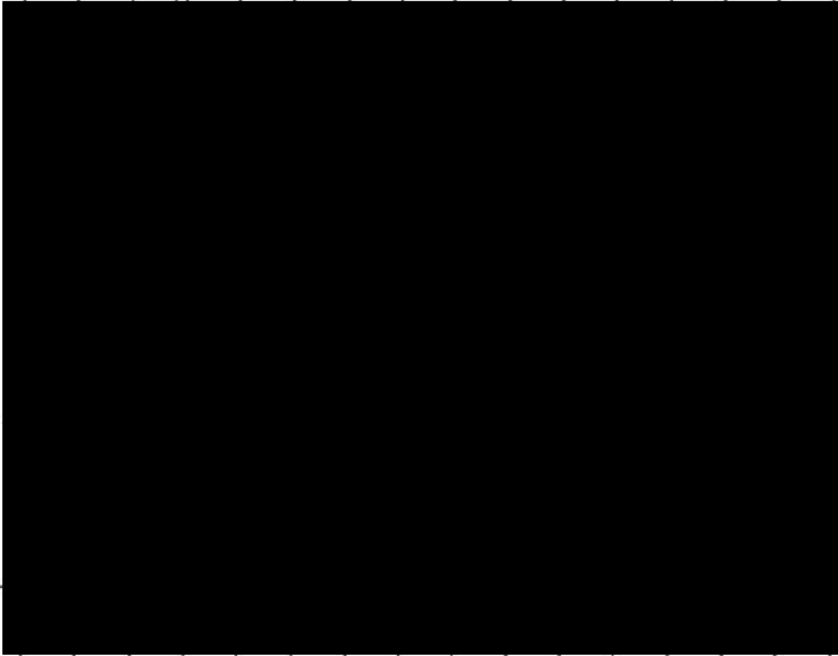
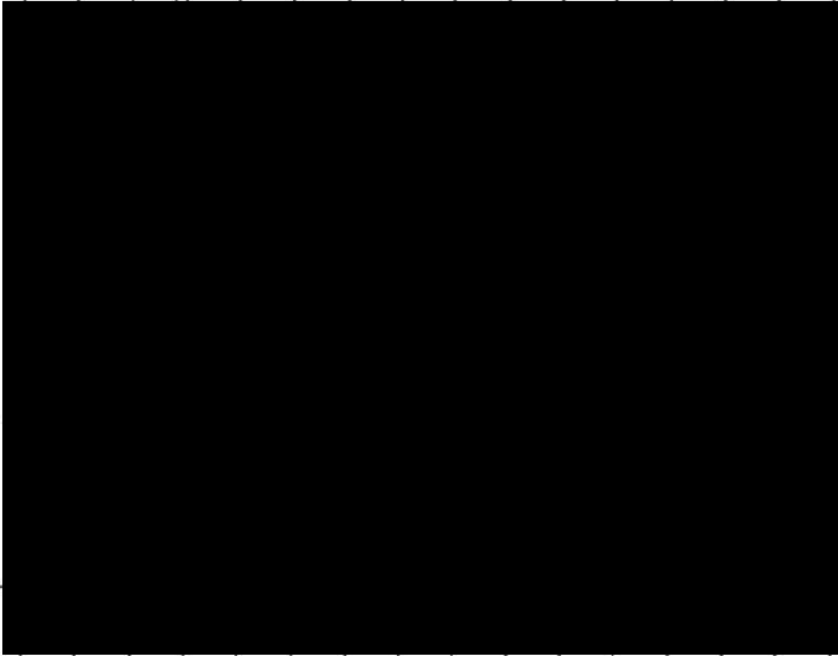
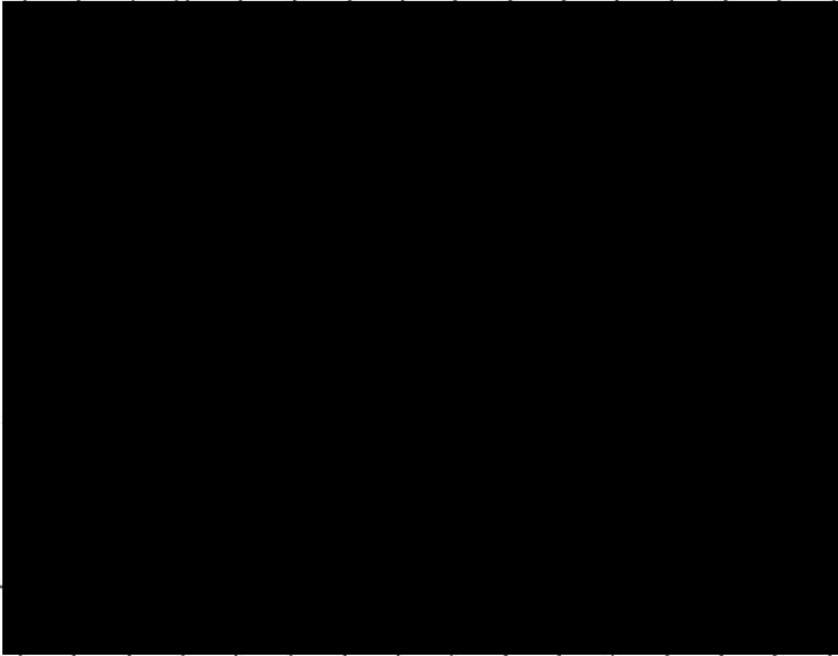
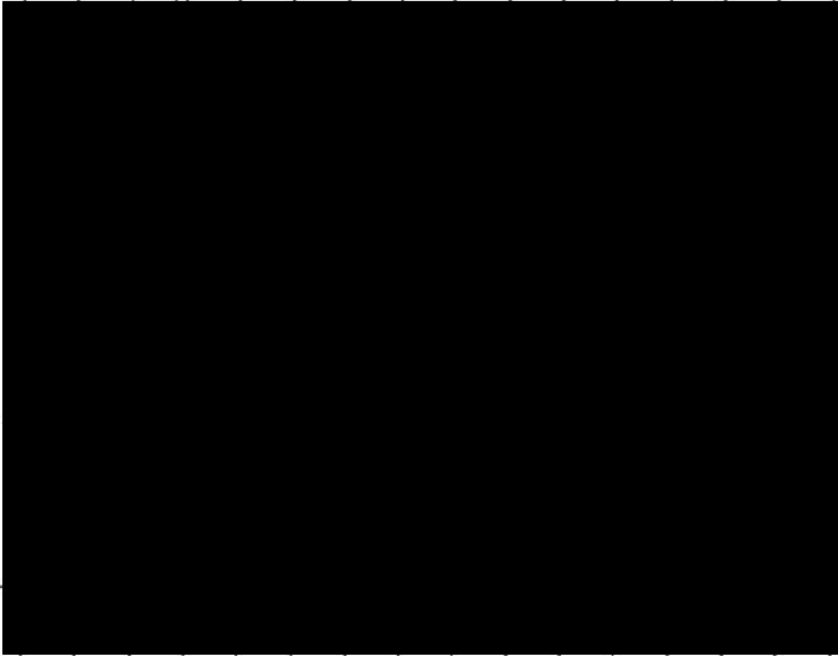
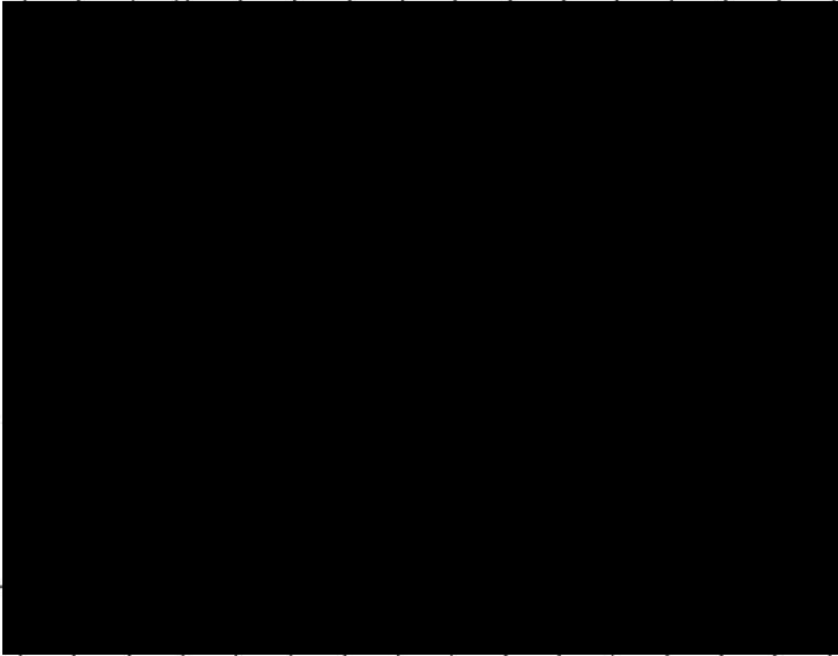
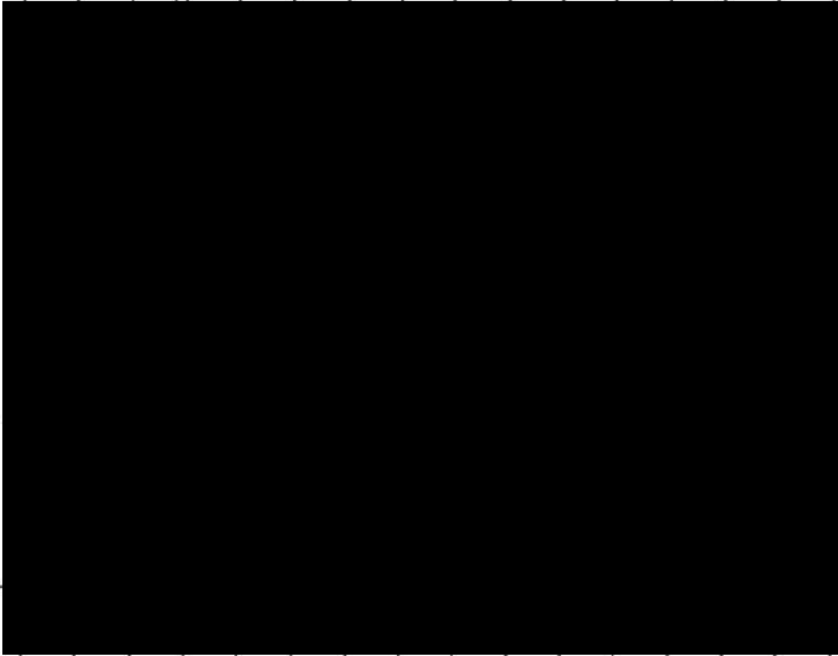
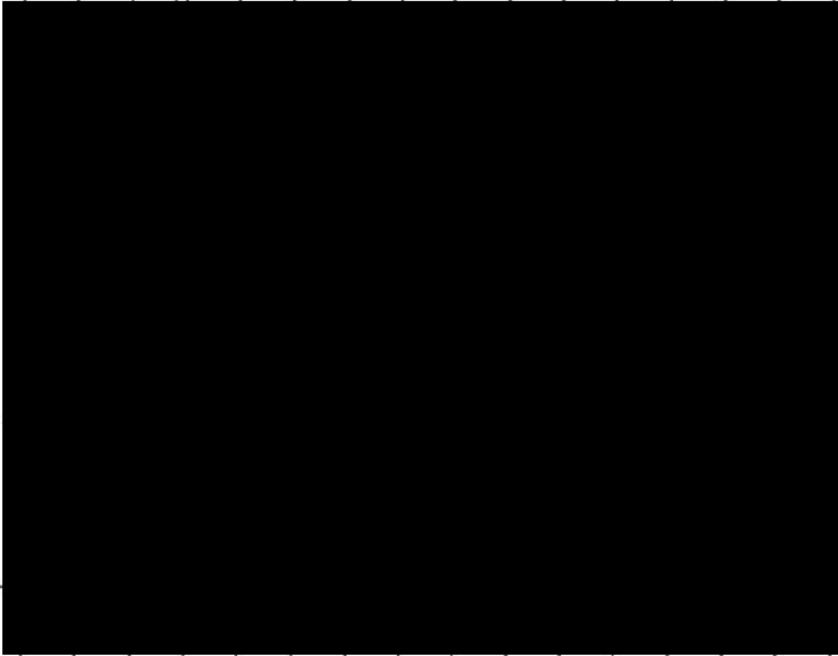
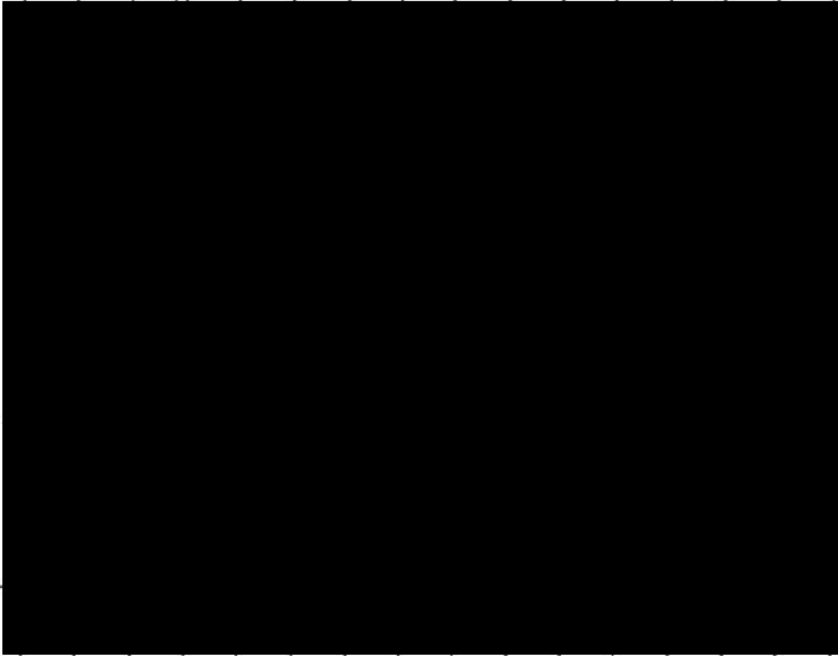
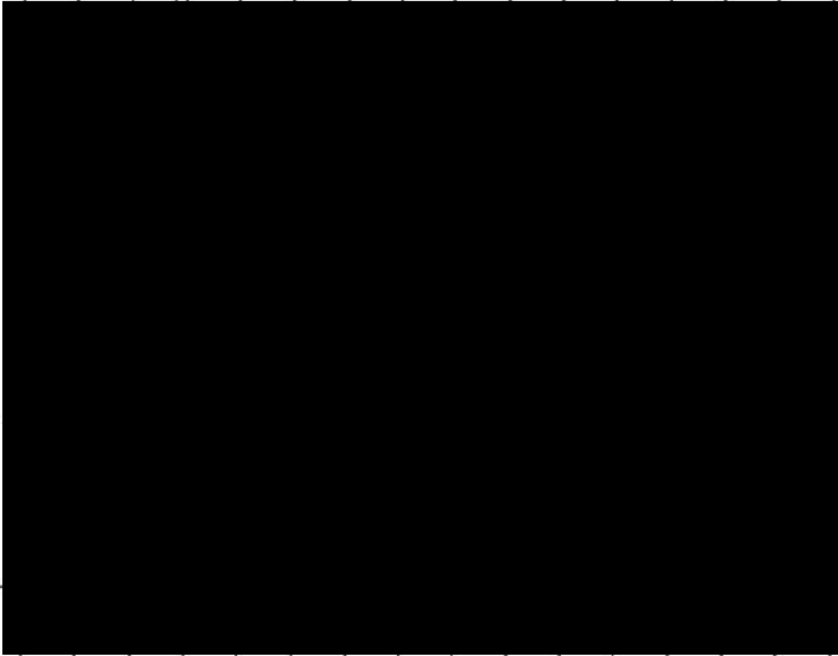
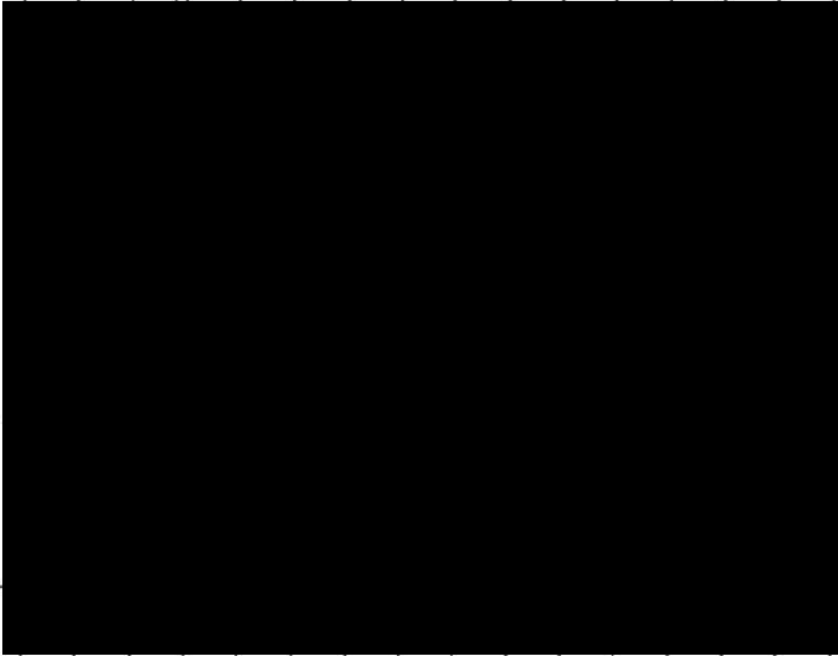
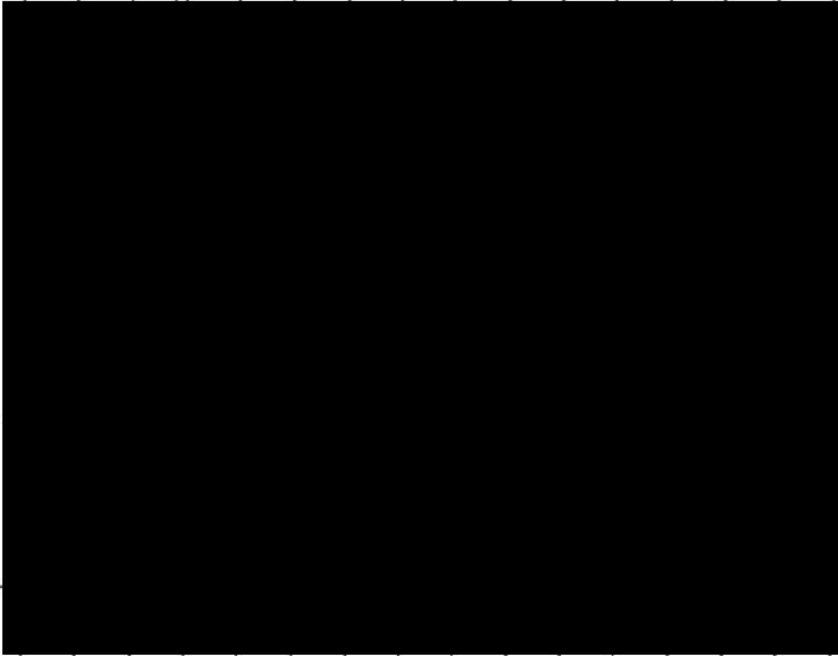
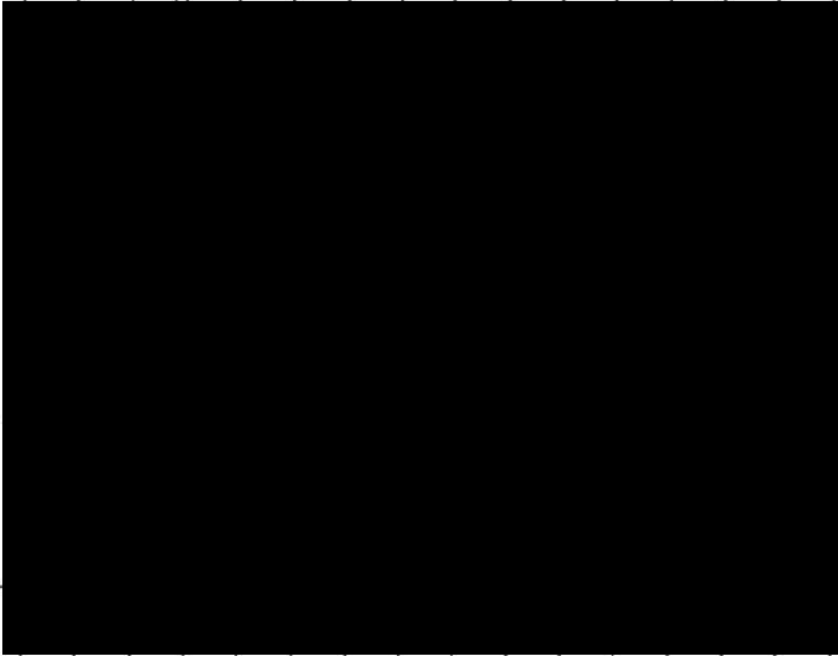
Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	<u>Eric Gormanby Bann</u>	[Redacted]	100	<u>8.24.23</u>
[Redacted]	<u>Bruce Anderson</u>	[Redacted]	90	<u>8-24-23</u>
[Redacted]	<u>David Pettit Jr.</u>	[Redacted]	100	<u>8-24-23</u>
[Redacted]	<u>Vincent Bente</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>Eric Alford</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>Garett Bonesteel</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>Louis Capone</u>	[Redacted]	90	<u>8/24/23</u>
[Redacted]	<u>Ezequiel Peña</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>JOHNNY NAVA</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>Brandon Gutierrez</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>José Luis Gutierrez</u>	[Redacted]	90	<u>08-24-23</u>
[Redacted]	<u>Robert Pliego</u>	[Redacted]	100	<u>8/24/23</u>
[Redacted]	<u>Brandon Sivaret</u>	[Redacted]	100	
[Redacted]	<u>Darren Hohn</u>	[Redacted]	100	<u>8.24.23</u>
[Redacted]				
[Redacted]				
[Redacted]				
[Redacted]				





Middlesex Training Roster Sign-in Sheet

Course: NEC Hand Tool Safety Training Instructor: Derren Hahn (NICE VIDEO) Date(s): 8.24.23  
 Title: \_\_\_\_\_ Location: C. H. Le. for  
 Class Length in hours: 30 min Cost: NA Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende		90	8/24/23
	Eric Hernandez Bara		90	8.24.23
	Bryce Anderson		100	8-24-23
	Vincent Rende		90	8-24-23
	Eric Alford		90	8/24/23
	Garrett Bonesteel		90	8/24/23
	Louis Capone		90	8/24/23
	Ezequiel Peña		90	8/24/23
	JOHNNY NAVA		90	8/24/23
	Brandon Gutierrez		90	08-24-23
	Jose Luis Gutierrez		100	S
	Roberto Pilego		90	8/24/23
	Brandon Gonzalez		90	
	Derren Hahn		100	8.24.23





Middlesex Training Roster Sign-in Sheet

Course: NRC Power Tools Safety Training Instructor: Derron Hobbs (NRC Video) Date(s): 8/22/23

Title: \_\_\_\_\_ Location: C. Hobbs

Class Length in hours: 34 min Cost: NA Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende		100	8/24/23
	Eric Hernandez		100	8.24.23
	Robert Anderson		<del>100</del>	8-24-23
	Vincent Nesbo		90	8-24-23
	Eric Aford		100	8/24/23
	Garrett Bonesteel		100	8/24/23
	Louis Capone		100	8/24/23
	Ezequiel Penr		100	8/24/23
	JOHNNY NAVA		100	8/24/23
	Brandon Gutierrez		100	8-24-2023
	JOE WIS GUTIERREZ		90	
	Roberto Pliego		90	8/24/23
	Brandon Oliveira		90	8/21/23
	Derron Hobbs		100	8.24.23



Middlesex Training Roster Sign-in Sheet

Course: NRC H1-101 Truck Safety Training Instructor: Derren Holm (NRC video) Date(s): 8.24.23  
 Title: \_\_\_\_\_ Location: ~~Location~~ L.Holm  
 Class Length in hours: 34 min Cost: \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	Eric Hernandez Bar	[Redacted]	100	8.24.23
[Redacted]	Bruce Anderson	[Redacted]	100	
[Redacted]	David Pettit Jr.	[Redacted]	90	8-24-23
[Redacted]	Vicente Rende	[Redacted]	100	8/24/23
[Redacted]	Eric Alford	[Redacted]	100	8/24/23
[Redacted]	Garnett Bonesteele	[Redacted]	100	8/24/23
[Redacted]	Cou's Capone	[Redacted]	100	8/24/23
[Redacted]	Ezequiel Sena	[Redacted]	100	8/24/23
[Redacted]	JOHNNY NAVA	[Redacted]	100	8/24/23
[Redacted]	Brandon Gubremel	[Redacted]	100	8/24/23
[Redacted]	Jose Luis Gutierrez	[Redacted]	100	8-24-23
[Redacted]	Roberto Pliego	[Redacted]	100	8/24/23
[Redacted]	Brandon Olivarez	[Redacted]	100	
[Redacted]	Derren Holm	[Redacted]	100	8.24.23



Middlesex Training Roster Sign-in Sheet

Course: MBC Recognizing Fatigue Training Instructor: Derren Bohn (NRC video) Date(s): 8.24.23

Title: \_\_\_\_\_ Location: Lakeland

Class Length in hours: 30 min Cost: NA Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
[Redacted]	David Jettit	[Redacted]	90	8-24-23
[Redacted]	Eric Thompson	[Redacted]	100	8.24.23
[Redacted]	Bruce Anderson	[Redacted]	100	8-24-23
[Redacted]	Vincent Rende	[Redacted]	90	8/24/23
[Redacted]	Eric Alford	[Redacted]	100	8/24/23
[Redacted]	Garrett Benessee	[Redacted]	100	8/24/23
[Redacted]	Louis Capone	[Redacted]	100	8-24-23
[Redacted]	Ezequiel Pena	[Redacted]	90	8/24/23
[Redacted]	JOHNNA NAVA	[Redacted]	90	8-24-23
[Redacted]	Brandon Gutierrez	[Redacted]	90	8/24/23
[Redacted]	JOSE LUIS GUTIERREZ	[Redacted]	90	08-24-23
[Redacted]	Roberto Pineda	[Redacted]	90	8/24/23
[Redacted]	BRANDON BIVARRE	[Redacted]	80	
[Redacted]	Derren Bohn	[Redacted]	100	8.24.23





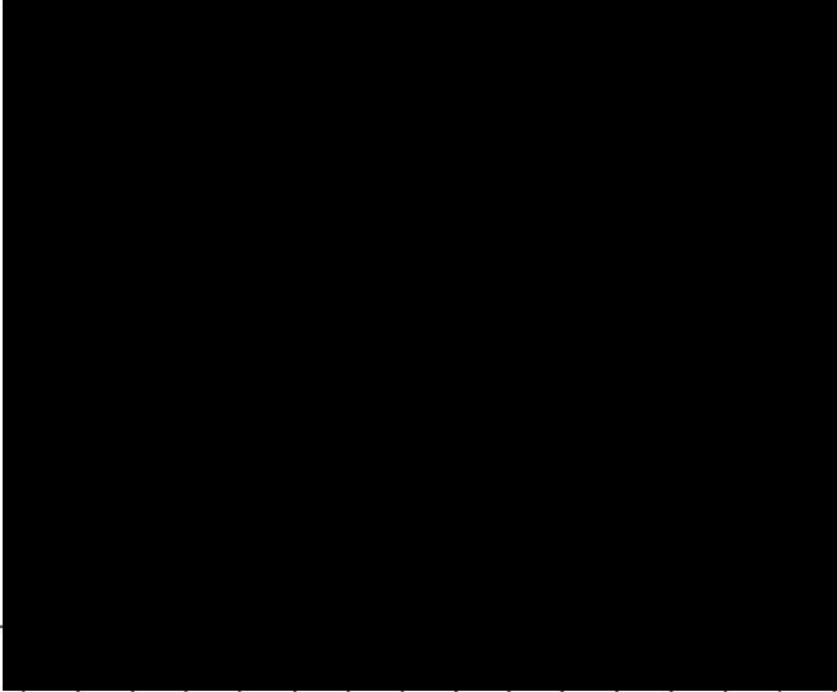
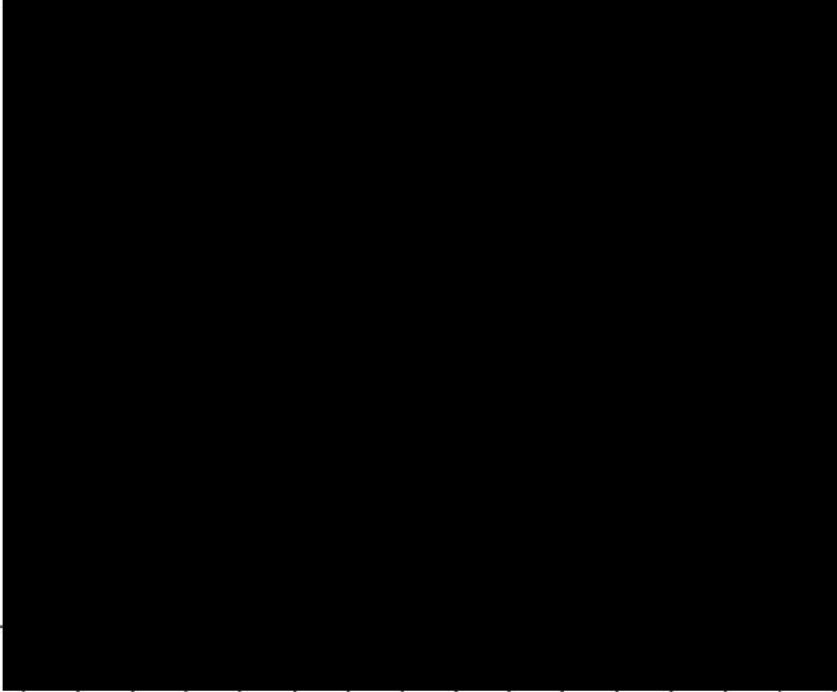
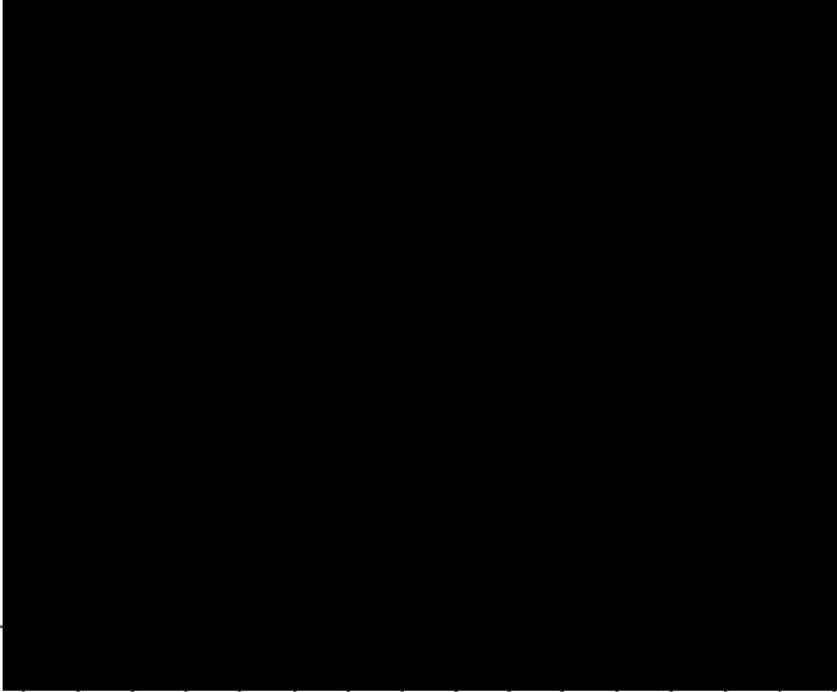
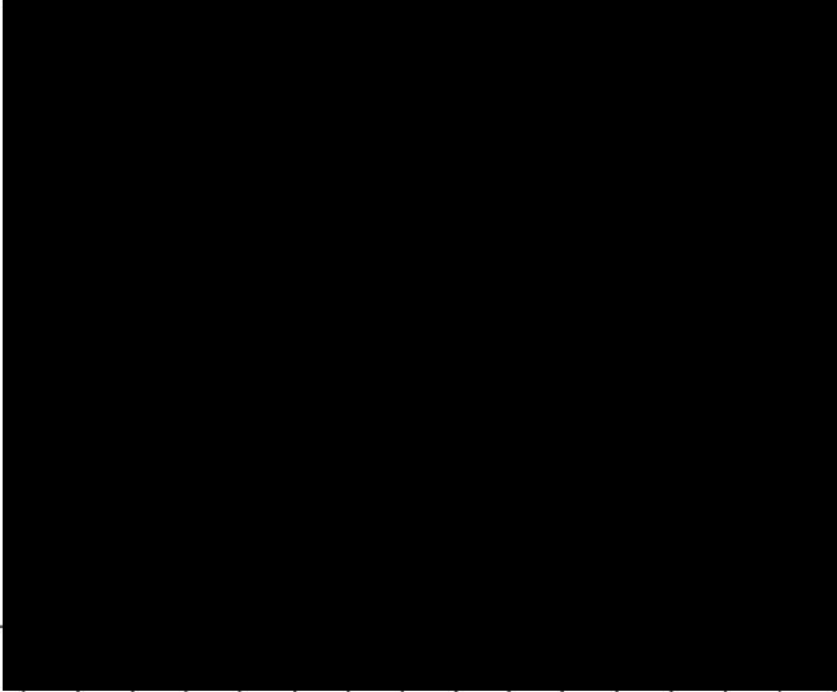
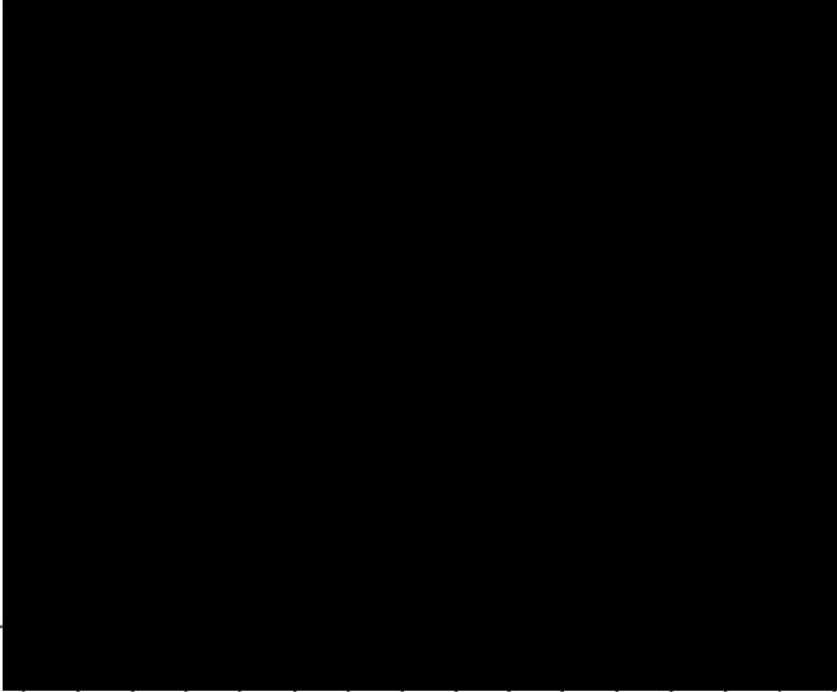
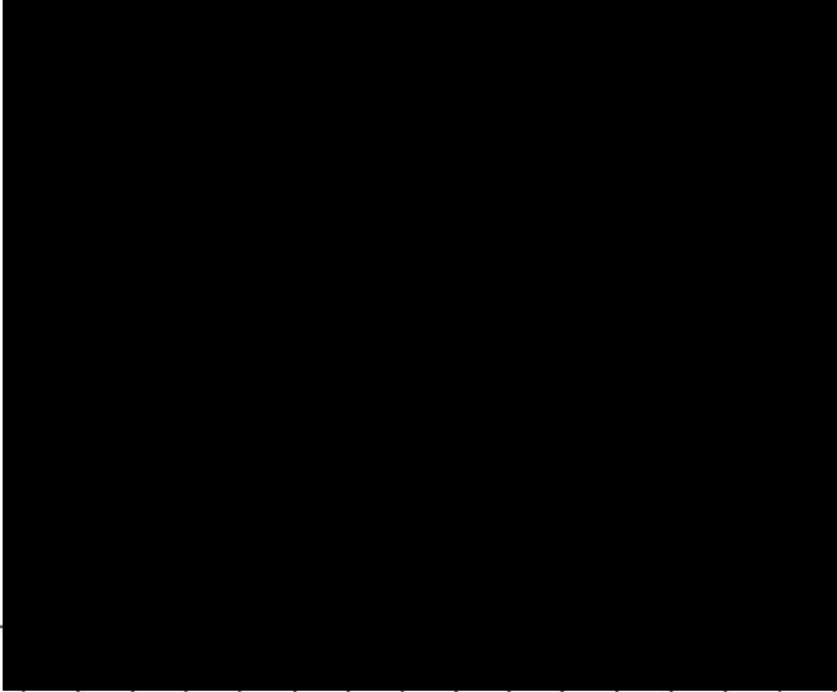
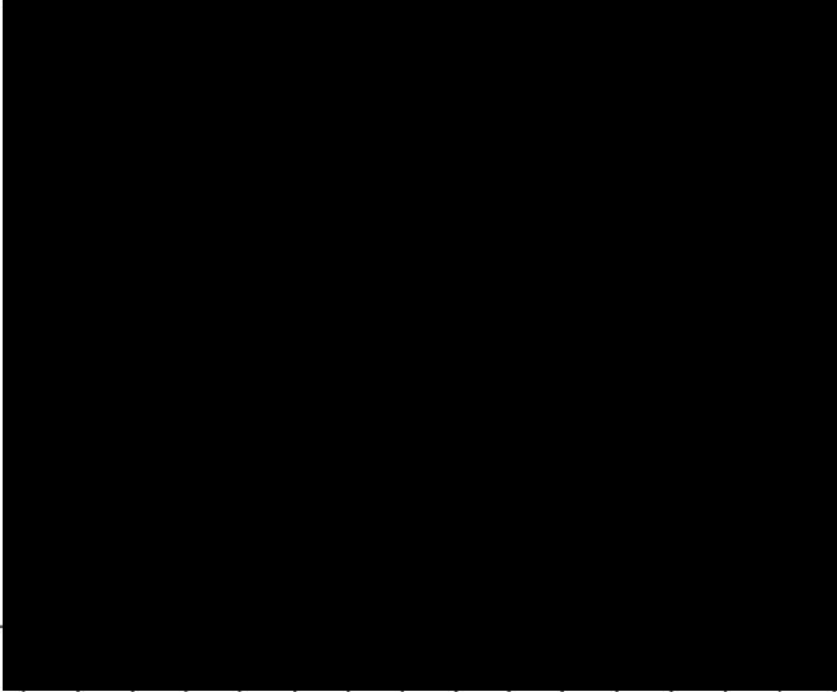
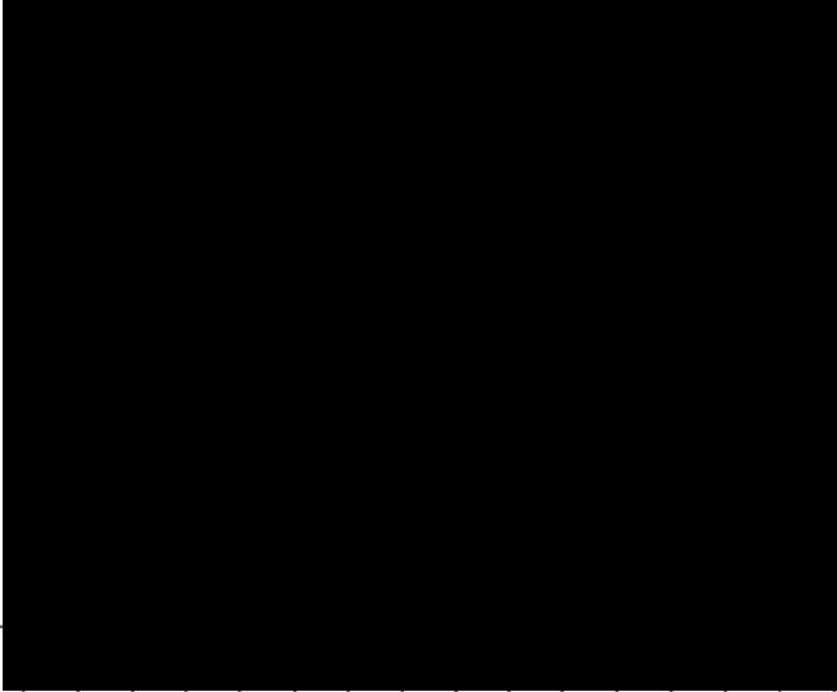
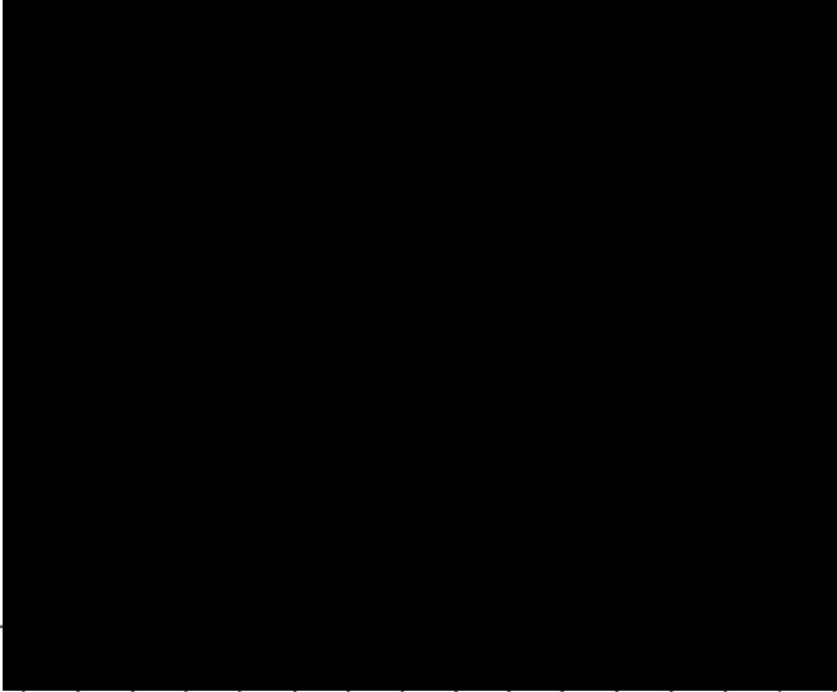
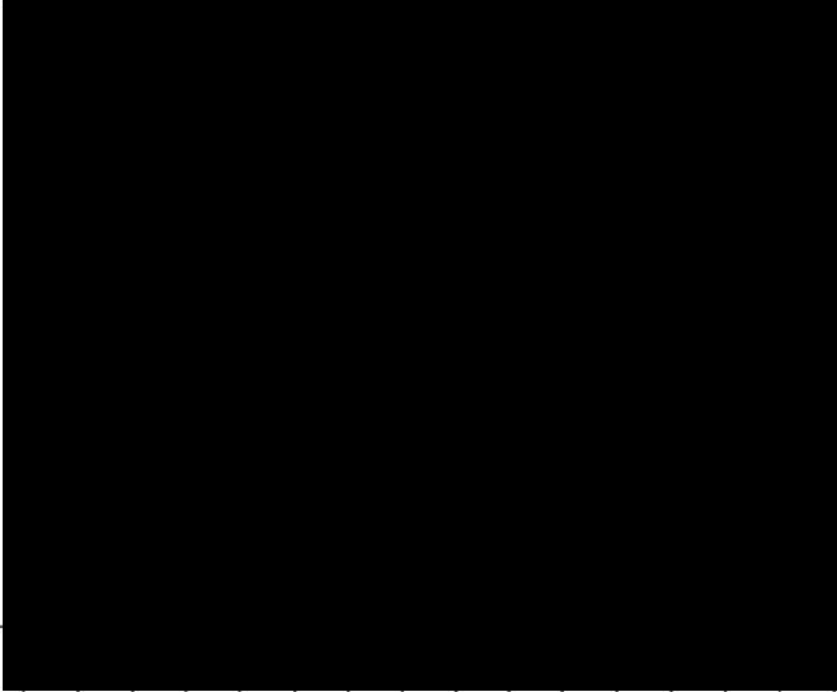
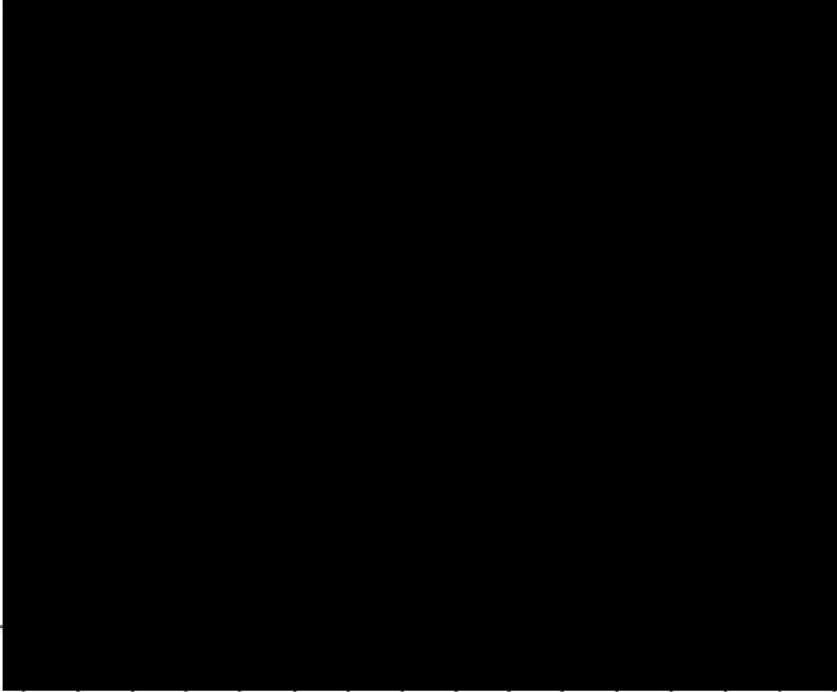
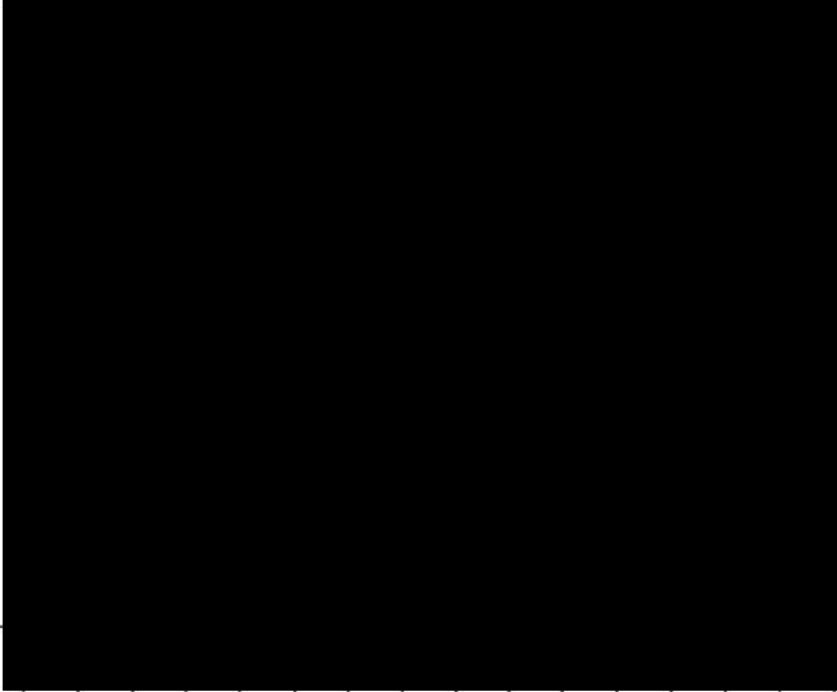
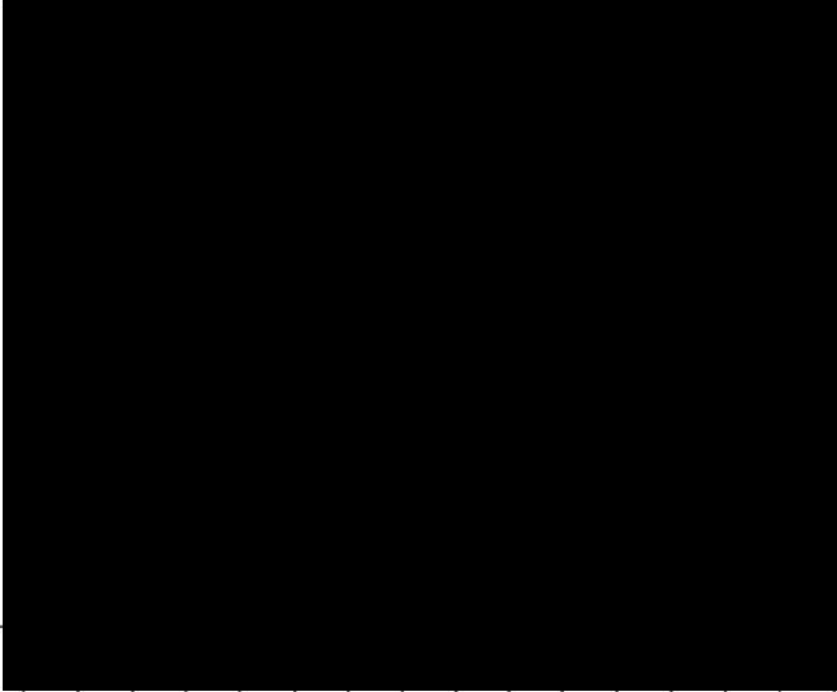
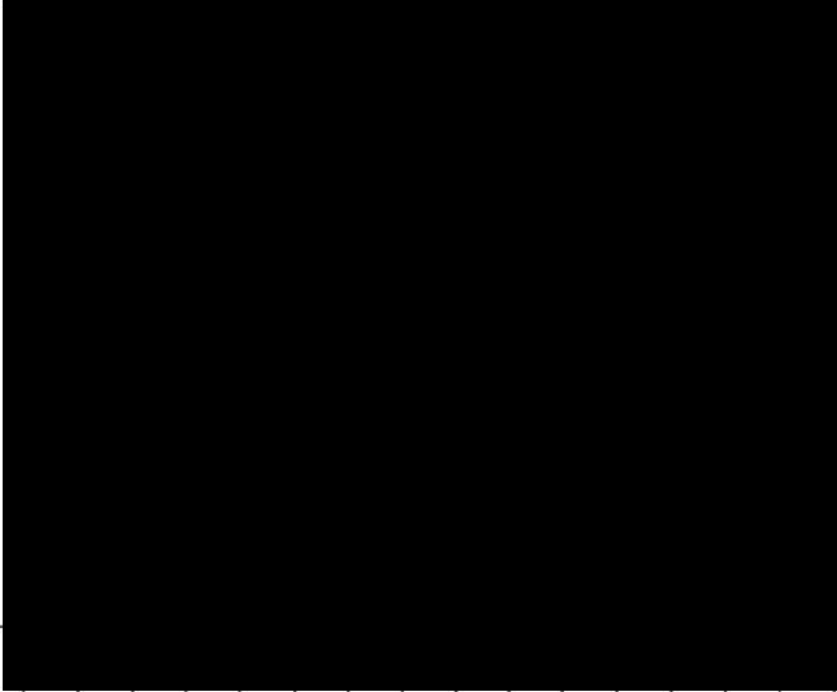


Middlesex Training Roster Sign-in Sheet

Course: NRC Unloading Materials Instructor: Derrick Johnson Date(s): 8.24.23

Title: \_\_\_\_\_ Location: L1116-6a

Class Length in hours: 30 min Cost: N/A Class Start Time: \_\_\_\_\_

Employee ID Number	Print Name	Signature	Grade	Date
	Nicolas Rende		100	8/24/23
	Eric Hernandez		100	8.24.23
	Bruce Anderson		80	8-24-23
	Vincent Rende		80	8-24-23
	Eric Alford		80	8/24/23
	Gregory Bonesteel		80	8/24/23
	Low's Capone		100	8/24/23
	Eraquel Perez		100	8/24/23
	JOHNNY NAVA		90	8/24/23
	Brandon Gutierrez		100	8/24/23
	Jose Luis Gutierrez		90	8/24/23
	Roberto Pliego		100	8/24/23
	Brandon Gutierrez		90	8/24/23
	Derrick Johns		100	8 24 23





August 24, 2023

VIA EMAIL ONLY [REDACTED]@dot.state.ma.us) ([REDACTED]@HRRRC.com)

Scott Conti  
Project Manager  
MassDOT Rail and Transit Division  
10 Park Plaza, Suite 4160  
Boston, MA 02116

Eric Boardman  
Housatonic RailRoad Company  
4 Huntley Road, PO Box 687  
Old Lyme, CT 06371

**RE: The Middlesex Corporation's Title 49 CFR Part 243 Compliance Policy**

Mr. Conti and Mr. Boardman,

As requested by both MassDOT and the Housatonic Railroad Company, Inc. ("HRRRC"), enclosed for your review please find The Middlesex Corporation's (the "Company") updated Title 49 CFR Part 243 Compliance Policy. Historically, the Company has utilized Spark Training Solutions, LLC's FRA-approved model programs to meet the requirements of Title 49 CFR Part 243. As you know, HRRRC requires the training be administered through RailPros. For this reason, with respect to this project, the Company has adopted RailPros FRA-approved model programs for Roadway Worker Protection, Roadway Maintenance Machine, and Continuous Welded Rail. The Company is currently in the process of re-training applicable team members through RailPros before returning to work.

Thank you for your attention to this matter. Please do not hesitate to contact me with any questions.

Sincerely,

[REDACTED SIGNATURE]

Joshua S. Wernig  
Senior Vice President & Chief Legal Officer

Enclosure

CC: Darren Hohn, HSE Operations Director (via e-mail only) [REDACTED]@middlesexco.com)  
Dave Socci, Senior Vice President (via e-mail only) [REDACTED]@middlesexco.com)  
Owen McCafferty, Project Manager (via e-mail only) [REDACTED]@middlesexco.com)

23-0446

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One Spectacle Pond Rd, Littleton, MA 01460 | [REDACTED]

SAFETY • QUALITY • INTEGRITY • PROFESSIONALISM • STRONG WORK ETHIC • COMMITMENT

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# Title 49 CFR Part 243 Compliance Policy

## 1. Purpose

This policy outlines the company's procedures for compliance with requirements of Title 49 CFR Part 243.

## 2. Scope

This policy applies to all team members working on railroad track under Federal Railroad Administration ("FRA") jurisdiction.

## 3. Model program adoption

The company has adopted the following FRA-approved model programs from Spark Training Solutions, LLC:

- Course ID: SPRK-RW2144; Course Name: Roadway Worker Protection
- Course ID: SPRK-OJT2141; Course Name: Roadway Maintenance Machine Operator OJT

Project-specific requirements may require the use of other, similar FRA-approved training programs in lieu of the adopted programs, in which case team members working on such projects shall comply with the specific programs and procedures required by each project, owner and/or host railroad.

## 4. On-the-Job Training ("OJT") Procedures

### A. Roles and Responsibilities

#### 1. Qualified Operator

Each project will identify an operator (or operators) that has(have) adequate proficiency and qualifications to be identified as a Qualified Operator responsible for determining and qualifying roadway workers who operate Roadway Maintenance Machines and/or Hi-Rail equipment as a Competent Operator. The Qualified Operator will provide daily briefings at the beginning and end of each day regarding the specific tasks focused on during that day. A Trainee may perform OJT under the direct onsite observation of any Qualified Operator, provided the Qualified Operator has been advised of the circumstances and is capable of intervening if an unsafe act or noncompliance with federal railroad safety laws, regulations, or orders is observed. The Trainee must demonstrate OJT proficiency to the satisfaction of the Qualified Operator to become a Competent Operator on the respective equipment.

#### 2. Trainee

The Trainee has the responsibility to pay close attention to the Qualified Operator providing OJT, and to take advantage of the knowledge and experience he or she has to offer. Tracking progress of the OJT is essential and is the Trainee's responsibility. Trainees should be aware of, and abide by, the following:

- Qualified Operator will provide practical information and advice on requirements and responsibilities of assigned duties.
- Trainees are responsible for completing any narrative and self-study assignments outside the scope of this OJT program. Additional assignments are an integral part of the training experience and must be completed before being deemed qualified by the Company. Such assignments may include reading and understanding the equipment's operator's manual, including the controls to move equipment on rail, controls to operate to equipment primary use, inspection logs & maintenance logs.
- To gain maximum benefit from the OJT experience, the Trainee should:
  - Remain alert and involved in training activities.



## Title 49 CFR Part 243 Compliance Policy

- Ask questions and learn from feedback.
- Take notes and apply previous lessons.
- Complete all required assignments.
- Become familiar with and comply with FRA regulations, railroad safety rules, and other procedures mandated as a condition of employment.
- Develop and maintain a learning attitude.

Trainees must take an active role in OJT and thoroughly engage in the various job tasks outlined herein.

### B. Process for determining a Competent Operator

Prior to OJT, the Trainee must possess the ability to maintain their own safety and the safety of others to complete a multitude of tasks, and capable of learning equipment controls, inspections habits and safety measures. The Trainee must also observe a Competent Operator or Qualified Operator operate the equipment. The Trainee is then given an off-track tutorial with a Qualified Operator on how to operate a piece of equipment, which includes, but is not limited to, starting, traveling forwards and backwards, accelerating, braking, using of lights horns, hydraulics for hi-rail (if required), and specific tools/mechanisms on the specific piece of equipment.

Following the off-track tutorial, the Trainee will proceed to OJT under the supervision and guidance of the Qualified Operator. Once the Trainee demonstrates an acceptable level of proficiency in the view of the Qualified Operator, the Trainee will be given increasing levels of responsibility to operate under the direct oversight of the Qualified Operator until such time as the Qualified Operator determines that the Trainee is competent. The Qualified Operator shall complete a Proficiency Card verifying whether, or not, the Trainee is a Competent Operator. The newly Competent Operator is then monitored and observed by the foreman and/or superintendent of the project to ensure they are maintaining proper practices on equipment.

If a Trainee does not demonstrate sufficient competency, then the Trainee may be re-trained under the supervision of the Qualified Operator until such time they can be qualified as competent, and a passing Proficiency Card is completed.

All completed Proficiency Cards must be submitted to project management and Learning & Development.

### C. Periodic Oversight

In order to ensure continued compliance with this Policy, the company, through appropriate project management/staff, will conduct periodic inspections of its team members working on railroad track under FRA jurisdiction. Each such inspection must be documented through one of the company's safety observational programs. At minimum, the documentation must include: the date, time, place, result of each inspection, name of person administering inspection, and name of person tested. Compliance or non-compliance must be documented, and remedial action must be undertaken in instances of non-compliance.

## 5. Disciplinary Action

Any team member found to be in violation of any of the requirements of this policy may be subject to disciplinary action, up to and including termination. Any resulting prescribed disciplinary action shall be taken as soon as practicable thereafter.

End



# Title 49 CFR Part 243 Compliance Policy

## 1. Purpose

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## 2. Scope

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## 3. Model program adoption

The company has adopted the following FRA-approved model programs from Spark Training Solutions, LLC:

- Course ID: SPRK-CWR213; Course Name: Continuous Welded Rail (CWR)
- Course ID: SPRK-OJT2141; Course Name: Roadway Maintenance Machine Operator OJT
- Course ID: SPRK-RW2142; Course Name: On-Track Safety for Machine Operators
- Course ID: SPRK-RW2143; Course Name: FRA Machine Inspections
- Course ID: SPRK-RW2144; Course Name: Roadway Worker Protection

Project-specific requirements may require the use of other, similar FRA-approved training programs in lieu of the adopted programs, in which case team members working on such projects shall comply with the specific programs and procedures required by each project, owner and/or host railroad.

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## Title 49 CFR Part 243 Compliance Policy

understanding the equipment's operator's manual, including the controls to move equipment on rail, controls to operate to equipment primary use, inspection logs & maintenance logs.

- To gain maximum benefit from the OJT experience, the Trainee should:
  - Remain alert and involved in training activities.
  - Ask questions and learn from feedback.
  - Take notes and apply previous lessons.
  - Complete all required assignments.
  - Become familiar with and comply with FRA regulations, railroad safety rules, and other procedures mandated as a condition of employment.
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All completed Proficiency Cards must be submitted to project management and Learning & Development.

### C. Periodic Oversight

In order to ensure continued compliance with this Policy, the company, through appropriate project management/staff, will conduct periodic reviews of its program and inspections of its team members working on railroad track under FRA jurisdiction. Each such inspection must be documented through one of the company's safety observational programs. At minimum, the documentation must include: the date, time, place, result of each inspection, name of person administering inspection, and name of person tested. Compliance or non-compliance must be documented, and remedial action must be undertaken in instances of non-compliance.





## Title 49 CFR Part 243 Compliance Policy

### 5. Records Retention

The company will maintain records to prove the qualification status of each of its railroad employees for a period of six (6) years after the employment relationship ends. Records related to periodic oversight and reviews will be maintained for a period of three (3) years.

### 6. Disciplinary Action

Any team member found to be in violation of any of the requirements of this policy may be subject to disciplinary action, up to and including termination. Any resulting prescribed disciplinary action shall be taken as soon as practicable thereafter.

End

## MIDDLESEX CORPORATION

1 Spectacle Pond Road  
Littleton, MA 01460

Dear Dave Socci,

The Federal Railroad Administration (FRA) acknowledges MIDDLESEX CORPORATION's intent to adopt and implement the model program referenced below.

<b>Course or Catalog ID</b>	<b>Course or Catalog Name</b>
SPRK-CWR213	Continuous Welded Rail (CWR)

As provided for in Title 49 Code of Federal Regulations (49 CFR) § 243.105, *Optional model program development*, an employer wishing to adopt and implement a model program must contact the program developer and obtain the associated course/training materials necessary for training safety-related railroad employees. Please be advised that it is XMDD's responsibility to obtain the course materials (e.g., lesson plans, instructor guides, participant guides, job aids, and tests) required for implementation, instruction, and delivery. FRA is not involved in this transaction, which is between XMDD and the developer.

FRA requires certain training courses to contain on-the-job training (OJT). As part of a training course, OJT provides trainees with a hands-on component under the observation of a qualified person/designated instructor. The above program is approved with the understanding that, if applicable, actual hands-on demonstrations of certain tasks will be the employer's responsibility to complete, including designating its employees as qualified members in an occupational category or subcategory in accordance with 49 CFR § 243.201, *Employee qualification requirements*.

FRA approves the program based on the information included in the submission. Notwithstanding FRA's initial approval, if a subsequent FRA audit or review suggests noncompliance with the course curriculum or some aspect of the program, including the way it is delivered, FRA may request changes. The rule in 49 CFR § 243.109, *Training program submission, review, and approval process*, specifies a process whereby FRA will often permit deficient portions to remain in effect for 90 days to provide a submitter with an opportunity to make revisions.

If you have any questions, please contact the Rail Safety Partnership Division at [Part243Questions@dot.gov](mailto:Part243Questions@dot.gov).

Sincerely,

Federal Railroad Administration  
Office of Railroad Safety

## MIDDLESEX CORPORATION

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Littleton, MA 01460

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<b>Course or Catalog ID</b>	<b>Course or Catalog Name</b>
SPRK-OJT2141	Roadway Maintenance Machine Operator OJT

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<b>Course or Catalog ID</b>	<b>Course or Catalog Name</b>
SPRK-RW2142	On-Track Safety for Machine Operators

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<b>Course or Catalog ID</b>	<b>Course or Catalog Name</b>
SPRK-RW2143	FRA Machine Inspections

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<b>Course or Catalog ID</b>	<b>Course or Catalog Name</b>
SPRK-RW2144	Roadway Worker Protection

As provided for in Title 49 Code of Federal Regulations (49 CFR) § 243.105, *Optional model program development*, an employer wishing to adopt and implement a model program must contact the program developer and obtain the associated course/training materials necessary for training safety-related railroad employees. Please be advised that it is XMDD's responsibility to obtain the course materials (e.g., lesson plans, instructor guides, participant guides, job aids, and tests) required for implementation, instruction, and delivery. FRA is not involved in this transaction, which is between XMDD and the developer.


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Federal Railroad Administration  
Office of Railroad Safety

		Applicable CFR Parts	OJT	Submit	Model Program	Refresher	Project Mgmt Team	Track Supervisor	Roadway Worker	RMM Operators	Track Inspector
Course ID	Course Name										
SPRK-SRRE101	FRA Regs for all Safety-Related Railroad Employees	209, 225, 218 Subpart D		X	X		X	X	X	X	X
SPRK-DA2191	FRA Post-Accident Testing	219			X	3 years	X	X			
SPRK-DA2192	Reasonable Suspicion	219			X	3 years	X	X			
SPRK-DA2193	What You Need to Know About Federal Drug & Alcohol Testing	219			X		X	X	X	X	X
SPRK-RO220	Radio Communication & Electronic Devices	220			X	3 years	X	X		X	X
SPRK-RO218F	Handling Equipment, Switches, and Fixed Derails	218 Subpart F			X	3 years	Per project	Per project	Per project	Per project	
M-218-OJT	Handling Switches and Fixed Derails OJT	218 Subpart F	X				Per project	Per project	Per project	Per project	
SPRK-214B	Bridge Worker Safety Standards	214 Subpart B	X		X	3 years	X	X	X	X	X
SPRK-214B OJT	Bridge Worker Safety Standards OJT	214 Subpart B	X		X	3 years		X	X	X	
SPRK-RW2144	Roadway Worker Protection	214 Subpart C			X	1 year	Or equivalent	Or equivalent	Or equivalent	Or equivalent	Or equivalent
SPRK-CWR213	Contiuous Welded Rail (CWR)	213			X	1 year		Per project			X
CWR213 OJT	Contiuous Welded Rail (CWR) OJT		X					Per project			X
SPRK-RW2143	FRA Machine Inspections	214 Subpart D			x	3 years				X	
SPRK-OJT2141	Roadway Maintenance Machine Operator OJT	214 Subpart D	X		X					X	
SPRK-RMM2141.1	Railroad Crane Operator Online	214			X	3 years				Per project	
SPRK-RMM2141.2	Railroad Crane Operator OJT	214	X		X					Per project	
SPRK-2161	Special Notice and Emergency Order Procedures	216		X	X			X			X
M-243	Testing Supervisor Training	243	X			3 years		X			





## FRA COURSE DESCRIPTION

Course Code	Name	Category	Description	Duration
SPRK-214B	Bridge Worker Safety Standards	Spark FRA, Spark FRA	This course provides training on the safety concerns that confront railroad bridge workers addressed in 49 CFR Part 214 Subpart B. It combines an interactive online course and knowledge assessment with a hands-on checklist to ensure participants both understand and can apply the safety-related tasks for bridge worker safety. This course takes approximately 30 minutes to complete.	30 minutes
SPRK-CWR213	Continuous Welded Rail (CWR)	Spark FRA, Spark FRA	This course provides an overview of the CWR Plan requirements in 49 CFR Part 213. Employers adopting this program will also need to provide the initial hands-on training and railroad CWR plan-specific training to be fully compliant with the FRA training regulations. This course should take approximately 45 minutes to complete.	45 minutes
SPRK-DA2191	FRA Post-Accident Testing	Spark FRA, Spark FRA	This course is an FRA model program that provides training for supervisors responsible for covered employees under 49 CFR Part 219.11 (g). Topics in the course include post-accident qualifying events and the roles and responsibilities of supervisors in post-accident testing collections. The course takes approximately 90 minutes to complete and requires participants successfully complete two eLearning modules and two quizzes on FRA post-accident testing.	90 minutes
SPRK-SRRE101	FRA Regulations Awareness for All Safety-Related Employees	Spark FRA, Spark FRA	This course provides an overview of the requirements for Railroad Safety Enforcement (Part 209), Prohibitions Against Tampering with Safety Devices (Part 218), and Internal Control Plan. This course takes approximately 15 minutes to complete.	15 minutes
SPRK-RO218F	Handling Equipment, Switches, and Fixed Derails	Spark FRA, Spark FRA	This course provides an overview of the requirements in 49 CFR Part 218 Subpart F. It is intended to act as an initial knowledge-based foundation for on-the-job training or as refresher training as required. This course should take approximately 40 minutes to complete.	40 minutes
SPRK-RO220	Radio Communication and Electronic Devices	Spark FRA, Spark FRA	This course provides an overview of the requirements for Radio Communication and Electronic Devices in Part 220. It summarizes these requirements in an online learning format that allows for knowledge checks and a final course quiz. It takes approximately 20 minutes to complete.	02 minutes
SPRK-RMM2141 Online	Railroad Crane Operator Online Course	Spark FRA, Spark FRA	This course combines online learning with on-the-job (OJT) training to provide the required knowledge and skill practice to operate a roadway maintenance machine equipped with a crane safely. This course is an FRA-approved model program under §243.105 and takes approximately 3 hours to complete. On-the-job training is required after the completion of this course.	3 hours
SPRK-DA2192	Reasonable Suspicion	Spark FRA, Spark FRA	This course provides the information needed in order to identify signs and symptoms of drug and alcohol use that would require a Federal reasonable suspicion drug or alcohol test under 49 CFR Part 219 and what to do to complete that test. The course is intended for supervisors responsible for covered and/or regulated employees. This course takes approximately 45 minutes to complete.	45 minutes



## FRA COURSE DESCRIPTION

Course Code	Name	Category	Description	Duration
SPRK-RW2144	Roadway Worker Protection	Spark FRA, Spark FRA	This course explains how roadway workers can protect themselves and others by following the rules for on-track safety in 49 CFR Part 214. The course emphasizes the need to be familiar with each railroad's specific rules while providing industry best practices and an overview of the requirements in CFR Part 214 Subpart C. Course topics include general roadway worker responsibilities, an overview of the methods on on-track safety protection, roadway workers' right and responsibility to challenge and safety requirements for both roadway workers and machine operators when working around equipment. This course takes approximately 90 minutes to complete.	90 minutes
SPRK-2161	Special Notice and Emergency Order Procedures	Spark FRA, Spark FRA	This course provides a summary of the regulatory requirements found in 49 CFR Part 216. This course takes approximately 15 minutes to complete.	15 minutes
SPRK-DA2193	What You Need to Know About Federal Drug & Alcohol Testing	Spark FRA, Spark FRA	This course is an FRA model program that provides a summary of what a regulated employee who performs work subject to 49 CFR Part 219 needs to know about federal drug and alcohol testing. The course takes approximately 15 minutes to complete.	15 minutes



## Position Proficiency Card

**Equipment: Hi-Rail Excavator / Gradall**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Functioning seatbelt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Equipment manuals and hi-rail manuals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

4. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate the ability to operate Hi-rail components:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Proper function of front rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Proper function of rear rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate and perform on-track brake check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Travel forward 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel in reverse 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate the ability to travel on the rail at the required speed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate awareness of rail speed vs. weather conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate and understand wet rail procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Knowledge of sanding wet track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate the ability to switch out attachments, forks, bucket jib	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Understand the limits and function of Hi-rail equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Capacity of equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dynamic Envelope (tunnel work)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Working in close quarters	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate using Hi-rail equipment on the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Ability loading out a truck	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Ability unloading a truck	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Ability operating of the side of equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Ability to use rotating controls	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Ability to travel with a loaded bucket	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Ability to use stabilizers / outriggers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Ability to move/relocate materials (pipe, obstructions, materials)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment: Hi-Rail Lowbed**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Equipment manual and hi-rail manual	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Trailer deck for damages and clutter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
p. Sideboard extensions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

q. Remote control	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
r. Landing gear, stabilizers, and dunnage usage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Communicate with truck/tractor driver during mounting and dismounting rails	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate the ability to operate Hi-rail components:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Raise and lower hi-rail wheels from trolley	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Assembly of horns and lights for loading and unloading from ramp	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Disassembly of horns and lights for loading and unloading from ramp	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Knowledge of ramp weight, strength and length limits	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate knowledge and ability to operate low bed with remote	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Raise and lower ramp	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Raise and lower stabilizer	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Raise and lower landing jacks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Operate lights and horn	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Perform on-track brake check through remote	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate ability to raise and lower ramp in its dual stage operation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate knowledge and ability to use load jacks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate knowledge and ability to use stabilizer jacks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate and perform on-track brake check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Travel forward 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel in reverse 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate ability to secure material and equipment onto lowbed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Demonstrate the ability to travel on the rail at the required speed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Demonstrate awareness of rail speed vs. weather conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Demonstrate and understand wet rail procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
18. Knowledge of sanding wet track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment: Hi-Rail Mark IV Tamper**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out a Daily Equipment Inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Demonstrate the ability to ensure the engine is off and the work components are locked in their safety locks before beginning any inspection, service or maintenance	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate the ability to disengage the service brake and set the parking brake and ensure the master battery switch is off	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate the ability to inspect the following areas;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Steps and handrails	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Right rear stabilizer	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Rear axle assembly	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Brake hose connections	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. All hoses, clamps, pins and electric cables	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Bios cylinder and air connection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Work head assembly	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. Work head safety lock and vertical lock	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Hydraulic hoses to vibrator motor	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Hydraulic fluid level in vibrators	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Manual/automatic oilers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



l. Tamping tools (replace when 20% - 30% wear is shown)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Flow control adjusters	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Wheels and bearings on shadow board	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Traverse beam access platform	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
p. Combo clamp hoses, clamps and connections	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
q. Combo clamp guide wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
r. All shroud doors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
s. Engine parts for wear and damage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
t. Engine belts for wear and tightness	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
u. Engine fluid levels (oil and coolant)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
v. Encoder wheel cabling	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
w. Hydraulic oil level	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
x. Air cleaner and muffler for proper air flow	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
y. Engine batteries	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
z. Air hoses and push/pull buttons on projector buggy	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
aa. Wheel bearings and wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
bb. Cradle pins and bios wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
cc. Bios cylinder	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
dd. Front buggy axle	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ee. Fire extinguishers and first aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ff. Operator seat and seat belt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
gg. Cables and wires from arm consoles	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
hh. Seats and seat belts on bench seat	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ii. Mirrors and window glass	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
jj. Levers and buttons on each arm panel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
kk. Foot switches and cables	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ll. Engine air filter indicator	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
mm. Hydraulic oil filter indicator	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>7. Demonstrate the ability to grease the following fittings;</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Vibrator housing pivot shafts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Work head pivot shafts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Right side combo clamp frame (bios clamp frame, wheels shafts, hook extend rod)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Left side combo clamp frame (bios clamp frame and hook extend rod)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Surfacing receiver guide arms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Liner shadow board guide arm	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

g. Brake pivot shaft	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. Shadow board locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Wheel block assembly	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Front and rear axle pivot bushings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Front and rear axle pivot cylinders	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Upper and lower lift cylinder on projector buggy	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate the ability to turn the engine on to finish inspecting the following areas;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Machine lights (work lights, warning beacons, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Perform a brake check with only the parking brake applied	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Perform a brake check with only the service brake applied	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Perform a brake check while the machine is traveling using the service brake.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Air horn	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Windshield wipers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate the ability to perform a function test on the following controls on the left-hand arm panel;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Work head left	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Work head right	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Work head up	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Work head down	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Combo clamp frame slew forward	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Combo clamp frame slew backwards	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Auto Jack on	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. Auto Jack release	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Switch mode	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Tie finder option	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Forward travel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Neutral	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Reverse travel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Left vibrator on and off	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Right vibrator on and off	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
p. Work travel selector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
q. Work head locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
r. Gear shift panel selector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
s. Combo clamp frame manual align left and right	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
t. Combo clamp frame locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

u. Auto tamp (with tie finder option)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
v. Engine rev, up and down	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate the ability to perform a function test on the following controls on the right-hand arm panel;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Raise both work heads to the upper limits	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel machine in reverse using cycle travel joystick	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Travel machine forward using cycle travel joystick	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Start manual or auto cycle using cycle travel joystick or foot pedal	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Use of the right-hand keypad to enter information into the Jupiter 2 system	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate the ability to select work mode on the control panel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate the ability to set up the following buggies;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Raise, release and then lower the receiver buggy to the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Lower the liner photocell	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Move splash board to work position	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Raise, release and lower the surfacing shadow board to the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Lower shadow board to working position	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Raise, unlock and lower projector buggy to track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Roll projector buggy away from machine	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. Lock each project buggy pusher bar with pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Deploy liner projector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate the ability to align the combo clamp frame and set it on the rail, reposition the hooks of the combo clamp frame and pull in the hooks to engage the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate the ability to center the works heads and drop them down around the tie, then use the cycle up switch to bring the work heads to the upper limit switch	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Demonstrate the ability to turn on the vibration of the left and right work heads then increase engine rpm to max	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Demonstrate the ability to mark the first tie as the starting tie	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Demonstrate the ability to turn on the surface project and liner projector lights.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
18. Demonstrate the ability to use the forward/reverse joystick or the foot pedal to initiate the work cycle.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
19. Demonstrate the ability to tamp a tie with the work heads about ½" below the bottom of the tie	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
20. Be knowledgeable in how to adjust the work cycle and work heads from inside and outside the cab	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment:** Hi-rail Pickup & Rack truck

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check/proper inflation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Functioning seatbelt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Equipment manuals and Hi-rail manuals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

6. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate the ability to operate Hi-rail components:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Proper function of front rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Proper function of rear rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate locking for front steering wheel locked in with Velcro straps	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate and perform on-track brake check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Travel forward 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel in reverse 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate the ability to travel on the rail at the required speed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate the ability to secure cargo/material in the rear of the truck	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate awareness of rail speed vs. weather conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate and understand wet rail procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Knowledge of sanding wet track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Ability to work in close quarters	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Demonstrate the ability to operate rear bed function and locking pin	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Demonstrate the ability to inspect the tailgate, cables chains and locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
18. Towing Carts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Demonstrate proper hitching of carts using tow bar, hitch and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Demonstrate proper securement of secondary relief cable and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Demonstrate the ability to perform safety walk around carts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment: Hi-Rail Speed Swing**

**Date:**

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi-rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Identify and discuss all safety interlocks, alarms and shutdowns on your machine	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Perform a beginning and end of shift equipment inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Complete and submit a Daily Operator Inspection Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate the ability to perform a Circle for Safety	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Identify and locate the components of the DEF System	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Locate/Identify all components of the Bucket/Fork Disconnect System	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Locate all grease points	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate the proper technique for loading the bucket	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate the ability to correctly and safely load dirt/gravel onto a truck	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate the ability to switch attachments; forks, bucket, jib, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate and understanding and use of the self-leveler	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Demonstrate the ability to follow hand signals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Demonstrate the ability to pick up spoilage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Demonstrate the ability to safely & effectively pick up windrows	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

18. Demonstrate the ability to safely load/unload a truck using the fork attachments	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
19. Demonstrate the ability to safely move and set loads with a jib attachment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
20. Demonstrate the ability to safely move and store various types and lengths of pipe:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. RCP/ERCP	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. PVC/DIP/SDR	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. CMP/ADS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
21. Demonstrate the ability to create and manage material	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
22. Demonstrate the ability to safely travel with a loaded bucket	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
23. Discuss the load capacity of this unit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
22. Demonstrate the ability to align with the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
23. Demonstrate the ability to lower rear Hi-rail gear onto the track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
24. Demonstrate the ability to re-align with the track and lower the front Hi-rail gear	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
25. Demonstrate the ability to straighten the speed-swing until the indicator light shows the equipment is straight. Then press the lock button and ensure the second indicator light turns on confirming the machine is locked in the straight position	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
26. Demonstrate the ability to perform a brake test traveling 15 feet forward then braking and traveling 15 feet in reverse then braking	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
27. Demonstrate the following controls	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Raise/lower boom	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Tilt attachments (forward, backwards)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Rotate boom left/right	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
28. Demonstrate the ability to pick up objects on the side of the machine and place them on the opposite side of the machine	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
29. Be knowledgeable in the following tools attached to the jib	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Rail Threader	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Rail Puller	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Rail dogs	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	





## Position Proficiency Card

**Equipment:** Hi-Rail Spike Puller/Quad-Driller/Quad-Lagger

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out a Daily Equipment Inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Demonstrate the ability to ensure the engine is off and the work components are locked in their safety locks before beginning any inspection, service or maintenance	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate the ability to disengage the service brake and set the parking brake and ensure the master battery switch is off	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate the ability to inspect the following areas;	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check/proper inflation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Functioning seatbelt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

k. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
o. Equipment manuals and hi-rail manuals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
p. Foot switches and cables	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
q. Engine air filter indicator	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
r. Hydraulic oil filter indicator	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>8. Demonstrate the ability to grease the following fittings;</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Right side combo clamp frame (bios clamp frame, wheels shafts, hook extend rod)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Left side combo clamp frame (bios clamp frame and hook extend rod)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>9. Demonstrate the ability to turn the engine on to finish inspecting the following areas;</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Machine lights (work lights, warning beacons, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Perform a brake check with only the parking brake applied	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Perform a brake check with only the service brake applied	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Perform a brake check while the machine is traveling using the service brake.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Air horn	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Windshield wipers	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>10. Demonstrate the ability to perform a function test on the following controls on the left-hand arm panel;</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Forward travel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Neutral	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Reverse travel	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Gear shift panel selector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Engine rev, up and down	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>11. Demonstrate the ability to select work mode on the control panel</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>12. Demonstrate the ability to mark the first tie as the starting tie</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>13. Demonstrate the ability to use the forward/reverse joystick or the foot pedal to initiate the work cycle.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment: Hi-Rail Swivel Dump**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate the ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Complete and submit a Daily Operator Inspection Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate the ability to perform a Circle for Safety	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check/proper inflation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Functioning seatbelt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

o. Equipment manuals and hi-rail manuals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate the ability to operate Hi-rail components:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Proper function of front rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Proper function of rear rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate locking for front steering wheel locked in with Velcro straps	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate and perform on-track brake check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Travel forward 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel in reverse 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate the ability to travel on the rail at the required speed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate awareness of rail speed vs. weather conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Demonstrate and understand wet rail procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Knowledge of sanding wet track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Ability to work in close quarters	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Demonstrate ability to operate rear bed function and locking pin	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
18. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Choose correct tailgate for the job task	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Inspect tailgate, cable chains and locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Towing carts:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
19. Demonstrate proper hitching of carts using tow bar, hitch and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
20. Demonstrate proper securement of secondary relief cable and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
21. Demonstrate the ability to perform safety walk around carts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



## Position Proficiency Card

**Equipment: Hi-Rail Vac Truck**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to recognize Annual Inspection Date	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate ability to locate and inspect FRA required hi-rail kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Complete and submit a Daily Operator Inspection Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5. Demonstrate the ability to perform a Circle for Safety	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Tire check/proper inflation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Brake/Headlight safety check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Cameras	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Horn/Backup alarms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Windshields	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
f. Mirrors	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
g. Fire extinguisher	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
h. First aid kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
i. Functioning seatbelt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
j. Flagger kit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
k. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
l. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
m. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
n. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

o. Equipment manuals and hi-rail manuals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9. Demonstrate the ability to operate Hi-rail components:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Proper function of front rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Proper function of rear rail gear and lock into place with locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10. Demonstrate locking for front steering wheel locked in with Velcro straps	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12. Demonstrate and perform on-track brake check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Travel forward 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Travel in reverse 15 ft and stop	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13. Demonstrate the ability to travel on the rail at the required speed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14. Demonstrate awareness of rail speed vs. weather conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15. Demonstrate and understand wet rail procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16. Knowledge of sanding wet track	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Ability to work in close quarters	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17. Towing carts:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Demonstrate proper hitching of carts using tow bar, hitch and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Demonstrate proper securement of secondary relief cable and locking pins	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Demonstrate the ability to perform safety walk around carts	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
For Swivel Dumps		
18. Demonstrate ability to operate rear bed function and locking pin	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
19. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Choose correct tailgate for the job task	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Inspect tailgate, cable chains and locks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
For Vacuum Trucks		
20. Demonstrate the ability to look for overhead obstruction such as wires before raising the vacuum boom	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
21. Demonstrate the ability to use all controls to safely operate the vacuum.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
22. Demonstrate the ability to wear all of the proper PPE including:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

a. Hearing Protection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Gloves	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Face Shield	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Tyvek Suite	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
23. Knowledge of the need to turn the suction of the vacuum off before unclogging the hose	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
24. Knowledge to never enter the debris tank without proper CSE protection and a CSE Plan in place	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	





## Position Proficiency Card

**Equipment: Hi-Rail Cart**

**Date:** \_\_\_\_\_

### SIGNATURES

Team Members Name:	
Team Members Signature:	
Observers Name:	
Observers Signature:	

### OJT MASTERY

Skills Observed:	Demonstrated Competency:	Comments:
1. Demonstrate the ability to fill out daily Hi- rail equipment inspection checklist	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. Demonstrate the ability to conduct and inspect the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Brakes	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Safety rail gear check	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Hydraulic hoses and fittings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. Rail wheels	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
e. Valid FRA annual inspection	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. Demonstrate to address any defects found during the safety walk around	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. Demonstrate the ability to:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
a. Driving Hi-rail equipment onto the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
b. Dismount Hi-rail equipment off the rail	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
c. Understand hand signals and communication with spotter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. Demonstrate proper chock, chain, and flag procedures for equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

