

ON TRACK



ON-TRACK SAFETY PROGRAM FOR ON TRACK RAILROAD CONSTRUCTION

2018 REVISION

SECTION 1

DEFINITIONS

Section 1: Definitions

The following items in the ASLRA On-Track Safety program shall be interpreted as follows:

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

Employee: Any person employed by On Track Railroad Construction or any subcontractor that is contracted by On Track Railroad Construction to perform a duty.

Employee in Charge: The employee who is responsible for On-Track Safety Protection by definition, a lone worker is the employee in charge.

Employer: An employer is a railroad, or a contractor to a railroad, that directly engages or compensates individuals to perform any On-Track Safety duties.

Flags: Red flags will be used for establishing working limits, sight distance, and On-Track Safety protection of roadway workers.

Fouling a Track or Fouls a Track: The location of an individual or an item of equipment in such proximity to a track that the individual or equipment

Inaccessible Track: A method of establishing working limits on non-controlled track.

Individual Train Detection: Designated lone-worker – watching for trains yourself when permitted.

Lone Worker: An individual roadway worker who is not being afforded On-Track Safety by another roadway worker, who is not a member of a roadway work group, and is not engaged in a common task with another worker.

Non-Controlled Track: A track upon which trains are permitted by rule or special instruction to move without receiving authorization from a train dispatcher or control operator.

On-Track Safety Protection (OTS): A state of freedom from the danger of being struck by a moving train or other railroad equipment, provided by operating or safety rules that govern track occupancy by personnel, trains, and on track equipment.

Qualified: A status attained by an employee who has successfully completed any required training or has demonstrated proficiency in, and has been authorized to perform, the duties of a particular position or function.

Railroad Bridge Worker or Bridge Worker: Any employee of, or employee of a contractor of, a railroad owning or responsible for the construction, inspection, testing, or maintenance of a bridge whose assigned duties, if performed on the bridge, include inspection, testing, maintenance, repair, construction, or reconstruction of the track bridge structural members, operating mechanisms and water traffic control systems, or signal communications, or train control systems integral to that bridge.

Restricted Speed: A speed that will permit stopping within one-half the range of vision, but not exceeding 20 miles per hour, unless further restricted by the operating rules of the railroad.

Roadway Maintenance Machine: A device powered by any means of energy other than hand power which is being used on or near railroad track

for maintenance, repair, construction or inspection of track bridges, roadway or signal, communications, or electric traction system. Roadway maintenance machines may have road or rail wheels or may be stationary.

Roadway Maintenance Work Train: A train which is being operated within working limits in conjunction with roadway maintenance, construction, or repairs under the direction of a designated roadway worker.

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

Roadway Worker: Any employee of a railroad, or of a contractor or subcontractor of a railroad, whose duties include inspection, construction, maintenance, or repair of a railroad track, bridge, roadway, signal, and communications systems, electric traction system, roadway facilities or roadway maintenance machinery on or near track or the potential of fouling a track as defined in this program.

Track: Term designating the area between rails and an area that extends 4 feet outside each rail.

Track Car: Equipment (other than trains) operated on track for inspection or maintenance.

Track Center: Distance from the center of one track to the center of adjacent track.

Train: A locomotive with or without cars.

Train Approach Warning (TAW): A method of establishing On-Track Safety by warning roadway workers of the approach of trains in ample time for them to move to or remain at a place of safety in accordance with the requirements of FRA roadway worker protection rules.

Work Limits: A segment of track within definite limits established in accordance with this rule upon which trains and engines may move only as authorized by roadway worker having control over the track within the working limits. Working limits may be established through inaccessible track as defined herein.

- a) Only qualified workers may establish or control working limits for On-Track safety.
- b) Only one qualified worker can have control over working limits on one segment of track at a time.
- c) The roadway worker in charge shall control all movements of trains or maintenance machines within his/her working limits.
- d) All roadway workers who are protected by the working limits must be informed prior to the release of the working limit and all roadway workers must be clear of the working limits before it is released.

**ON-TRACK SAFETY PROGRAM
FOR ON TRACK RAILROAD CONSTRUCTION**

SECTION 2

COMPANY CONTACT PERSON PROFILE

SECTION 2: COMPANY PROFILE

COMKpany INFORMATION:

Contractor Name: On Track Railroad Construction
Address: 1121 N Peninsula Drive East
Cleveland, Oklahoma 74020
Telephone: (918) 243-7245
Contractor Operates in the following States: OK, AR, TX, KS, MO, IL

COMPANY CONTACT PERSON:

Contact Name: **Isaac Medrano**
Title: President
Address: 1121 N Peninsula Drive East
Cleveland, Oklahoma 74020
Telephone: (918) 243-7245
Cell Phone: (918) 378-4030

ALTERNATE CONTACT PERSON:

Contact Name: **Francisco Medrano**
Title: Vice President
Address: 1121 N Peninsula Drive East
Cleveland, Oklahoma 74020
Telephone: (918) 243-7245
Cell Phone: (918) 510-3701

SECTION 2: COMPANY PROFILE (Continued)

ON-TRACK SAFETY PROCEDURES USED AND TRAINED IN:

Exclusive Track Occupancy: X
Foul Time: X
Inaccessible Track: X
Train Approach Warning
(Watchmen/Lookouts): X
Definite Train Location: X
Informational Line-ups: X

Track and Time: X
Conditional Stop Order: X
Individual Train Detection: X
Occupied Track Flags: X

Procedure for Lone Workers: REPORT TO SUPERVISOR PRIOR TO DUTY
PERIOD FOR JOB BRIEFING AND ADVISE
HIS/HER ITENERARY AND THE ON TRACK
SAFETY PROCEDURES TO BE USED.

Others (List Each): COMPLETE HIS/HER "STATEMENT OF ON-
TRACK SAFETY" REPORT.

**ON-TRACK SAFETY PROGRAMS
FOR ONTRACK RAILROAD CONSTRUCTION**

SECTION 3

ADMINISTRATION:

Responsibilities of Employees

Responsibilities of Employers

Employee Challenge Rights

Job Briefings

Record Keeping

SECTION 3: ADMINISTRATION

RESPONSIBILITIES OF EMPLOYERS:

Employer (Contractor) (214.311):

1. On Track Railroad Construction will provide to each roadway worker responsible for the On-Track safety of others, and each lone worker, a copy of these rules and the railroad operating procedure governing track occupancy and protection. This information will be in a single manual and be readily available to all roadway workers (214.309).

2. Provide safety training to all roadway workers.

3. Provide all On-Track safety supervisors, subcontractors, or designated person, with a copy of each railroad's Roadway Workers Safety Manual which shall be available at the job site.

4. Insure that all roadway workers receive a job briefing of the specific On-Track safety provisions that will be provided for each job assignment.

4A. EMPLOYEE IN CHARGE/SUBCONTRACTOR MUST HAVE A WORKING CELLULAR PHONE AT JOB SITE AT ALL TIMES.

5. Require that each group of roadway workers have a trained, employee in charge to provide safety measures for the group and be informed before any member of the roadway working group fouls a track.

5A. EMPLOYEE IN CHARGE/SUBCONTRACTOR MUST HAVE ONE EMPLOYEE AT JOB SITE FLUENT IN ENGLISH.

6. Advise each roadway worker regarding On-Track safety provisions and the rights of the employee.

7. Guarantee that each roadway worker have the right to a "Good Faith Challenge" if he/she is concerned that the On-Track safety procedures to be applied at the job location are not in compliance with the On-Track safety rules of the railroad, and to remain clear of the track until the issue is resolved.

8. Make available printed "Good Faith Challenges".

9. Establish procedures to insure prompt and equitable resolutions to “Good Faith Challenges.”
10. Establish specific provisions for the safety of roadway workers who operate or work near roadway maintenance machines.

SECTION 3: ADMINISTRATION (CONTINUED)

RESPONSIBILITIES OF EMPLOYEES: (APPLIES TO COMPANY AND SUBCONTRACTORS)

1. Responsibilities for studying, understanding, and complying with the provisions of the railroad's On-Track safety program and the rules and instructions in the On-Track Safety Manual.
2. A roadway worker shall not foul a track except when necessary for the performance of duty and must make certain that On-Track safety is being provided before fouling a track.
3. All employees/subcontractors must ensure they receive a job briefing.
4. Employees/subcontractors may not accept an assignment to perform the duties of a roadway worker until trained in On-Track safety procedures for the assignment to be performed and have demonstrated the ability to fulfill the responsibilities for On-Track safety that are required of a roadway worker performing that assignment.
5. If an employee/subcontractor makes a good faith determination that the safety provisions for the job location may not be in compliance with the railroad's On-Track safety rules, the employee shall refuse any mandate by the railroad to violate these safety rules until the challenge is resolved.
6. Each roadway worker, supervisor, subcontractor, or employee in charge will have at the job site an up-to-date copy of the railroad's On-Track Safety Program and "Good Faith Challenge" forms.

SECTION 3: ADMINISTRATION (Continued)

EMPLOYEES RIGHT TO CHALLENGE ON-TRACK SAFETY PROCEDURES:

1. A roadway worker has an absolute right to challenge in good faith whether the On-Track safety procedures applied at the job location comply with the Railroad's Safety and Operating Rules. The roadway worker making such a good faith challenge may remain clear of the track until the challenge is resolved as provided herein and may refuse any directive to violate an On-Track safety rule.
2. Prior to initiating a challenge, the roadway worker shall discuss the On-Track safety procedures at the job location with the employee in charge, clarify any misunderstanding about those procedures, and attempt to resolve any difference of opinion concerning those procedures.
3. If a roadway worker has decided to challenge the On-Track safety procedures to be applied at his job location he/she must:
 - a. Do so in good faith, i.e. have an honest concern over whether the On-Track safety procedures comply with the railroad rules, and such concern is of such a nature that a reasonable person under the same circumstances would also have such a concern;
 - b. Immediately notify the employee in charge who will promptly notify their supervisor (or his/her designee) and notify any fellow roadway worker of potential danger, and;
 - c. Be able to explain concerns regarding the On-Track safety procedures applied.

SECTION 3: ADMINISTRATION (Continued)

RECOMMENDED PROCEDURES FOR PROMPT AND EQUITABLE RESOLUTION OF

1. A roadway worker making a good faith challenge that the On-Track safety procedures being applied at the job location do not comply with railroad's Safety and Operating Rules shall explain the basis for those concerns to their immediate supervisor (or designee). This explanation shall be written on an "On-Track Protection Good Faith Challenge Form" and shall include:
 - a. Identification of the roadway worker, the supervisor, and the work location;
 - b. A full description of the On-Track safety procedure and challenge;
 - c. A citation of the applicable safety and operating rules;
 - d. A full description of the roadway worker's basis for challenging the On-Track safety procedures applied at the job location: and,
 - e. The names of other employees (including supervisors and the employee in charge with knowledge of the facts applicable to the challenge at that job location.
2. The roadway worker's immediate supervisor shall review the roadway worker's statement of facts and:
 - a. Determine if the roadway worker's statement of the applicable On-Track safety procedures at the job location is accurate; and,
 - b. Determine if the procedures applicable at the job location comply with the railroad's Safety and Operating Rules.
3. The involved roadway worker and supervisor shall attempt to resolve the challenge. Where the challenge is not resolved, and the supervisor determines that the On-Track safety procedures being applied at the job location comply with railroad's Safety and Operating Rules, he/she shall notify the roadway worker and document the determination on the challenge form. If resolved, the supervisor shall forward the Challenge form to On Track's main office.
4. Where the roadway worker's challenge has not been resolved he/she who'll progress it via the supervisor or the designated officer for review. The designated officer who will be provided information previously provided to the supervisor and an explanation of why the supervisor's determination was rejected.
5. The designated officer will review the challenge to determine if the On-Track safety

procedure being applied at this job location is in compliance with railroad's Safety and Operating Rules. He/she shall be responsible to contact those parties, as necessary, in order to make a determination. If she/he determines that the On-Track safety procedures at the job location are inadequate, he/she shall arrange for rule compliance allowing the roadway worker to foul the track. If he/she determines that the On-Track safety procedures comply with the railroad's Safety and Operating Rules he/she shall explain to the roadway worker that the challenge is not valid and the reasons therefore. For purposes of this program the challenge shall be deemed resolved. The roadway worker who will then be instructed to resume his/her duties.

SECTION 3: ADMINISTRATION (Continued)

JOB BRIEFINGS:

1. All employees/subcontractor must ensure that they receive a job briefing before they foul any track.

The job briefing must include the following:

- a. A general plan and procedures the work will follow and the On-Track protection procedures to be used; (See note below)
- b. It must define work assignments and will be considered complete only after all employees have acknowledged understanding of the On-Track protection procedures being used;
- c. It must inform employees where they must go if it is necessary to clear for trains and;
- d. Additional briefings will be conducted with each employee when the On-Track protection changes.

2. All employees must ensure they receive a job briefing before they foul any track. They must also acknowledge understanding of the On-Track safety procedures and instructions presented during the job briefing to the person holding the job briefing.

3. Roadway worker groups whose duties require fouling a track must have one employee in charge designated to provide On-Track protection. This employee in charge must be qualified on the (**Railroad Operating Rules of Other**) operating rules as well as the On-Track Safety Manual to provide the protection necessary for On-Track safety of each employee. The employee in charge must do the following:

- a. Conduct a job briefing with each employee in charge when multiple work groups are included in his work area, that includes what On-Track protection is being provided and safety procedures to be followed.
- b. This job briefing will be complete only after employees have acknowledged understanding of the On-Track protection being provided.
- c. Before any employee fouls a track, the employee responsible for obtaining the on-protection shall inform each employee in charge of the On-Track protection procedures to be used and followed during the performance of the work at the time and that location.
- d. Each employee shall again be informed whenever the On-Track protection procedures change during the work period. This information must be given to all employees before the change is effective, except in cases of emergency. Employees who,

because of an emergency, cannot be notified in advance shall immediately be warned to clear the fouling space and shall not return until On-Track protection is re-established and;

- e. All employees must be notified when the work area is released for the operation of trains. The work area shall not be released until all affected employees have either left the track or have been afforded On-Track protection by a watchman/lookout.
4. A lone worker who fouls a track must have a job briefing with the supervisor or other designated employee at the beginning of his/her tour of duty. The briefing must include:
- a. The planned itinerary;
 - b. The On-Track protection procedures they intended to use.
 - C. The employee must complete a Statement of On-Track Safety.

**ON-TRACK SAFETY PROGRAM
FOR ON TRACK RAILROAD CONSTRUCTION**

SECTION 4

**RESPONSIBILITIES,
TRAINING, AND
QUALIFICATION
REQUIREMENTS**

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS **ALL ROADWAY WORKERS**

RESPONSIBILITIES: (APPLIES TO COMPANY AND SUBCONTRACTORS)

All roadway workers are individually responsible for the following:

1. Following the On-Track safety rules of the railroad.
2. Not fouling a track except when necessary for the performance of duties.
3. To ensure that On-Track safety is provided prior to fouling a track.
4. Refusing a railroad directive to violate an On-Track safety rule, and shall inform the employer whenever the roadway worker makes a good faith determination that On-Track safety provisions to be applied at the job location do not comply with the rules of the railroad.
5. Be qualified under the railroad rules and be familiar and familiar with the railroad operation.
6. Report to the supervisor, or designated person, prior to each duty assignment to receive job briefing for the On-Track safety measurements that will be provided.
7. Acknowledge that he/she understands the instructions of the job briefing.

The job briefing can be face-to-face, electronically (computer, fax, email) transmitted or via telephone.

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS (Continued)

All Roadway Workers:

Initial Training:

Prior to assignment of an employee to roadway worker duties a training program will be provided and shall include the following topics.

1. The roadway worker's responsibility for compliance with the railroad's rules for On-Track safety, including understanding of the space (fouling) around tracks where On-Track safety is required.
2. The functions and responsibilities of the various persons, including track foreman, lookouts/watchmen involved in On-Track safety rules and practices.
3. Signals of train approach warnings given by watchmen/lookouts and the proper response procedures to be taken.
4. Familiarity with the safety procedures applicable to roadway workers working near roadway maintenance machinery.
5. Awareness of the hazards associated with the working on or near railroad tracks and a review of the railroad's On-Track safety program.

Annual Training:

All roadway workers will be provided minimum On-Track safety awareness training annually incorporating the elements of the initial training program.

Qualifications:

Training officers and person's in charge will determine the ability of the roadway worker to demonstrate in the On-Track safety requirements of the assignment.

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS (Continued)

Employee In Charge (Roadway Work Group)

Responsibilities:

Each work group will be assigned an employee in charge prior to each job assignment. Who can communicate with workers in their respective language, and be fluent in English all members of the work group will follow all On-Track safety rules and not foul a track unless he/she has received permission from the designated leader.

The employee in charge will:

1. Be qualified under the railroad rules and be familiar with the railroad operation.
2. Describe to the work group all on – track safety measures to be provided.
3. Relay the job briefing to each member of the work group prior to the beginning of each job assignment. The job briefing can be a face-to-face meeting, electronically (computer, fax, email) transmitted, or via telephone.
4. Report to the supervisor, or designated person, prior to each duty assignment to receive instruction for the On-Track safety measures that will be provided to the work group.
5. Acknowledge the instructions.

Initial Training:

Training of roadway workers responsible for providing either work limits or assigning watchmen/lookouts or flagmen shall include, as a minimum the following.

1. All training procedures and the qualifications process will be supervised.
2. Include the application of the railroads operating rules for the establishment of the working limits.
3. Include the application of the railroads operating rules for the establishment of train approach warning.
4. Include the physical characteristics of the territory where the roadway worker is qualified.

Annual Training:

All roadway workers will be provided minimum On-Track safety awareness training annually incorporating the elements of the initial training program.

Qualifications:

The roadway worker who provided On-Track safety for work group qualifications shall be confirmed by annual written.

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS (Continued)

Lone Roadway worker (214.7)

A lone roadway worker means an individual roadway worker who is not being afforded On-Track safety measures by another roadway worker, who is not a member of a roadway work group and who is not engaged in a common task with another roadway worker.

Responsibilities:

Employer: The employer (Railroad) supervisor or designated person will provide training in the On-Track safety measures that will be provided for each job assignment and the safety procedures he/she must follow.

Employee:

The lone worker must report to a supervisor, or his designated person, prior to each duty period to receive a job briefing and to advise of his/her itinerary and the On-Track safety procedures to be used.

The job briefing can be a face-to-face meeting, electronically (computer, fax, email) transmitted or via telephone.

1. When fouling a track a lone worker may use individual train detection when permitted in this section and the railroads On-Track safety program.
2. A lone worker has the right to establish other On-Track safety procedures other than individual train detection if necessary to occupy a place of safety until another method of On-Track safety is provided.
3. A lone worker may only use individual train detection when:
 - a. He/she has the ability to see a trained, qualified and designated to do so by the employer (214.345).
 - b. While performing routine inspection and minor correction work.
 - c. While working outside the limits of:
 1. A manual interlocking;
 2. A controlled point;
 3. A remotely controlled hump yard.
 - d. He/she has the ability to see a train moving at unrestricted speed and have the ability to move to a safe location at least 15 seconds before the train approaches the work site.
 - e. There are no roadway maintenance machines or power-operated tools that are being operated and would affect the hearing of the lone worker.

- f. There the ability of the lone worker is not affected by background noises, adverse weather conditions, passing trains or other physical conditions.

A lone worker may not use track as a place of safety, unless working limits have been established for the track.

SECTION 4: RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

(Continued)

5. A lone worker using individual track detection may not perform other duties or functions that would interfere with his/her ability to detect approaching trains in either direction.
6. A lone worker who uses individual train detection to establish On-Track safety shall first complete a written "Statement of On-Track Safety". The Statement shall designate the limits of the track for which it is prepared and the date and time for which it is valid. The statement shall show the maximum authorized speed of trains within the limits for which it is prepared, and the sight distance that provides the required warning if approaching trains. The lone worker using individual train detection to establish On-Track safety produce the "Statement of On-Track Safety" when requested by a representative of the FRA.

Training Requirements:

Initial Training:

1. Detection of approaching trains and immediate safety area.
2. The ability to determine the distance along the track to provide sufficient warning time.
3. Knowledge of railroad rules and procedures for train detection, working limits area, and train location.
4. Knowledgeable of the railroads On-Track safety procedures to be used when working alone in a specific area.

Annual Training:

Lone workers will be provided On-Track safety awareness training annually, incorporating the elements of the initial training program.

Qualifications:

Training officers and persons in charge will determine the ability of the lone worker, to fulfill the safety requirements of the assignment.

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS (Continued)

Use of Roadway Maintenance Machines (214.353)

Roadway Maintenance machine means a device powered by any means of energy other than hand power which is being used on or near railroad track for maintenance, repair, construction or inspection of track, bridges, roadway, signal, communications, or electric traction systems. Roadway maintenance machines may have road or rail wheels or may be stationary.

Responsibilities:

1. Instructions for the safe operation of each roadway machine shall be provided and maintained with each machine large enough to carry the instructions.
2. No person is permitted to operate any machinery unless trained and qualified.
3. A roadway maintenance machine operator must request information regarding the presence of roadway workers in the vicinity he/she will be working.
4. Operators of roadway maintenance machines shall insure that the machine does not foul a track, unless proper permission has been given. The operator should also not operate closer than four feet from the rail of adjacent tracks without permission.

Training (General):

Prior to assignment of a roadway worker to operate roadway maintenance machines shall insure that the machine will receive training which shall include, but not limited to, the following topics:

1. Safety procedure applicable to the specific roadway maintenance machines.
2. Proper communication procedures to be used between the roadway machine operator and other roadway workers.
3. Procedures to prevent collisions with a train or other machines.
4. Procedures to prevent personal injury.
5. Maximum working and travel speeds for machines depending on weather, visibility, and stopping distances.

SECTION 4: RESPONSIBILITIES, TRAINING AND QUALIFICATION REQUIREMENTS (Continued)

Training (Operator):

Training for the operator of roadway maintenance machines shall include, as a minimum, the following:

1. Operating procedures to prevent hitting a person.
2. Operating procedures to prevent the roadway maintenance machine from being struck by trains.
3. Operating procedures to properly stop the machine from striking other machines or obstructions on the track.
4. Methods to determine the safe operating procedures for each machine that the operator is expected to operate.

Annual Training:

All operator of maintenance machinery will be provided On-Track safety awareness training annually incorporating the elements of the initial training program.

Qualifications:

Training officers and persons in charge will determine the ability of the operator to fulfill the On-Track safety requirements of the assignment.

**ON-TRACK SAFETY PROGRAM
FOR ON TRACK RAILROAD CONSTRUCTION**

SECTION 5

**INDIVIDUAL COMPANY
MANUAL OUTLINE**

SECTION 5:

ON TRACK RAILROAD CONSTRUCTION ROADWAY WORKER PROTECTION PROGRAM

“COMPANY & SUBCONTRACTOR REQUIREMENTS”

COMMUNICATIONS

Telephone communications are to be maintained between the main office and the track or roadway workers **AT ALL TIMES.**

BEGINNING OF THE DAY. Employee in charge must make contact with the supervisor each day before work is to begin in order to establish locations and work that is to be performed for the day. This is to coordinate train operations and roadway worker operations to insure a safe workplace for all employees.

DURING THE DAY. Communications must be maintained between train crew and contractor throughout the day.

LANGUAGE. Employee in charge must insure that an employee is present at site who can communicate with person involved in the project or employees of agencies who may have jurisdiction over the railway such as F.R.A., police, fire, emergency responders, etc. insure safety. He/she must be fluent in the English language.

DIGGING, BORING & EXCAVATION

Employees **MUST MAKE CONTACT** with **CALL OKIE 1-800-522-6453** prior to any digging, boring, excavation or dirt work on the railway right of way and property. This is to insure no underground utilities will be disturbed. Contractor must allow 2 working days excluding weekends and holidays ***PLEASE SEE EXCAVATION GUIDE ATTACHED.***

EMERGENCY RESPONSE.

SAFETY OF THE GENERAL PUBLIC AND EMPLOYEES IS OF THE FIRST CONCERN OF THE CONTACTORS AND RAILWAY.

All employees are responsible for working safely while on railway property or railway customer property. All employees must insure that precautions are taken to insure the protection of the public, employees, and the environment from fire, pollution or other unsafe conditions that could arise. All employees have the responsibility to make immediate notification to emergency responders, and the railway company should an emergency situation arise.

Be Prepared

Be Specific

Have the following checklist ready
Before you call in a locate

- Caller * Telephone Number
- Excavator Name or Code/Company Name
- Address
- Start Date and Time of Excavation
- County * Town/City
- Township * Range * Section
- ¼ Sections**
- Worksite Street Name and Number
- Nearest Intersection/Highway
- Type of work and depth
- Type of Equipment Used: Explosives, Tunneling, Horizontal Boring
- Work location Street/Sidewalk
- Private Property/Front/Rear Side
- Work being done for/contact person
- Telephone Number.
- Best Time to Call Back
- Keep your locate request number on File

Color Codes for Locating Utility Lines
******* Red - electrical power lines, cables, conduit, and lighting cables.**
******* Yellow – Gas, oil, steam, petroleum, or**

Before You Dig

Call Okie

1-800-522-6543

Excavator's Quick Reference Guide

PHONE:

1-800-522-6543 (CALL OKIE)

FAX:

1-800-377-1339

OFFICE HOURS:

7:00 AM-6 PM

(Excluding Weekends & Holidays)

EMERGENCIES::

After Hours, Call Company Direct

NOTICE:

gaseous materials.

***** Orange – Communication, alarm or signal

Lines, cables or conduit including cable tv.

***** Blue – Water, irrigation, and slurry lines.

***** Green – Storm drain lines/sewer

***** Pink – Survey Markings

***** White – Proposed Excavator

Allow 2 Working Days

(Excluding Weekends & Holidays)

City Utilities may not be covered under the OKIE 1-800-522-6543 number, so if in doubt call City Utilities.

GRADE CROSSINGS OVER RAILROAD

Should damage occur at a crossing on the railroad which results in the signal system malfunctioning or damage having been sustained to the surface or signal system, the employee in charge must make immediate notification to the train crew and the general office so that the public safety can be maintained.

A qualified signal maintainer of the railway will make the necessary repairs. On Track will insure that the employees comply with safe operation of their maintenance of way equipment over the railway and at all public and private crossings so as to protect the public and prevent traffic accidents or mishaps.

EMPLOYEE QUALIFICATIONS:

All employees must be licensed when required and qualified to operate any on-road, off-road, and any track equipment which is to be used in the performance of the work.

INSURANCE REQUIREMENTS:

On Track Railroad Construction and its subcontractors will provide the sufficient equipment, general liability, and employment insurance coverage in force to protect the general public, employees, and railroad in accordance with all legal requirements. On Track will provide the railroad with a certificate of insurance.

ADDITIONAL ATTACHMENTS:

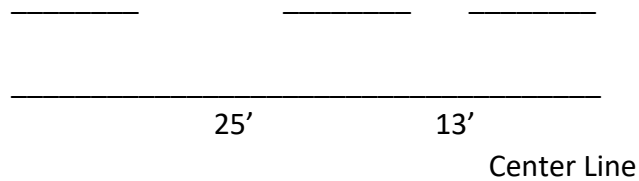
CODE OF SAFETY RULES

TIME TABLE

Adjacent Tracks

Adjacent Tracks – two or more tracks with track centers spaced less than 25 feet apart.

Not Adjacent **Working Limits Adjacent**



Two or more tracks with track centers spaced less than 25 feet apart have to be accessible.

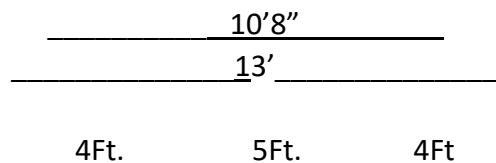
Fouling a Track

FOULING A TRACK – The placement of an individual or an item of equipment in such proximity to a track that the individual or equipment could be struck by a moving train or On-Track equipment, or in any case is within four feet of the field side of the near running rail.

Fouling Space

Carbody 1'2" Envelope

Fouling Space



All equipment and personnel must be at least 4 feet from field side of rail while train or other equipment passes.

The speed/distance table will be used along with working limits to establish where RED FLAG PROTECTION will be placed.

Speed/Distance Table

15 Second Travel Distance

Speed	Distance	Speed	Distance
(mph)	FL	(mph)	FL
10	220	70	1540
20	440	80	1760
30	660	90	1980
40	880	100	2200
50	1100	110	2420
60	1320	120	2640

Section 5: RAILROAD MATRIX AND GLOSSARY OF TERMS (Continued)

Remote Control Switches.

A remotely controlled switch aligned to prevent access to the working limits and secured by the control operator by locking or blocking device to the control of the switch when:

1. The control operator secures the remote by applying a locking or by locking device to the remote switch, and;
2. The control officer notifies the roadway worker who has authority in the working limits that protection has been provided, and;
3. The control operator is not permitted to remove the locking or blocking device from the control switch unless given permission by the roadway worker in the working limits.

Definite Train Location:

A roadway worker may establish On-Track safety by using definite train location only where permitted.

1. Only when definite train location was in use prior to the effective date of this rule:

OR;

2. The number of trains operating does not exceed:
 - a. Three during any 9hour period when roadway workers are on duty.
 - b. Four during any 12hour period when roadway workers are on duty.
3. Definite train location shall only be used to establish On-Track safety

According to the following provisions:

- a. Definite train location information shall be issued only by one train dispatcher authorized to permit train movements over the working limits track.
- b. A definite train location list shall indicate all trains to be operated on the

on the track for which the list is provided during the time for which the list is effective.

- c. Trains on the list shall not be operated on the working limits track.
- d. Definite train location shall not be used within manual interlocking or on tracks over which train movements are governed by a Traffic Control System or Manual Block System.
- e. Roadway workers shall not foul a track within ten minutes before the earliest time that a train is due to depart the last station at which time is shown in approach to the working limit track or until the train has passed.
- f. The railroad shall not permit a train to depart a location designated in definite train location list before the time shown therein.
- g. All roadway workers using definite track location must be trained and qualified on the physical characteristics of the territory.

Informational Line-ups of Trains: (214.331)

A railroad is permitted to include informational line-ups of trains in its On-Track safety program for use only on subdivisions of that railroad upon which such procedures were in effect on March 14, 1996.

Each procedure for information line-ups in the On-Track safety program will provide protection for the roadway worker from being struck by trains or other equipment.

Railroads using informational line-ups must have a schedule for discontinuance by a definite date.

**ON TRACK SAFETY PROGRAM
FOR ON TRACK RAILROAD CONSTRUCTION**

SECTION 6

**ON-TRACK SAFETY
FORMS
ROADWAY WORKERS
QUALIFICATION
AND TRAINING**

LONE WORKER
STATEMENT OF ON-TRACK SAFETY

Lone workers who use individual train detection to establish On-Track safety must complete this "Statement of On-Track Safety for each assignment. The statement shall be available for inspection by a railroad official or Federal Railroad Administration representative whenever the lone worker is using individual train detection. (49 CFR 214.335(f))

Railroad Name: _____

Lone Worker Name: _____

Date: _____ Time: _____ (a.m.) (p.m.)

Job Location: _____

Indicate track limits the lone worker will be working:

Date and time the lone worker will be using individual train detection at this location:

Date: _____

Start Time: _____

End Time: _____

Maximum authorized speed for the trains at his location:

_____ MPH

Sight distance at this location along the tracks will be visible:

_____ Feet _____ Yards

Lone Worker Signature: _____

GOOD FAITH CHALLENGE FORM

Name: _____

Job Position: _____

Job Location: _____

Supervisor's Name and Title: _____ Title: _____

Date and Time of Occurrence: _____

Work Location:

Track and Mile Post: _____

Nearest City/Town: _____

On-Track Safety Procedure: _____

Applied (or lacking) at _____

Working location: _____

Railroad Safety or Operating Rule not being complied with: _____

Reason for Challenge: _____

Other Employees with information regarding this situation: _____

Signature: _____ Date: _____

Determination by Supervisor: _____

Supervisor Signature: _____ Date: _____

Instructions: The employee/roadway worker making challenge shall complete this form, sign and date it, and give it to his Supervisor who shall document his determination, sign and forward to On Track's main office.