RAIL MADE EASY

seetomorrow™

OWN SAFETY TODAY

Customer Safety Handbook




OmniTRAX®

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1. Introduction

1.1 The Purpose of this Handbook

The purpose of this handbook is to relay vital safety information to you. The information that OmniTRAX requires you to follow applies to customer trackage, when the consequences of unsafe acts and conditions can affect both your employees and OmniTRAX employees. This includes important safety requirements for customers operating on or near OmniTRAX railway property. Please ensure that all of your employees understand and follow the safety principles in this handbook.

Although most of this handbook covers required practices, recommended best practices for specific railway operation are also included. These can help you improve safety on your property. Recommended procedures and practices are noted as recommendations or requests.

If at any time you have a safety concern with an OmniTRAX operating practice or OmniTRAX equipment, please do not hesitate to contact our Network Operations Center (NOC).

1.2 How to Use this Handbook

This handbook can help you inform your employees about the hazards of rail operations. It is written in a concise, instructional format to give you the most important information without excess material. The handbook can be used to look up specific safety requirements and protocols.

OmniTRAX is available to assist customers with basic rail safety including procedure reviews and developmental education. Contact our Network Operations Center (NOC) for more information.

1.3 For Your Information: OmniTRAX Policies

1.3.1 Safety Policy

Goal:

Our goal is to be the safest and most efficient provider of management services to our rail affiliates in North America

Commitment

- We will integrate workplace, operational, environmental, employee and public safety into everything we do.
- We will meet or exceed all applicable safety laws and regulations.
- We will establish safety objectives, strategies and develop initiatives to achieve our goal.
- We will provide the leadership, training, tools, resources and verification procedures needed to maintain a safe and healthy work environment.
- We will maintain and continuously improve our safety culture, processes, technologies and management systems.

Manager Accountability

- We will make the Health and Safety of our employees, workplace, and our operation our first priority.
- We will empower all employees to perform their work safely and to participate in safety processes.

- We will assess the potential risk of all safety hazards and develop action plans to prevent accidents and injuries.
- We will investigate safety incidents, determine cause and apply appropriate corrective actions to reduce the risk of reoccurrence.

Employee Accountability

- We will make the Health and Safety of ourselves and co-workers our first priority and personal responsibility.
- We will identify, report and assist in correcting all Health and Safety hazards and incidents.
- We will comply with all rules, policies, special instructions and standards to ensure operational and public safety.

No Job on our Railway will ever be so important we can't take the time to do it Safely

Environmental Protection Policy

OmniTRAX is committed to conducting its operations and activities in a manner that:

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

2. Overview of Customer Safety Requirements in this Handbook

2.1 Safety through Teamwork

OmniTRAX places a strong emphasis on workplace safety. We strive to arrive at customer sidings on time and without damage to the product, while always protecting the safety of our employees and our operation.

Rail safety is everyone's business and there are five key areas outlined below where we need your help. We believe that partnering with you on this action plan will continue to ensure our safety success. Thank you in advance for your commitment to safety through teamwork.

2.1.1 Track Maintenance

Winter Plan

The risk of derailments on private sidings increases during winter months. These derailments can be caused by the buildup of snow, ice and debris on and around tracks, especially at flangeways of crossings. In general, the customer is responsible for snow removal up to the main track switch. The following Winter Plan has a housekeeping focus on removing debris and tripping hazards before snow arrives:

1. Arrange resources in advance, such as snow removal and availability of sand.
2. Keep flangeways of tracks that run through private or public roads clear of snow, ice and debris at all times. This includes sanding or cleaning away ice caused by freezing rain to ensure the area is safe ahead of OmniTRAX crews.
3. Clear snow buildup caused by vehicles crossing over the tracks.
4. Clear snow which has slipped from adjacent roof tops onto the siding track.
5. Inspect the siding before service.
6. Keep all switches in the plant free of snow and ice with specific attention to flangeways of crossings. If your facility is not cleared in time for your next scheduled service, you must contact the Network Operations Center (NOC) ***with as much advance notice as possible***. You must also advise OmniTRAX of the estimated date/time when your facility will be cleared so that OmniTRAX can restart your service on your next available scheduled service day. Failure to comply could result in service being suspended temporarily.

Spring Plan

The following Spring Plan will help reduce the potential for derailments and injuries, and help ensure our timely service:

1. Arrange for resources in advance, such as grass cutting.
2. Clear away grass, weeds and debris from right-of-ways.
3. Have a track maintenance contractor inspect your trackage and facility.
4. Schedule routine repairs and maintenance.
5. Identify the need for any long term capital-type work.
6. Schedule an OmniTRAX customer safety audit.

To advise of any cases of flooding, high water or poor drainage that may impact servicing your facility safely, please contact the NOC with as much advance notice as possible.

Regular, Winter and Spring safety letters will be sent to you, highlighting key requirements from the Customer Safety Handbook.

2.1.2 Movement and Securement of Equipment

Moving and securing rail equipment is one of the most important aspects of railway safety. Equipment that is not properly secured can significantly impact the safety of railway operations. The safety information in *Section 3, Railcars: Hand Brakes, Doors, Wheel Sets* and *Section 4, Railcar Handling: Loading, Lifting, Moving* is useful for any employees who are responsible for movement and securement of railway equipment.

2.1.3 Walking Hazards

The number one cause of personal injuries to OmniTRAX employees on customer tracks is slips, trips and falls. It is crucial that your trackage and facility be free of walking hazards including debris, spillage, uneven surfaces, snow and ice. Please see *Section 7, Working on or Near Tracks* for more information on walking hazards and how they are regulated.

2.1.4 Restricted Clearance Hazards

Very serious injuries to railway employees can occur at customer sidings as a result of restricted clearances. It is crucial that your facility is free of side and overhead clearance restrictions as much as practicable. Where there are restrictions, OmniTRAX must be notified and the restrictions must be protected by designated warning signs.

Before making any changes to your facility that may create rail clearance restrictions, please conduct a review with local OmniTRAX Maintenance of Way (MOW) personnel. Call your Customer Service Representative to schedule this review and notify us of your proposed changes. For more details refer to *Section 8, Railway Clearances*.

2.1.5 Spillage/Wheel Contamination

Wheel contamination from customer products like flour, canola oil, sand, and cornstarch can reduce braking capacity and cause other problems with rail equipment. These and other similar substances can cause serious incidents and equipment damage at our hump operations. Please ensure that your facility is free from spillage and wheel contamination. Refer to *Section 3.3 Spillage and Wheel Contamination* for more information.

3. Railcars: Hand Brakes, Doors, Wheel Sets

3.1 Hand Brakes

Railcars have two braking systems:

- **Air brakes** use air pressure when cars are connected to a locomotive. They are used for train control and are not intended to secure standing cars.
- **Hand brakes** are used to secure standing railcars when they are not coupled to a locomotive. They prevent unintentional movement. Hand brakes take up slack on a chain which is linked by a series of rods, levers and gears to brake shoes. The brake shoes apply force against the wheels.

3.1.1 Minimum Number of Hand Brakes

The table below lists the minimum number of hand brakes required to secure a car or block of cars. **It is highly recommended that cars are always secured with at least the minimum number of hand brakes applied to each block.** In some cases (e.g. when loading heavy material or securing cars on a slope) extra hand brakes may be required. Increase these numbers if you are having difficulty controlling movement, experience unintended movement, or are unable to test effectiveness. If you require assistance or would like an OmniTRAX representative to review your use of hand brakes please call the Network Operations Center (NOC).

Note: In cold weather, braking effectiveness is diminished.

Number of Hand Brakes to Apply	
Number of cars coupled together	**MINIMUM number of hand brakes**
1-2	1
3-9	2
10-19	3
20-29	4
30-39	5
40-49	6
50-59	7
60-69	8
70-79	9
80-89	10
90-99	11
100-109	12
110-119	13
120 or more	Divide by 10 and add 2

When securing cars on a slope:

- Apply **more than the minimum** number of hand brakes.
- Apply hand brakes to the cars at the lower end of the downward sloping track.

If a railcar has a defective hand brake:

1. Report it to the Network Operations Center (NOC).
2. Couple the car to another car with an effective hand brake.

3.1.2 Safe Operation of a Hand Brake

There are many different types of hand bakes, with different methods of operation. The following safe practices are recommended for **all** hand brakes.

- Observe the conditions of ladders, steps, grab irons, and brake steps before climbing onto a car.
- Before operating any hand brake, observe its type and the condition of all parts, including the hand wheel or lever and chain. Ensure the chain is not caught on the platform.
- Do not attempt to use a hand brake or other equipment that is difficult to operate, defective or damaged.
    - Report that defective hand brake or equipment to the Network Operations Center (NOC) so that it can be repaired or replaced. The life of the next person on this car may depend on that hand brake.

Always use the correct hand position:

- Never reach through the spokes of the brake wheel, because the wheel may spin.
- Use one hand to operate the hand brake and the other hand to firmly grip the equipment.
- When applying a hand brake, always grip the wheel with the thumb on the outside. Grasp the rim of the wheel for maximum leverage.
- When releasing wheel-type hand brakes, keep hands and fingers clear of the wheel.

Always keep the correct body position:

- Be alert while climbing on a car, while operating the hand brake and while climbing down from the car.
- Be aware of other equipment in the area.
- Avoid applying hand brakes on the leading platform of a moving car.
- Maintain 3-point contact when applying or releasing a hand brake. This reduces your risk of falling in case cars unexpectedly move or a hand brake malfunctions.
    - Exception: Standing equipment with a low side-mounted brake may be operated from the ground.
- Never operate a hand brake while standing on a draw bar head, other coupling mechanism or rail.
- Be on guard against sudden car impacts. Anticipate starts and stops.
- Observe lading for tonnage and type of load. Be cautious of a surge or shift of load (e.g. tank car will have a surging effect due to lading moving back and forth inside).

To apply a hand brake:

1. Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the “ON” position. Keep hands, fingers and loose clothing away from the wheel spokes.
2. Grip the brake wheel rim with your right hand keeping your thumb on the outside. Turn the break wheel clockwise to take up the slack in the brake chain.
3. After slack is taken up, place your right hand at the seven o’clock position on the rim of the wheel. Keeping your back straight, push hard downward with your right leg as you lift upward in short pulls on the brake wheel with your right hand. Minimize twisting by keeping hips and shoulders facing in the same direction.
4. Visually observe that the brake shoes are tight against the wheel. Keep in mind that some hand brake riggings are connected to brake shoes on both ends of the car while others are only connected at one end. You may need to check both ends of the car.

Releasing a Hand Brake

Before releasing a hand brake, consider the following:

- Is there anyone working on or around the equipment?
- Is the equipment on a slope? Will it start to roll if the hand brake is released?
- Are there dock plates, loading chutes, hoses or other attachments connected to any of the cars?
- Are there any hoses, cables, extension cords or other obstructions lying across the rails?
- Can the cars be safely moved, stopped and hand brakes re-applied?
- Are the operators familiar with safe practices for car movement?
- Are there any derails in the vicinity?

To release a hand brake:

1. Assume the same three point stance when applying a hand brake. Again, keep hands, fingers and loose clothing clear of the wheel. Some types of wheels spin when the release lever or pawl is tripped in the "OFF" position.
2. Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the "OFF" position. Never reach through the wheel spokes.
3. If the hand brake is not equipped with a release lever or pawl, grasp the wheel at the one o'clock position and turn the wheel counterclockwise until the brake is completely released.
4. Ensure the hand brake is fully released. Observe that the:
    - Brake chain is loose,
    - Pawl is kicked out (if so equipped), and
    - Bell crank is in down position (if so equipped).
5. After the hand brake is fully released, return the release lever to the "ON" position.

After Moving Rail Equipment

1. Assume the same stance as for applying the hand brake.
2. Apply the required number of hand brakes and test effectiveness if possible.
3. Visually observe that the brake shoes are tight against the wheels. Remember that some hand brake riggings are connected on both ends of the car while other are connected at one end. You may need to check both ends of the car.
4. Push or pull the car(s) slightly to ensure brakes are providing a sufficient retarding force.
5. Observe the cars to ensure they are completely at rest.

3.1.3 Caution: Partially and Fully Applied Hand Brakes

NEVER move railcars while hand brakes are applied.

A hand brake can apply enough force on the wheels of a railcar to prevent the wheels from turning when the car moves. This causes the wheel to skid along the rail. Skidding a wheel for as little as one second can cause small cracks on the tread. These small cracks lead to spalling (where little pieces of the tread fall out) and to deeper cracks in the structure of the wheel. Structural damage can go undetected until the wheel suddenly breaks apart.

It is very dangerous to leave hand brakes partially applied. If the user is trained, hand brakes may be used for control while moving cars, however they must always ensure that the wheels don't skid.
Always fully release hand brakes before shipping.

Partially applied hand breaks cause excessive heating that can damage the wheel. Please develop procedures to ensure hand brakes are fully released before shipping railcars

3.2 Doors: Operation and Spill Prevention

3.2.1 General Procedures

The Association of American Railroads (AAR) publishes circulars and best practices for the safe opening and use of all railcar doors. Contact the Network Operations Center (NOC) if you operate railcar doors to obtain this information.

Opening Doors

- Use caution when opening doors out of any type. Lading can shift during transport and may fall out or push the door out of its tracks
- Before opening, visually inspect the door and supporting hardware for damage.
- Always use the proper tools to open doors. Improper tools can damage railcars.

Closing Doors

Close and secure all doors before releasing cars. This includes bottom gates and top hatch covers. Leaving railcar doors open or unsecured:

- Impacts railway safety,
- Allows trespassers to climb into cars,
- Allows loss of commodity, and
- Decreases locomotive fuel efficiency.

Please take the necessary time and precautions to ensure railcar doors are closed before transport. Do not load cars with defective doors or gates.

3.2.2 Plug Doors

All plug doors must be securely closed according to regulatory requirements before OmniTRAX moves the car. Please keep in mind the following when operating plug doors:

- Inspect plug doors before attempting to open them.
    - Ensure door hinges are secure in the track, top and bottom, before opening. Ensure nothing is bent, damaged or broken.
- Observe that the operating handle is loose in its keeper before removing the keeper from the handle.
    - If the handle is not loose, this may indicate that the lading is applying pressure against the door.
- Use caution when opening plug doors. Loads that have shifted against the door can cause the handle to spin unexpectedly, and the door to jump outwards when released. This can result in employee injury.
- Never use lift equipment to open a railcar door. If the door is difficult to open, use a cable or chain winch for assistance.

3.2.3 Bottom Gates and Hatch Covers – Closed Covered Hopper Cars

Before opening the bottom gates on closed covered hopper cars:

- Be sure to use the correct gate opening device or tool.

- Release all gate locks (including those with self-locking locks). This prevents bending and damage to the gate shaft and opening mechanisms.
- Ensure the gate opening device is well into the capstan. This prevents damage to the capstan such as rounding of the square drive socket.
- Do not over-torque the capstan.

Note: Damaged gates may not operate properly and the work to repair them could lead to OmniTRAX employee injury.

When loading covered hoppers:

- Be gentle with hatch covers.
- Inspect all gates to ensure they are properly closed and secured to prevent any spillage.
- Ensure hatch covers are closed prior to shipping.
- We recommend that you use a fall protection system.

For any questions, contact our Network Operations Center (NOC) which can provide you with contact information for a Mechanical Representative.

3.3 Spillage and Wheel Contamination

Report all leaks and spills to the Network Operations Center if they occur on OmniTRAX property (see *Section 14, Emergency Telephone Numbers* for contact information). If on customer property, contact your maintenance personnel. If the substance spilled is a dangerous good, please refer to *Section 5.3, Dangerous Goods Emergencies* for more information on reporting and emergency procedures.

3.3.1 Wheel Contamination

Wheel contamination from consumer products like flour, canola oil and cornstarch can cause problems with rail equipment. These and other similar substances can affect braking and lead to serious incidents at our rail yard hump operations.

To avoid wheel contamination:

- **Ensure your facility is free of product contamination and spillage.**
- Clean up all spills immediately.
- Report any leaks to the Network Operations Centre.

To prevent serious incidents and equipment damage:

- If railway equipment is rolled through a contaminated area, it is mandatory to pressure-clean the wheels with air or water.
- After cleaning, inspect the wheels to ensure no potential lubrication still exists.

3.3.2 Wildlife Protection

Grain and other products that leak from hopper gates, or are left on hopper car tops and end sills, attract wildlife to the tracks where they are at risk of being contacted by trains.

To correct this problem, we need assistance from our customers to help reduce this risk to wildlife:

- Spot and report any defective hopper gates.
- Ensure the loading chute is completely closed when positioning cars underneath.
- Before loading and after unloading hoppers, ensure gates are closed and secured to prevent spillage.
- After loading, inspect top and side sills and clean off any grain or other food product.
- Once cars are pulled, have a process to clean spills on or near tracks.

3.4 Wheel Sets

3.4.1 General Information

Railcar wheels sets are comprised of two wheels, two bearings, and one connecting axle. The condition of the wheel sets is extremely important to safe railway operations. When a freight car is set off for a customer, it often must be moved for loading. When moving and spotting cars, there is a risk of contacting the freight car wheels, journal bearings or axles with equipment such as forklifts, other large machinery or equipment indexers. This can cause serious damage.

3.4.2 Wheel Set Damage

Under the weight of a railcar and at increasing speed, any damage to the wheel or bearing can progress to the point of catastrophic failure, and can result in train derailment. If a car derails, note the speed and distance traveled as this will govern whether the wheel set will be inspected or replaced. In addition, if a bearing is ever submerged in water it must be replaced.

Contact the Emergency Response Line and the Network Operations Center (NOC) immediately if:

- A car derails,
- There is potential damage to bearings (i.e. bearings submerged in water), or
- There is any contact to a freight car wheel or bearing by a forklift or any other machine or device.

4. Railcar Handling: Loading, Lifting, Moving

4.1 Loading

4.1.1 Regulations and Requirements

The Railway Association of Canada (RAC) and the Association of American Railroads (AAR) establish General Rules governing loading requirements for railcars. Failure to load in accordance with these rules is a defect under Transport Canada. Specific instructions and requirements are contained in RAC and AAR Circulars, Best Practices and General Information Series.

Follow the loading rules for the type of lading and railcar being used. This applies to all railcars including intermodal containers and trailers, boxcars, and covered hoppers.

Before loading, ensure that the railcar is in good mechanical condition and that it fits the following:

- Weather tight/leak proof,
- Interior floor in good condition (no holes),
- Interior walls in good condition,
- Doors and locking mechanisms in good condition, closed properly and sealed,
- Safety appliances such as ladders, steps, railings are not broken,
- Signs of any other conditions that do not appear normal contact the Network Operations Center (NOC) for advice.

4.1.2 Balance and Securement

The wheels of a railcar are flanged to guide the railcar through curves to prevent it from sliding off of the rail. An improperly balanced load causes the wheel on the lighter side to climb the rail, particularly during curving.

It is vital that all loads are properly balanced and secured. Before releasing a car after loading or unloading:

1. Ensure the load is properly blocked and secured. Add more blocking and bracing as required. For closed car loading, including intermodal containers/trailers and box cars, use blocking and bracing to prevent movement of the load in transit. **Do not use end doors for blocking and bracing as train forces are too strong.**
2. Check that all doors, hatches, and outlet gates are fully closed.
3. Remove all loose material from any open car deck. Particularly ensure that double stack well cars have no inter box connectors (IBCs) lying on the deck.
4. Remove or secure any banding, chains, or cables.

Note: Supplementary tariffs such as GFT 5000 (USA), and GFT 6000 (CAN), developed by OmniTRAX may result in charges and penalties for improper load securement and resulting damage to equipment. For questions contact our Network Operations Center.

4.1.3 Dimensional Loads/Overloads

A dimensional load is a shipment that is greater than the maximum standard for size, weight, and/or height of center of gravity. The track structure is carefully designed to handle the standard forces of

railcar weight and movement. Dimensional loads place excessive stress on the equipment and track and can cause damage and derailment. To prevent damage:

- Observe the load limit stenciled on the car or identified in the Universal Machine Language Equipment Register (UMLER).
- Ensure that your load is within the maximum standard for weight and height of center of gravity.

Note: If you must come onto OmniTRAX property to fix an overload, contact the NOC in advance to ensure compliance with the Overload Management Process.

4.1.4 Damage Prevention

The rail environment encompasses inherent shocks, vibrations and random kinetic energy. While all modes of transportation experience similar dynamics, OmniTRAX has taken steps toward proactively managing safe loading and securement, thereby reducing mishaps and damaged cargo.

Safe stowage and cargo securement is mandatory by railway regulation. Shippers are responsible to adequately load and secure a shipment for safe rail transportation, in accordance with OmniTRAX, AAR and RAC standards.

4.2 Lifting

The frame or body of a standard railcar sits on two center plates, each on top of a truck assembly. The lubricated surface of the center plates allows the truck to rotate beneath the body and allows rail equipment to turn without causing excessive force on the gauge between the rails. Neither the car body nor the wheels are fastened to the truck assemblies. The components sit in place primarily by weight.

Never lift railcars. If an emergency condition requires the railcar to be lifted, contact the Network Operations Center immediately to have the car inspected and ensure it is sitting correctly on the center plate and bearings.

4.3 Moving

4.3.1 Procedures

The movement of railcars by mechanical methods (i.e. loaders, cables, winches, pulleys) requires the development of safe work procedures for railcar movement. Procedures must:

- Clearly outline the method of controlling and signaling that will be used during car movement activities. This includes keeping someone in a position to observe the leading end of the movement and relay signals to the equipment operator.
- Ensure that no car can be moved while people are working in or around that equipment.
- Include the requirements to walk around and inspect for the removal of all dock plates, loading/unloading equipment, connecting hoses or cables and loose debris of any kind.
- Ensure established methods of communication are followed.

4.3.2 Hand Operated Car Mover and Trackmobile

The following steps are recommended when moving freight cars with hand operated car movers and trackmobiles.

Hand Operated Car Mover

Hand operated car movers should not be used on an incline. The following steps are recommended when using a hand operated car mover:

1. Be aware and fully understand how it operates.
2. Ensure the track is clear of obstructions for the entire distance the car will be moved.
3. Advise everyone in the area of the intended move.
4. Discuss the intended move with all personnel involved.
5. Fully release the car's hand brake, unless required to control movement. In this case, ensure that the wheels do not skid.
6. Keep someone at the hand brake to apply it when required.
7. After the car is moved, fully apply the hand brake and if possible, test its effectiveness.

Trackmobile

A trackmobile should only be used by qualified individuals. The following steps are recommended when operating a trackmobile:

1. Ensure the track is clear of obstructions for the entire distance the car will be moved.
2. Advise everyone in the area of the intended move and ensure they understand.
3. Discuss the intended move with all personnel involved.
4. Ensure the trackmobile is set for track operations. Ensure the rail wheels are correctly aligned with the track. Retract the road wheels completely using the Road Wheel hydraulic control.
5. Ensure the trackmobile brakes work as intended.
6. Couple or connect the trackmobile to the car to be moved. When raising the coupling device, be sure not to lift the railcar off of its truck assembly.
7. Fully release the hand brake.
8. Keep someone at the hand brake to apply it when required.
9. After the car is moved, fully apply the hand brake and if possible, test its effectiveness.

If you require assistance or would like an OmniTRAX representative to review your procedures used to move railcars, please call our NOC.

4.3.3 Coupling Cars

When coupling cars:

- Ensure that the car being coupled to is properly secured before coupling so that if the coupling does not take, the car will not roll away.
- Ensure all couplers are aligned and that at least one knuckle is open before coupling to any car.
- Do not adjust drawbars or knuckles, hoses or angle cocks when cars are about to couple.
- Confirm that any string of cars is fully coupled together before moving or leaving, if possible. A slight push or pull should be sufficient.
- Ensure one angle cock is left open after moving cars with coupled air lines.

4.3.4 Leaving Cars

When leaving cars:

- Do not move or leave railcars foul of OmniTRAX main track, sidings, or other track *including tracks within your facility*. Trains and track units can hit foul equipment or personnel.
    - Foul track means being within four feet of the nearest rail. This is close enough for the individual or equipment to be struck by a moving train or track unit.

Note: Within your facility, if you must leave railcars foul of the clearance point of a switch, the switch must be lined towards those cars and leave the cars as close to or occupying the switch, to make it obvious to others that the railcars are in fact foul.

- Leave parked railcars within 100 feet (30.4 meters) of a derail set in the derailing position.
- Apply the required number of handbrakes and test effectiveness if possible (refer to *Section 3*).

4.3.5 Key Safety Reminders

Follow these important rules when moving cars:

- Do not lift railcars in any way.
- Do not push or pull on the car by the handrail, ladder or any other part of the car not designated for that purpose.

Always use hand brakes correctly:

- Do not move railcars with the brakes applied, unless required to control movement. If so, ensure the wheels do not skid.
- Do not release hand brakes until it is clearly identified how the movement will be controlled and stopped.
- Always leave cars standing with sufficient hand brakes applied.

For more information refer to *Section 3.1. Hand Brakes*.

5. Transportation of Dangerous Goods

5.1 Regulations and Resources

When handling cars containing dangerous commodities or hazardous materials, comply with all applicable regulatory requirements. For additional information, please refer to:

- Canada: The Transportation of Dangerous Goods Act and Regulations http://www.tc.gc.ca/eng/tdg/act-menu-130.htm
- United States: The Hazardous Materials Regulations of the Department of Transportation (49 CFR) http://phmsa.dot.gov/regulations

The 2012 Emergency Response Guidebook is a joint publication by the US Department of Transportation, Transportation Canada and the Secretariat of Communications and Transportation of Mexico. It is designed as a guide for first responders (such as firefighters, police and other emergency services personnel) for transportation incidents involving hazardous materials. For a copy of this guide, please see: http://www.phmsa.dot.gov/hazmat/outreach-training/erg

For copies of these documents and help understanding and implementing them, contact:

- Canada: Railway Association of Canada (RAC)
- United States: AAR Bureau of Explosives (BOE)

5.1.1 RAC Transportation of Dangerous Goods (TDG) Specialists

TDG specialists promote the safe transportation of dangerous goods and ensure that the regulations are applied consistently. Some of the services they provide are:

- Emergency response advice and expertise,
- Confidential inspections and audits to improve safety and compliance, and to eliminate non-accidental releases,
- Information sessions, and
- Customized training that meets regulatory requirements in topics such as:
    - Loading track protection,
    - Inspection and securement,
    - Safe loading and unloading of railway cars, trucks and other containers,
    - Proper preparation of shipping papers,
    - Safety marks,
    - Loader/unloader safety, and
    - In-plant switching.

Access TDG Specialists through the RAC (See *Section 13, Railway Safety Resources and Materials*).

The BOE has inspectors throughout the US and Mexico which serve as a self-policing agency to:

- Hazmat shippers and carriers, and;
- Container manufacture, repair, and reconditioning companies.

BOE inspector services include:

- Training that exceeds regulatory requirements for hazmat general awareness and familiarization, function specific hazmat training and recurrent training;
- Advanced hands-on emergency response training (Pueblo, CO);

- Certification and re-certification inspections of tank car repair facilities to ensure compliance with the AAR Manual of Standards and Recommended Practices, M-1002;
- Confidential inspections to evaluate compliance with Hazmat Regulations;
- An annual seminar dedicated to hazmat transportation issues; and
- Quality assurance audits.

See *Section 13, Railway Safety Resources and Materials*.

5.2 Loading and Unloading Procedures/Regulations

The following apply to all workers involved in loading and unloading tank cars carrying dangerous goods. They must:

- Be trained under the appropriate regulations:
  - Canada: Transportation of Dangerous Goods Act and Regulations
  - United States: Hazardous Materials Regulations (49 CFR).
- Be experienced in and know the safety requirements for the specific loading and/or unloading operations being performed.
- Know about the tank cars being used and their fittings, the type of product being loaded or unloaded, and marking, labeling and/or placarding requirements.
- Comply with all applicable regulations including:
  - Canada: Railway Association of Canada Circular No. DG-2, Instructions for the Transfer of Dangerous Goods in Bulk on Railway Property
  - United States: The Hazardous Materials Regulations of the Department of Transportation (49 CFR).

5.2.1 Offering Dangerous Goods for Transportation by OmniTRAX

Our train crews must go through a basic checklist before lifting a regulated substance. Before transporting your goods on our railway, please be sure that:

- The railcar is properly placarded.
- There are no signs of railcar damage.
- There are no signs that the railcar is leaking.
- All dangerous goods documentation is provided.
- The overall condition of the railcar is acceptable for transportation.

Failure to comply with these will result in refusal to move the car.

5.2.2 Documentation

All consignors, consignees or their representatives must provide the correct documentation for loaded, partially loaded or residue cars to OmniTRAX.

5.3 Dangerous Goods Emergencies

Report any incident, accident or leak involving dangerous goods immediately to:

- The appropriate chemical transport emergency center:
  - Canada: call CANUTEC, 1(613) 996-6666
  - United States: call CHEMTREC, 1 (800) 424-9300
- The Network Operations Center (NOC), 1 (800) 533-9416

6. Trackside Protection and Signage

Protect your track using properly lined and locked switches and derails before operating any rail equipment. This ensures that the movement does not enter OmniTRAX track. Personnel operating any type of railway equipment must comply with all applicable federal rules and regulations. This includes but is not limited to the Canadian Railway Operating Rules (CROR) and the US General Code of Operating Rules (GCOR).

6.1 Derails

6.1.1 Function

Although extremely damaging to the wheels and track, derails protect people and operations from free rolling and uncontrolled railcars and equipment. They do this by guiding the flange of the wheel over the rail, so that the wheels drop onto the ties and ballast.

Derail signage indicates the location of a derail. Be familiar with these locations on the tracks you use. A derail sign with a number attached to it indicates other derail(s) on adjacent track(s) where signs cannot be installed because of clearance restrictions.

6.1.2 Use on OmniTRAX Tracks

Applying and removing OmniTRAX derails is the responsibility of OmniTRAX personnel. Only in specific cases and when documented clearly with written procedures, can non-OmniTRAX personnel operate OmniTRAX derails. If you observe a derail in the unlocked or non-derailing position, call the NOC immediately.

6.1.3 Use on Customer Tracks

Keep all equipment within 100 feet / 30.4 meters from a derail locked in the derailing position. We recommend locking unattended derails in the derailing position, whether there are cars on the track or not. On a facing point move, avoid riding a car over a derail left in the non-derailing position. This includes the following:

- Keep the ground surface level and clear of snow and debris around the derail.
- Make sure there is no ice buildup or rust present.
- Ensure the derail is secured to the track.
- Ensure the derails remain locked in the derailing position when being used for protection.
- Ensure the derail is properly lubricated and moves freely when open or closed.
- Keep derail signs clean and visible.

6.2 Switches

6.2.1 Use on OmniTRAX Tracks

OmniTRAX switches are the responsibility of OmniTRAX personnel. Like derails, only in specific cases can non-OmniTRAX personnel operate OmniTRAX switches.

Stay away from track switches. Remotely operated switch points can move unexpectedly with enough force to crush ballast rock.

6.2.2 Use on Customer Tracks

Customers and their employees must know the location of switches on their property and assist in their upkeep. This includes the following:

- Keep the ground surface level around the switch to avoid walking hazards.
- Clear the area from snow, debris and anything else that may disturb movement.
- Make sure there is no ice buildup or rust on the block. This may require sanding.
- Make sure switches are adjusted and lubricated.
- Ensure the bolts are secured to the base.
- Ensure switches remain locked or the keeper inserted when not in use.
- Keep switches clean and painted, and the targets clear and visible.

6.3 Flagging and Signage

6.3.1 Use on OmniTRAX Tracks

Do not obstruct, remove, relocate or alter any signs, signals or flags necessary for the safe operation of the railway without proper authorization.

Railcar loading and unloading operations require protection to ensure that equipment is not moved while employees are working on or near it. There are various ways in which this can be achieved such as the use of derails, locked switches and blue flags. Blue flags are used by railcar maintenance personnel to indicate that they are working on, under or near rail equipment. At the same time, the track is locked at both ends to prevent equipment from gaining access to that track. Red flags, or red lights by night, are used when employees are working on the track and moving equipment is prohibited from passing over the track. Never block red flags.

6.3.2 Use on Customer Tracks

OmniTRAX wants to prevent inconsistencies that may develop in blue flag use, which would jeopardize the positive nature of this protection. If you chose to use blue flag protection on your property, the following is required:

- Keep blue flags clean on both sides, free of dirt, oil and grease, etc. which would otherwise make it difficult for others to see the flag clearly.
- Keep the paint on both sides of the flag in good condition so that it can be clearly seen and is not weathered or obstructed by rust.
- Secure and lock the blue flag using mechanical means such as that it will not fall down due to wind, or be inadvertently removed.
- Do not display blue flags between adjacent railcars. This can block the blue flags from view by our employees.
- Display blue flags at one or both ends of all equipment on the same track, depending on the layout and access to the tracks.
- Develop safety procedures to ensure flag protection and its removal, are understood and complied with by all employees.

Blue lights are used for work done during the evenings and bad weather conditions to ensure the signal is visible. If using blue lights, we request that you follow the same procedures as given for blue flags.

Note: If a blue flag is left up or a blue light left on, OmniTRAX will not perform switching operations at that location or track.

7. Working on or Near Tracks

There are several important safety concerns that you should be aware of prior to working on or near rail equipment and track. OmniTRAX believes in sharing best safety practices. The practices outlined below are required at all times by all personnel on OmniTRAX property. We recommend that you follow them on your trackage as well.

7.1 Working Around Tracks

Be Alert:

- Watch for the possible movement of trains, engines, cars, and other on-track equipment. They can move at any time, on any track, in either direction.
- Be especially careful in yards and terminal areas. Cars are pushed and moved, and can change tracks often. Cars that appear to be stationary or in storage can begin to move.
- Look before you step. Trains can approach with little or no warning. You may not be able to hear them due to atmospheric conditions, terrain, noisy work equipment, or passing trains on other tracks.
- Be aware of the location of structures or obstructions where clearances are close.
- Never rely on others to protect you from train or car movement. Watch for yourself.

Watch for tripping and slipping hazards:

- Be aware that rails and ties can be slippery and railway ballast can shift while walking on top of it.

Stay clear of tracks whenever possible:

- Never stand, walk or sit on railway tracks, between the rails or on the short ends of ties unless absolutely necessary.
- Never stand or sit on rails.
- Do not occupy the area between adjacent tracks in multiple track territory when a train is passing.
- Never stand on or foul of the track when there is an approaching engine, car or other moving equipment.
- Stand 20 feet/6 meters away from the tracks if possible, when rail equipment is passing through.

Stay away from trackside devices:

- Stay away from track switches. Remotely operated switch points can move unexpectedly with enough force to crush ballast rock.
- Stay away from any other rail devices you are unsure of.

In the United States, On Track Safety rules developed by the Federal Railroad Administration (FRA) apply. The FRA requires specific training and obedience of these rules at all times when working on or near railroad property. Large regulatory fines can result from any violations.

7.2 Crossing Over Tracks

When crossing railway tracks:

- Watch for movement in both directions before crossing.
- Watch for pinch points at switch locations.
- If tracks are clear; walk single file at a right angle to the rails.
- Never step on the rail.
- Never walk between the rails of any track.
- Keep at least 15 feet away from the end of a car or locomotive to protect yourself from sudden movement.
- If crossing between two railcars, ensure there is at least 50 feet between them.
- Never move equipment across the tracks unless at an established road crossing or under the supervision of an OmniTRAX Flag Person as it could damage the track.

7.3 Crossing Over Equipment

In some cases, you may have to cross over rail equipment. Always try to walk around, following the safety guidance provided in section 7.2. However, if you must cross over a car to apply or release a hand brake, be extremely careful, and abide by the following:

- Never cross under equipment.
- Never try to cross over moving equipment.
- Always use safety devices such as ladders, handholds and crossover platforms.
- Never put your feet on moveable machinery such as couplers, sliding sills or uncoupling levers.
- Never step onto any part of the coupler or assembly, angle cock, air hose, wheel or truck assembly, train line, or operating (uncoupling) lever.
- Always keep "3-point contact" (e.g. two feet and one hand) with equipment and safety devices.
- Do not stand, sit or walk on any part of open top rail cars (i.e. gondolas, hoppers, ballast cars, or air dump cars).

7.4 Preventing Hazards

7.4.1 Tripping and Slipping

Obstructions can cause tripping hazards and car derailments:

- Keep tracks free of accumulation of snow, ice, vegetation, and debris. It is especially important to keep flangeways at road crossing free of ice and debris.
- Remove any discarded banding used to support shipped products and other debris from the tracks.
- Deliver maintenance materials to the work site as close to the actual work being done as possible to reduce the risk of materials becoming track obstructions.
- Try to "clean-as-you-go!"

When unloading pits are used, both rail and customer employees can fall in and seriously injure themselves.

- Ensure all unloading pits are covered.
- Ensure that the location of pits or other in ground hazards are properly marked.

7.4.2 Water

Standing and flowing water are serious hazards to track stability. Water can also freeze causing a potential slipping hazard. Drainage systems direct water away from the track. If on OmniTRAX tracks, report the following to the NOC immediately:

- Blocked culverts,
- Water undercutting the track, and
- Standing pools of water adjacent to any track.

If these occur on your trackage, please contact your maintenance personnel immediately.

7.4.3 Line of Sight

Keep sightlines clear at all railway crossings and where there is frequent employee or pedestrian traffic. Snow piles and vegetation, materials, equipment, and other obstructions must be removed if they affect the ability to see train traffic at public or private crossings.

Contact the NOC immediately if the minimum line of sight is compromised.

8. Railway Clearances

8.1 Clearance Definitions

Clearance requirements protect the safety of people and equipment from moving railcars. Clearances are the vertical and horizontal distances from the track to the nearest obstruction:

- **Vertical clearances** are measured up from the top of the rail.
- **Lateral clearances** are measured from the middle of the track outwards.
- **Restricted clearances** are distances less than the given limits.

8.2 Customer Spurs and Industrial Tracks

To reduce the risk of serious injuries or fatalities while switching, ensure there are no obstructions within the 8-foot/2.4 meter lateral clearance and the 22-foot/6.7 meter vertical clearance (i.e. no restricted clearances). If there is an unavoidable obstruction:

1. **Notify the NOC immediately of the resulting restricted clearance**, and
2. Display the restricted clearance signs at the site.

Possible obstructions include:

- Temporary piles of stock,
- Refuse containers,
- Holes, trenches, or other ground obstructions,
- Parked vehicles,
- Equipment or parts of equipment,
- Fencing, and
- Buildings.

Ensure any gates leading into your property can be opened and properly secured in all weather conditions. This will prevent unsecured gates from swinging closed during switching operations, and hitting OmniTRAX employees. Keep in mind gate posts designed to be pushed into the ground do not work as well when the ground is frozen.

Note: Regulations Resources

- Canada: Rules Respecting Railway Clearances for Canada. Refer to Transport Canada or the RAC for more information.
- United States: Clearance requirements are defined by state. Refer to the AREMA manual for more information.

8.3 OmniTRAX Main Track and Sidings

As a general rule, 25 feet/7.7 meters on either side of the OmniTRAX main track is OmniTRAX property, called the “right-of-way.” Avoid this area at all times. OmniTRAX permission is required prior to

accessing OmniTRAX property and violators may be charged with trespassing. The explanations below outline the levels of permission required for certain proximities to the track.

Black Zone
No machinery, persons, equipment, or parts of equipment are permitted within **the 8-foot/2.4 meter lateral clearance and the 22-foot/6.7 meter vertical clearance envelope**. Any violation creates a restricted clearance that is hazardous to OmniTRAX and customer employees. Notify to NOC immediately of:

- Any situation that causes an obstruction in this zone, and
- Movement or change of track-side loading platforms and ramps, unloading augers and other equipment.

Red Zone
With written permission and protection from OmniTRAX, machinery and equipment can be operated between **8 and 12 feet / 2.4 and 3.6 meters** from the center of the rail, on either side of OmniTRAX track. This zone **has no vertical limit** – any work over the track must be approved. One week advance notice is required. Contact the Network Operations Center (NOC) for permission and to arrange protection. (Also see *Section 11.4, Flagging Protection: Working with a Rail Flag Person.*)

Yellow Zone
If need be, temporary structures, materials and equipment can be between **12 and 25 feet / 3.6 to 7.7 meters** from either side of OmniTRAX track. To be in the "Yellow Zone" requires OmniTRAX permission and possibly flagging protection, if deemed necessary. This zone also has **no vertical limit** – any work over the track must be approved. Again, contact the Network Operations Center (NOC) one week in advance.

Green Zone
Keep buildings, equipment, machinery and personnel more than **25 feet/ 7.7 meters** away from either rail at all times. This is outside of the "right-of-way", and in the "Green Zone."

8.4 Infrastructure Changes

Before altering infrastructure within any of the clearance zones on OmniTRAX or customer property, make sure to contact the Network Operations Center (NOC) at least one week in advance. You will be referred to a Maintenance of Way (MOW) representative to discuss your building plan. If necessary, OmniTRAX will provide flagging protection to ensure the safety of the railway and the customer.

8.5 Voltage Wire Lines

The required clearance limits for power lines are:

Canada:

- 24 feet (7.40 meters) above the top of the rail,
- 25 feet (7.70 meters) during installation for ballast lifts.

United States (lines carrying less than 750 volts):

- 27 feet (8.20 meters) above the top of the rail,
- 28 feet (8.50 meters) during installation for ballast lifts.

Note: Power lines carrying more than 750 volts require more clearance.

9. Track and Structure Maintenance

9.1 Regulation and Inspection

The maintenance of tracks and structures is regulated by the government. Customers must inspect and maintain their tracks in accordance with Canadian and US federal regulations (or provincial or state equivalents) for "Other than Main Tracks & Sidings." If your track is not maintained up to regulatory standards, we will not be able to safely switch on your property, which may result in suspension of service and/or additional tariffs. If you are not currently under contract with OmniTRAX for track maintenance services, please regularly inspect your trackage as per your local regulations by a qualified track inspector to ensure the overall safety of your facility and timely service.

Key customer requirements are as follows:

- OmniTRAX recommends that each track, switch and crossing be inspected monthly with at least 20 calendar days between inspections. If the track is used less than once per month, inspect before each use.
- If the inspector finds any deviation from the regulatory requirements, they must take immediate remedial action or take action to remove the track from service.
- Keep a record of all inspections performed including the date, location, nature of any defects found and any remedial action taken. Keep these records for at least two years and make them available on request to OmniTRAX or any regulatory inspector.

Each of your track inspectors must be qualified to inspect railway tracks in accordance with Canadian and US federal regulations. Inspectors must be in possession of a certificate that indicates they have been trained and are qualified to conduct that work.

Note: If maintenance work is done, the contractor who performed the work may also be qualified to inspect it. If not, ensure a qualified inspector examines the track before allowing train operations.

If OmniTRAX Maintenance of Way personnel inspects your tracks and structures, they will alert you of necessary improvements.

Notify the Network Operations Center immediately of any changes, damage or problems that may affect OmniTRAX train or switching movements.

9.2 Marking Tracks Out of Service

To mark a track out of service, put a lock on your switch and immediately notify the Network Operations Center (NOC). The NOC will alert the Maintenance of Way personnel who will remove the track from service by use of a bulletin advising train crews not to use the track, and the TMS will also tag and lock the switch out of service. After the track is repaired, OmniTRAX Maintenance of Way personnel, your inspector or a private contractor must inspect it before removing the lock. Contact the Network Operations Center (NOC) to advise of the inspection so that the bulletin can be cancelled and normal train operations can resume.

9.3 Track Scales

If you use track scales for weighing freight cars, inspect and test the scales annually. Include the scale tracks and infrastructure in the inspection. If you use track scales for commercial reasons, test and calibrate them in accordance with the Weights & Measures Canada standards or standards set by individual US states. The design of new or modified track scales must comply with AAR, AREMA and government standards. OmniTRAX has the staff, expertise and equipment to conduct the required inspections, tests and calibrations for you, or can refer you to a qualified third party contractor. Various costs will apply, depending on the size and type of scale and work to be done. Contact the Network Operations Center for more information.

10. OmniTRAX Customer Inspection/Audit Process

Locally, OmniTRAX will work with customers to audit compliance to safety standards. This will happen on a set basis as determined by resources and specific needs.

The audits cover five key areas:

- Track conditions,
- Movement and securement of railway equipment,
- Walking hazards,
- Restricted clearance hazards, and
- Spillage/wheel contamination.

Audit results are rated as:

- "Green status" indicating full compliance,
- "Yellow status" indicating partial compliance, and
- "Red status" indicating non-compliance.

If the audit results in a "yellow status" or "red status," a meeting will be requested as soon as possible to create an action plan for improvement. "Red status" require the OmniTRAX Network Operations Center to take further action, such as holding the track out of service. Failure to correct safety flaws can result in refusal to provide rail service to that customer.

This audit process will provide us together, an opportunity to correct any hazards before they cause harm. If you, the customer, want to initiate the audit process, please contact the Network Operations Center.

It is recommended for you to keep a record of these customer inspections.

11. Property

11.1 Caution: Before Beginning Work on OmniTRAX Property

Before beginning any work on OmniTRAX property, you must have approval and your employees must take part in a job briefing and local safety orientation given by a qualified OmniTRAX employee. Please keep in mind that only qualified OmniTRAX employees can handle main track switches, derails, electric locking mechanisms and other appliances. Personnel operating equipment of any type on OmniTRAX tracks must be authorized and qualified. They must comply with all applicable federal rules and regulations, including but not limited to the Canadian Railway Operating Rules (CROR) or General Code of Operating Rules (GCOR) in the US.

See *Section 8.3, OmniTRAX Main Track and Sidings* to find out what permission and protection are required for the distance you will be working from the tracks.

11.1.1 Call Before You Dig

Before doing any underground work:

1. Call the appropriate "Call Before You Dig" number for your province or state to get the proper permission and permits.
2. Arrange for a qualified person to mark the location of piping, cables and/or fiber-optics.

Note: Underground cables and fiber-optics shift considerably under the surface with weather and ground geology. Depending on ground structure, cables can lie on either side of the track.

11.2 Required Protection Programs

11.2.1 Fall Protection

A fall protection program must be used when any work is done on OmniTRAX property above the following heights. Your fall protection system must comply with these regulations or the provincial or state equivalents.

Fall Protection Regulation Requirements		
	Canada	**United States**
Law	Part II of the Canada Labour Code	Federal Railroad Administration (FRA)
Height	**8 feet** (2.4 meters)	**6 feet** (1.83 meters)

Note: A fall protection system must be used if your operations require employees to work above these heights. The top of most rail cars are above these heights.

11.2.2 Confined Spaces

The Canada Labour Code defines a "confined" space as one that:

- Is not intended for human occupancy except for performing work,
- Has a restricted entrance and exit, and

- May become hazardous to a person entering it for reasons including:
    - its design, construction, location or atmosphere,
    - the materials in it, or
    - any other conditions relating to it.

A confined space program and entry procedures are required to enter certain rail cars including covered hoppers and tank cars. Refer to your local regulatory requirements for more details. If conducting such work on OmniTRAX property, you must comply with all applicable federal regulations.

11.3 Personal Protective Equipment

Personal protective equipment (PPE) protects against foreign objects entering the eyes and impacts to the head. It increases visibility of workers and protects against moving equipment. To reduce the risk of injury, all people on OmniTRAX property must comply with the following requirements for PPE. Regular visitors to OmniTRAX property are expected to supply their own.

Personal Protective Equipment Requirements		
Type of Protection	**Where Needed**	**Requirements**
Hard Hats	Required on OmniTRAX property. Not required in an enclosed vehicle or office unless maintenance work is being performed. **OmniTRAX switching crews are not required to wear hard hats.**	Must be in proper condition and free from unnecessary marks. High visibility recommended.
Safety Glasses	Required everywhere except offices.	Permanently attached side shields required.
Safety Boots	Required everywhere except offices.	Keep laced to top and tied securely for ankle support.
High Visibility Apparel	Required on OmniTRAX property. Optional within a vehicle or building.	Needs both fluorescent color and retro-flective properties.
Seat Belts	Required everywhere.	Use required in all equipped vehicles.
Hearing Protection	Required in all designated locations and where the noise level is greater than 84 decibels.	In compliance with applicable regulations for the job task.
Respiratory Protection	All designated areas.	In compliance with applicable regulations for the job task.
Fall Protection	At any height above those set by federal regulations or provincial or state equivalents.	In accordance with these regulations.

Note: All personal protective equipment must meet the requirements of the Canadian Standards Association (CSA) or the American National Standards Institute (ANSI), as applicable.

11.4 Flagging Protection: Working With A Rail Flag Person

11.4.1 Arranging for Flagging Protection

When planning to work on or near tracks, notify the Network Operations Center (NOC) at least one week in advance so that OmniTRAX management can assess the need for flagging protection. If flagging protection is necessary, OmniTRAX will provide a qualified Flag Person. There is a cost associated with this.

11.4.2 Working under Flagging Protection

Good communication between customers and OmniTRAX's Flag Person is imperative. The OmniTRAX Flag Person is responsible for clearing any movement of workers and equipment near the tracks, no matter how minor.

Customers must:

- Include the OmniTRAX Flag Person in the job briefing prior to starting work.
- Never assume a move is cleared unless you receive direct instructions from the OmniTRAX Flag Person.
- Never interfere with an OmniTRAX Flag Person who is communicating by radio. Wait until they are finished and able to give you their full attention.
- Not assume a move is cleared by something overheard on the radio.

12. Security on the Railway

12.1 Security Concerns, Incidents and Emergencies

OmniTRAX is committed to providing a safe and secure workplace and to protecting its employees, its assets, the public, and the environment in compliance with applicable legislation and government regulations. Please do not put yourself in danger, if you have **any** concern related to security on OmniTRAX property, report it to OmniTRAX immediately.

OmniTRAX 24 hour emergency: 1 (800) 533-9416

The following table lists security-related events with descriptions, examples and who to contact when faced with such threats on OmniTRAX property.

Security Events and Actions		
Event	**Examples**	**Who to Contact**
Security Concern Any matter that could impact OmniTRAX security involving employees, OmniTRAX assets or customer goods in transit. Any happenings or persons out of the ordinary.	• Trespassers • Abandoned or suspicious vehicles • Any suspicious objects • Vandalism attempts • Stolen tools and equipment • Unusual situations	Call: OmniTRAX 24 hour emergency line: 1 (800) 533-9416
Security Incident A deliberate act, accidental event or perceived threat that may lead to personal injury, property damage or loss of property against OMNITRAX assets, both human and material.	• Theft • Vandalism • Bribery • Stalking • Assault	
Emergency An immediate or perceived danger to life, health or personal security of any individual and/or a grave threat to property or business operations.	• Train accidents • Natural disasters • Acts of terrorism	Call: 911 (if available), OR Local police, fire or emergency department Also call: OmniTRAX 24 hour emergency line: 1 (800) 533-9416

12.1.1 In Case of Emergency

- Remain calm.
- Move to safety.
- Do not attempt heroic measures.

12.1.2 Information to Gather

When possible and safe to do so, gather as much information as possible including:

- Number of suspects and their descriptions,
- Vehicle make, model, color and license plate number if available,
- Direction of travel if the suspects left the scene,
- Description of suspicious objects:
    - Size
    - Any unusual noise
    - Odor or vapor coming from the object,
- Any victims present; names, number of victims, injuries or symptoms,
- Safest place for police or emergency responders to meet you.

12.2 Security Recommendations

12.2.1 Be Aware

Watch for and report suspicious activity such as:

- Trespassers,
- Abandoned vehicles,
- Suspicious objects,
- Vandalism attempts, and
- Unusual situations.

12.2.2 Lock and Secure

- Lock switches and derails when unattended.
- Lock or secure doors and gates to restricted areas.
- Secure all work materials and tools that can be used to interfere with safe railway operations.
- Verify all vehicles and movable equipment are secured and locked down.

12.2.3 Prevent Trespassing

In the past there have been problems with trespassers on both OmniTRAX and customer properties. To help protect non-railway persons we recommend that customers:

- Post "No Trespassing" signs and other warning signs at any rail access points, in accordance with local regulations.
- Fence off unsafe areas (where practicable).
- Maintain the state of any current fences.

These actions will also help to prevent vandalism on OmniTRAX and customer properties.

12.3 Shipment Security

Customers can help improve transportation and supply chain security by monitoring the loading and contents of their shipments. This includes being vigilant in guarding against stowaways and the smuggling of implements of terrorism and contraband.

12.3.1 Seal Shipments

Shippers must meet OmniTRAX sealing requirements which include:

- Applying high security seals at doors and other access openings, to all:
  - Loaded closed box cars,
  - Intermodal units/containers, and
  - Automotive rack type cars containing any freight (including dunnage).
- Always using high security seals approved under PAS ISO 17712 test standards.
- Providing seal numbers on the bill of lading and on manifests used for Canadian and United States Customs.

12.3.2 Shipping "Security Sensitive" Materials

When shipping security-sensitive materials:

- Review storage locations and procedures to ensure appropriate security for various threat or alert levels.
- Notify your Customer Service Representative and arrange to expedite the acceptance and delivery of the shipment. This reduces potential exposure to surrounding people, property and the environment.

Security sensitive materials are the materials or classes of materials that pose a significant risk to national security while being transported in commerce as defined by all applicable Canadian and United States federal rules and regulations. Current US definitions include:

- Class 1.1, 1.2 or 1.3 explosives;
- Class 7 (radioactive) Material;
- Poisonous inhalation hazard (PIH) or toxic inhalation hazard (TIH) commodities.

Note: PIH materials are gases or liquids that are known, or presumed on the basis of tests, to be toxic to humans. They can pose a health hazard in the event of a release during transportation. The terms PIH materials and TIH materials are synonymous. Examples include Chlorine, Anhydrous Ammonia and Sulfur Dioxide.

13. Railway Safety Resources and Materials

Safety Information	Contacts
OmniTRAX Network Operations Center • As referenced in this handbook	Customer Service Representative 24/7: 1 (877) 276-3777
Railway Association of Canada (RAC) • Emergency response advice and expertise • Information sessions • Customized training in safe loading/unloading, in-plant switching and proper preparation of shipping papers • Link to government for rail-related matters	The Railway Association of Canada 99 Bank Street, Suite 1401 Ottawa, ON, K1P 6B9 Tel.: 1 (613) 567-8591 Fax: 1 (613) 567-6726 Email: rac@railcan.ca www.railcan.ca
Association of American Railroads (AAR) • Research into rail efficiency and safety • Access to Railinc, leading provider of rail information technology to North American railroads • Link to congress for rail-related matters	Association of American Railroads 50 F Street NW Washington, DC, 20001-1564 Tel.: 1 (202) 639- 2100 www.aar.org
Association of American Railroads (AAR) Bureau of Explosives (BOE) • Emergency response and hazmat awareness training • Hazmat regulation inspections • Certification and re-certification inspections of tank car repair facilities • Hazmat transportation information • Quality Assurance Audits	AAR Bureau of Explosives Transportation Technology Center Inc. 55500 Dot Road Pueblo, CO, 81001 Tel.: 1 (719) 584-0749 Cell: 1 (719) 250-8768 Fax: 1 (719) 585-1895 Email: BOE@aar.com www.aar.com/boe-index.htm
Transport Canada – Rail Safety • Policies, regulations, acts • Environmental affairs • Services for transportation	Transport Canada – Rail Safety Branch Tower C, Place deVille 300 Sparks Street Ottawa, ON, K1A 0N5 Tel.: 1 (613) 990 2309 www.tc.gc.ca
Federal Railroad Administration (FRA) • Rail safety regulations • Railroad assistance programs • Research into railroad safety	Federal Railroad Administration 1200 New Jersey Avenue SE Washington, DC, 20590 www.fra.dot.gov

Occupational Health and Safety Administration (OSHA) • US labor information and programs • Confined spaces and other regulations	U.S. Department of Labor Occupational Safety and Health Administration 200 Constitution Avenue NW Washington, DC, 20210 www.osha.gov
Railway Industrial Clearance Association of North America (RICA) • Clearance contacts • Clearance FAQs	Railway Industrial Clearance Association Michael R Scott – Secretary-Treasurer 11811 North Freeway, Suite 205 Houston, TX, 77060 Tel.: 1 (281) 847-3213 x 202 Email: secretarytreasurer@rica.org www.rica.org

14. Important Telephone Numbers

Emergencies are critical situations that may affect personnel, public safety or the environment. If you encounter any of these situations contact the numbers listed and OmniTRAX immediately.

Critical Safety Information	Contacts
CANUTEC (Canadian Transport Emergency Center) • Chemical Transport Emergencies (Canada only)	**Emergency:** 1 (613) 996-6666 (call collect) Cell: *666 (Canada only) Information: 1 (613) 992-4624 (call collect)
CHEMTREC® **(Chemical Transportation Emergency Center)** • Chemical Transport Emergencies (United States only) www.chemtrec.com/Chemtrec	**Emergency:** 1 (800) 424-9300 Information: 1 (800) 262-8200
OmniTRAX Network Operations Center • Derailment of any railcar • Leak or suspected leak of any tank car or other dangerous commodity on OmniTRAX property • Any release of a material from a rail car (i.e. non-dangerous goods) on OmniTRAX property • Equipment or materials within the Main Track or Siding clearance limits: - 8 feet from nearest rail laterally - 22 feet from top of rail vertically • To advise customer facility has been cleared of snow during severe winter conditions • To advise any cases of flooding, high water or poor drainage that may impact servicing your facility safely	**24 Hour Emergency:** Canada and US **1 (800) 533-9416**
OmniTRAX Network Operations Center • If a condition exists that prevents OmniTRAX from safely serving your site • To arrange flagging protection and to notify of any changes to your trackage • To mark tracks out of service • To inform a car has potential damage to wheel bearings (including: submerged in water, contact with a forklift or any other machine) • Advice on railcar conditions that don't appear normal • To report a defective hand brake or equipment • To inspect if a railcar has been lifted • To report a critical concern with a OmniTRAX operating practice or OmniTRAX equipment	Canada and US Operations Phone: 1 (877) 276-3777 FAX: 1 (877) 336-8977 For inquiries of a non-urgent natures please email: cscus@omnitrax.com

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