



**CANADIAN  
PACIFIC  
RAILWAY**

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

Calgary, July 1999

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Contractor

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**SR1 INTRODUCTION**

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

**SR2 GENERAL**

- 2.1 The Contractor shall be solely responsible for the safety of it's agents, employees and subcontractors.
- 2.2 The Contractor shall comply with all safety laws and regulations applicable to the work.
- 2.3 All Contractor's personnel, and those under contract to him, shall comply to the following safety requirements when working on the Railway's property and on the property of Railway's customers. The Contractor shall have a copy of the following documents on site at all times:
  - 2.3.1 Canadian Pacific Railway's Minimum Safety Requirements for Contractors Working on Railway Property.
  - 2.3.2 Contractor's Safety Plan.
  - 2.3.3 Contractor's Emergency Information Sheet.
  - 2.3.4 Contractor's Safety Policy, Rules and Work Procedures.

**SR3 PERSONAL ATTIRE**

3.1 Clothing must be suitable to perform job functions safely, protect against hazards to the skin and be adequate for existing weather conditions. Shirts must be worn at all times, pants should be at least ankle length.

**SR4                    PERSONAL PROTECTIVE EQUIPMENT**

- 4.1                    All personal protective equipment shall be approved by the Canadian Standards Associations (CSA) or by the American National Standards Institute (ANSI).
  
- 4.2                    The following mandatory protective equipment shall be supplied by the Contractor at his own expense; it shall be in good condition and be properly fitted.
  - 4.2.1                Safety hard hat shall be worn at all times, except inside enclosed vehicles or equipment.
  
  - 4.2.2                Safety boots shall be worn at all times. They must meet CSA Z195 Grade One, Green Triangle, or US ANSI Z41-83 standards. They must be laced and the laces must be tied securely to provide adequate support for the ankle, and have a minimum six inch high upper and a 5/8" heel measured from the sole.
  
  - 4.2.3                Safety eyeglasses with side shields shall be worn at all times except when alternate mandatory equipment is being used as prescribed in appended Table A.
  
  - 4.2.4                Hearing protectors shall be worn in all designated locations and also wherever noise level exceeds 85 decibels.
  
  - 4.2.5                Appropriate respirators shall be worn whenever work involving dust or fumes is performed.
  
  - 4.2.6                Fluorescent orange work wear with reflective striping shall be worn whenever work is being done in the vicinity of tracks, crossings and roadways, and in whatever areas used by moving vehicles or equipment, and in all other designated areas, except when fall protection or pole climbing equipment is being used.

**SR5                    PERSONAL CONDUCT**

- 5.1                    Entry upon Railway property when under the influence of intoxicants, narcotics, controlled substances or medication which may in any way adversely affect alertness, concentration, reaction response time or safety is prohibited.
  
- 5.2                    Possessing or using any drug or alcoholic beverage are prohibited when working on the Railway's property.

- 5.3 Smoking is prohibited in all buildings and in all areas where there is a risk of fire or explosion such as fueling stations.

**SR6 PROTECTION OF RAILWAY TRAFFIC AND PROPERTY**

- 6.1 The work shall be organized and executed in such a manner as to ensure no interference with the regularity and safety of railway operations. No step in any sequence of operations which might either directly or indirectly affect the regularity or safety of railway traffic shall be started until approval of the project manager has been obtained. No temporary structure, materials, or equipment shall be permitted closer than 12 feet (3.66 meters) to the nearest rail of any track without prior approval in writing of the project manager.
- 6.2 No work shall be done on, or use made of, any trackage of the Railway without approval by the project manager and then only under the direct supervision of a qualified Railway flagperson.
- 6.3 The Contractor shall, at all times, conduct his operation in a wholly responsible manner to avoid damage to the Railway's trackage or property.
- 6.4 Signs, signals and flags necessary for the safe operation of the railway shall not be obstructed, removed, relocated, or altered in any way without proper authorization.
- 6.5 Blue flag protection on tracks signifies Railway employees are on, under or between rolling-stock equipment. Blue flags are important safety devices and must not be touched or obstructed.
- 6.6 Only qualified personnel are permitted to operate switch, derail, electric locking mechanisms or other appliances. The Contractor shall keep equipment, material and personnel clear of these facilities at all times.
- 6.7 While railway traffic is passing through the work area, the mechanisms for securing rotating equipment must be used to prevent rotational movement. Buckets on shovels must be lowered to the ground to rest. Operators shall get out of their equipment and position themselves in a safe area.
- 6.8 Construction equipment parked on Railway property on nights or weekends shall be secured in a safe position well clear of all tracks. As much as possible, materials shall be stored in locations where they are not subject to public viewing in order to prevent vandals from using them to cause

derailments or damage to Railway property. Scrap materials shall be disposed of as soon as possible.

- 6.9 Before starting excavation operations, the Contractor shall ascertain that there are no underground wires, fiber optic cables, pipelines or other facilities which could be damaged or that such installations are properly protected. Excavations shall not be left unattended unless they are properly protected; and the Railway supervisor shall be notified.
- 6.10 Fiber optic cables are present on most segments of the Railway's right-of-way. Prior to commencing any excavation, the Contractor shall contact the proper authority to locate and protect such cables.
- 6.11 Railway pole lines carry electric power and should be treated as any other power wires.
- 6.12 Any Contractor's personnel discovering a hazardous or potentially unsafe condition which may affect the safe passage of railway traffic must advise the Railway's flagperson(s) or site supervisor immediately.

**SR7 TRAIN MOVEMENTS AND WORKING NEAR TRACKS**

- 7.1 The Contractor's personnel shall be alert to train movement. Unless protected by a Railway flagperson, the Contractor's personnel shall expect the movement of trains, engines, cars, or other moveable equipment at any time, on any track, and in either direction, even cars on sidings that appear to be stationary or in storage. Personnel shall stay at least 50 feet (15 meters) away from the ends of stationary cars when crossing the track, and never climb on, under or between cars. To cross tracks, personnel shall look both ways, and if the tracks are clear, walk at a right angle to them.
- 7.2 The Contractor's personnel shall never rely on others to protect them from train movement, unless while working under the direct supervision of a Railway flagperson. Personnel shall watch for themselves. The responsibility is theirs for safety on the railway.
- 7.3 The Contractor's personnel shall not stand on the track in front of an approaching engine, car or other equipment.
- 7.4 The Contractor's personnel shall be aware of the location of structures or obstructions where clearances are close.

- 7.5 The Contractor's personnel shall never stand or walk on railroad tracks, either between the rails or on the ends of ties unless absolutely necessary. Personnel shall stay clear of tracks whenever possible.
- 7.6 Within the United States, "ON TRACK SAFETY" rules apply. This is a set of rules, developed and promulgated by the Federal Railroad Administration (FRA), that must be complied with to work on or near Railroad property. Specific training and obedience of these rules are a requirement of the FRA. Significant fines can result from the violation of these rules.
- 7.7 No work is allowed within 50 feet (15 meters) of the track centerline while trains are passing through the work site. The Contractor's personnel shall always stand as far back as possible to prevent injury from flying debris or loose rigging. Also, personnel shall observe the train as it passes and be prepared to take evasive action in the event of an emergency.
- 7.8 The Contractor's personnel shall not remain in a vehicle that is within 50 feet (15 meters) of a passing train, and shall not drive near moving trains. Personnel shall move vehicles away from the tracks at least 50 feet (15 meters), or park the vehicle away from the tracks and walk to a safe distance whenever trains pass.
- 7.9 The Contractor's personnel shall not stand on or between adjacent tracks in multiple track territory when a train is passing except when working under the direct supervision of a Railway flagperson and only under specific Railway instructions. The Contractor's personnel shall be especially alert in yards and terminal areas; engines may be pushing cars, or cars may be moving without any engine attached.
- 7.10 The Contractor's personnel shall not walk, stand or sit on the rails. The rail surface can be extremely slippery. Personnel shall step over rails when crossing tracks and shall stay away from track switches. Remotely operated switch points can move unexpectedly with enough force to crush ballast rock. Personnel shall also stay away from any other railway devices they are unsure of. Personnel shall not disturb or foul the ballast at any time.
- 7.11 The Contractor's personnel shall not foul the track with any piece of equipment without a Railway flagperson and proper protection.
- 7.12 Certain projects will require the assistance of a qualified Railway flagperson. The decision as to where flagpersons are required rests with the Railway. One week advance notice is required before entering the Railway's property so that flagging protection requirements may be determined and arranged for.

- 7.13 Good communication between the Contractor's personnel and the Railway's flagperson is imperative. Everyone must have a knowledge of the flagging limits, time limits and location to clear for any train movements. The Railways' flagperson will be responsible for clearing any movement of workers and equipment near the tracks, no matter how minor.
- 7.14 The Contractor's personnel shall not interfere with the Railway's flagperson who is communicating by radio with the dispatcher or other Railway employees. The Contractor's personnel shall wait until the flagperson is finished and able to give them full attention. Personnel shall not assume a move is cleared by something overheard on a radio conversation.
- 7.15 The Contractor's personnel shall not move equipment across the tracks except at established road crossings or unless under the protection of a Railway flagperson and only if the job site has been properly prepared for such a move. Tracked equipment will require the supervision of a Railway flagperson any time railroad tracks are crossed.
- 7.16 The Contractor's personnel shall not move equipment across railroad bridges or through tunnels, unless under the direct supervision of a Railway flagperson and only under specific Railway instructions.
- 7.17 The Contractor shall keep all employees informed of current weather conditions. Personnel shall stay alert for possible high water conditions or flash floods. During severe weather conditions:
- Personnel shall be prepared to take cover in the event of a tornado.
  - Personnel shall not work while lightening is occurring.
- If storm conditions arise unexpectedly, the Contractor's personnel shall ensure that equipment is in the clear of the tracks and secured before seeking cover. Personnel shall stay away from railroad tracks when visibility is poor, such as during fog or blizzard conditions.

**SR8 TOOLS, EQUIPMENT AND MACHINERY**

- 8.1 All equipment, machinery and highway vehicles must:
- Be properly serviced and maintained;
  - Be safe for their proposed use;
  - Be equipped with a 5 lb. fire extinguisher and a first aid kit;
  - Comply with all applicable regulatory requirements or standards.
- 8.2 Drivers of highway vehicles must be in possession of a valid driver's license of the proper class of the vehicle being operated. The use of seat belts is



mandatory for all drivers and passengers. Operators of vehicles and construction equipment must observe all facility/area's traffic rules. Unless otherwise posted, the speed limit on the Railway's roads is 15 mph (24 km/h) or less as conditions warrant. No Contractor's personnel shall be carried in Railway vehicles except in case of an emergency or unless specifically authorized.

- 8.3 Tools must be used only for the purpose for which they are designed. Defective tools must be repaired or replaced.
- 8.4 Machinery and equipment must be operated and maintained only by persons properly trained and qualified for that duty.
- 8.5 All equipment shall be in compliance with applicable regulatory requirements or standards and be equipped with appropriate safety apparatus. In particular, all mobile equipment, including excavators, shall be equipped with beacons and backup alarms.
- 8.6 The Contractor shall provide adequate lighting when performing work between sunset and sunrise.

**SR9 CRANES**

- 9.1 Cranes and their operation shall be in compliance with applicable regulatory requirements or standards and be equipped with appropriate safety apparatus. A copy of the latest annual crane inspection shall be provided to the Railway's project manager prior to the work's debut.
- 9.2 All cranes shall be equipped with anti-two-blocking devices and safety latches on every hook.
- 9.3 All lifting apparatus such as steel cables, nylon slings, chains, shackles, etc., must be safety certified.
- 9.4 All power lines that can be reached by cranes shall be de-energized or relocated.
- 9.5 While railway traffic is passing through the work area, loads on cranes must be lowered to the ground to rest. Cranes without bucket or load must have their load line tightened or retracted to prevent movement.
- 9.6 Cranes parked on Railway's property on nights or weekends shall be secured in a safe position well clear of all tracks. Crane booms shall be

lowered onto ground supports so that it will be impossible for them to rotate and cause a track to be fouled.

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

- 10.1          The Contractor shall maintain the Railway's property in a tidy condition and free from the accumulation of waste products and debris. The Contractor shall not permit any debris, products used in the work, or water used to rinse out equipment, to be discharged or spilled on the Railway's property or into any adjacent lands, ditches, streams, ponds, sewers, etc.
  
- 10.2          Precautions must be taken to prevent fires. All flammable material such as paper, rubbish, sawdust, oily or greasy rags, etc. must be kept away from buildings, structures and other facilities subject to fire damage. All flammable material must be disposed of daily.
  
- 10.3          Storing or transporting fuel or gasoline in unapproved containers is prohibited.
  
- 10.4          If possible, the use of cutting or welding torches will be avoided during the last one-half hour of shifts.
  
- 10.5          Suitable, charged fire extinguishers and/or full water pump cans must be readily available at all times on the work site.
  
- 10.6          The Railway's flagperson(s) or site supervisor must be advised promptly of any fire. Such fire must be fully extinguished or protection provided prior to leaving the work site.
  
- 10.7          Upon completion of the work, the Contractor shall remove his surplus materials and equipment from the Railway's property. He shall also remove all waste products and debris, including rinseout water, and leave the Railway's property clean and suitable for occupancy.

## **SR11          HAZARDOUS MATERIALS**

- 11.1 If chemicals are required by the Contractor to carry out its contractual obligations, he must transport, label, use and store them in accordance with all relevant laws and regulations.
- 11.2 For all chemicals to be used, the Contractor must have available on site the latest Material Safety Data Sheet (MSDS) and provide the Railway's project manager with a list of employees' names who have been trained in Work place Hazardous Materials Information System (WHMIS), or in OSHA's Hazard Communication Standard.
- 11.3 The Contractor shall dispose of all surplus waste materials in accordance with all relevant laws and regulations.

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

- 12.1 A first aid kit must be available in the immediate vicinity of the work site. It must be examined prior to the work's debut, after each use and regularly each month to ensure that it is properly equipped. Any missing or altered articles must be promptly replaced.
- 12.2 Where required, other first aid equipment such as stretchers, emergency showers, eye wash stations, etc. must be available at the work site.
- 12.3 All accidents, personal injury, occupational illness, damage to Railway or Customer property, and incidents, such as environmental spills, must be reported promptly to the Railway's flagperson or site supervisor.

**SR13 JOB BRIEFINGS**

- 13.1 When required by the Railway or by the Contractor, a job briefing must be conducted.
- 13.2 The Contractor's supervisor(s), employees and subcontractor(s), along with Railway's representative(s) and employee(s) must participate in the job briefing. For those who are not able to be present at the main briefing, a separate briefing must be held with them. The Contractor must ensure that all personnel on the work site understand the content of the job briefing.

- 13.3 The following topics should be covered in the job briefing:
- Tasks to be accomplished;
  - Work location;
  - Employees' responsibilities;
  - Equipment to be used;
  - Specific safety reminder due to a hazardous condition;
  - Identification of all potential hazards;
  - Special instructions due to an unusual situation or practice;
  - Type of track protection along with its time and physical limits;
  - Identification of the Railway's employee responsible for the protection.

**SR14 CONTRACTOR SAFETY POLICY**

- 14.1 Prior to the commencement of the work, the Contractor shall provide the Railway's project manager with his corporate Safety Policy, Rules and Work Procedures.

**SR15 CONSTRUCTION SAFETY PLAN**

- 15.1 Prior to commencement of the work, the Contractor shall provide the Railway's project manager with a Construction Safety Plan for his review and approval.

- 15.2 The Safety Plan shall:

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

15.2.2 Integrate the necessary safeguards implementation in the work's planning schedules.

15.2.3 List all safety activities and their frequency including:

- Employee's review of:
  - Canadian Pacific Railway's Minimum Safety Requirements for Contractors Working on Railway Property;
  - Contractor's Safety Plan;
  - Contractor's Emergency Information Sheet;
- Employee Orientation Meetings;
- Site Hazard Assessments;
- Site Inspections and Monitoring;
- Safety Meetings.

- 15.2.4 Provide for each heavy equipment to be used, such as loaders, excavators and cranes, a summary of the operator's experience, past performance and safety tests, and list of previous accidents resulting from the equipment's operation.
- 15.2.5 Provide the layout of temporary construction buildings and facilities, including how the Contractor will ensure safe use.
- 15.2.6 Provide details of emergency procedures for work near or over water. Emergency equipment such as ring buoys, floating vests and, if physically possible, a powered boat must be readily available in the downstream vicinity of the work site.
- 15.2.7 Provide details of safety procedures for blasting work. Explosive materials must be handled, stored and used in accordance with all applicable laws and regulations.
- 15.2.8 Provide details of safety procedures for work in confined spaces including:
- Atmosphere test results;
  - Evaluation of hazard within the confined space;
  - Procedures for entering/exiting the confined space;
  - Required protection equipment;
  - Emergency procedures and equipment.

Prior to entry of any personnel into a confined space, a permit must be issued by a competent Atmosphere Tester for each person and location. Permits shall be renewed at the beginning of each shift and posted at all access locations. Personal protection equipment shall include a full body harness connected to a lifeline and, if appropriate, an approved respirator.

- 15.2.9 Provide the layout of cranes, proposed lifting procedures and other pertinent information such as cranes' capacity charts, working radius, loads, possible obstacles or site restrictions, etc.
- 15.2.10 Provide an Emergency Information Sheet for notifying medical assistance, emergency transportation and direction of rescue operations as per appended Table B. Copies of this document shall be present on site at all times and be in a location readily accessible to all personnel on the site. It's content shall be reviewed at the beginning of each week and when job location changes. The Contractor must ensure that all personnel on the work site are familiar with it's contents.

- 15.3 The Safety Plan shall also include drawings and specifications prepared, sealed and signed by a qualified professional engineer, for each of the following items, whenever applicable to the work:
- 15.3.1 Details of the design, erection, use and inspection of fall prevention structures such as scaffolding, work platforms and other staging. These are mandatory wherever personnel are working at heights in excess of 8 feet (2.44 meters), in Canada or 12 feet (3.66 meters), in the USA, above the nearest permanent safe level or where a drowning hazard exists. This requirement does not apply where pre-engineered scaffolding is used as a fall prevention device; provided it is used in accordance with the manufacturer specifications and is designed to meet all legislations applicable to the work site.
  - 15.3.2 Details of fall protection systems when it is physically impossible to provide safe fall prevention structures or when working on a temporary structure more than 20 feet (6.10 meters) above the nearest permanent safe level. Personal fall protection equipment shall include a CSA or ANSI approved full body harness, lanyard and shock-absorbing device, attached to a CSA or ANSI approved or engineered anchored lifeline or fixed anchor. The system shall also provide a retrieval device or equipment readily available on the work site. Safety nets are acceptable in lieu of personal fall protection equipment, if it is impracticable to use a fall protection system.
  - 15.3.3 Details of shoring systems for excavations which may endanger nearby personnel or structures. Shoring systems shall be designed to comply with the applicable laws and regulations. Excavations must be properly covered or barricaded with appropriate reflective equipment. Lights or flares must be used where practicable.

## **SR16 COMPLIANCE WITH RAILWAY SAFETY REQUIREMENTS**

- 16.1 If ever the Contractor's personnel does not comply with the Railway safety requirements, the Contractor's site supervisor will be reminded of the requirements by the Railway's representative. Personnel refusing to comply with the safety requirements will be required to leave the property immediately.
- 16.2 Any working procedures not conforming to the Railway safety requirements will result in the closing down of the work site.

16.3 The Railway will not accept any claims for delays or lost time due to safety compliance or procedures issues.

# CANADIAN PACIFIC RAILWAY COMPANY

## TABLE A - EYE AND FACE PROTECTION GUIDE

	Spectacles		Goggles	Face Shields	Welding Goggles	Welding Helmets
	Clear Lens	Filter Lens				
Abrasive Saws			M	and M		
Acids & Caustics			M	and M		
Adzing	M	or	M			
Applying Rail Anchors	M	or	M			
Buffing	M	or	M			
Chain Saw			M	and M		
Chemicals			M			
Chisels						
(Wood-Stone-Metal)	M	or	M			
Chipping	M	or	M			
Compressed Air			M			
Cutting						
(Wire-Steel Strapping)	M	or	M			
Drilling	M	or	M			
Dusts	M	or	M			
Furnace Operations		M or	M			
Glare (Harmless)		M or	M			
Glare (Harmful)						
Infra-Red/Ultra-Violet					M	
Green Machine (Blower)			M	and M		
Grinding-light	M	or	M			
Grinding-heavy			M			
Hand & Power Tools	M	or	M			
Jack Hammers	M	or	M			
Machine Shop						
Operations	M	or	M			
Molten Metals			M			
Picking (Ice-Ballast)	M	or	M			
Plant Visitors	M	or	M			
Riveting	M	or	M			
Rivet Busting	M	or	M	and M		
Soil Compactors	M	or	M			
Spiking	M	or	M			
Spike Pulling	M	or	M			
Steam Boiler Operation			M			
Welding Cutting & Burning (Acetylene)					M or	M(i)
Welding (Electric Arc)	M	or	M		and	M
Welding (Spot & Buff)		M or	M		or	M
Welding (Helpers or Adjacent to)		M or	M		or	M
Whipper Snipper - cord	M	or	M			
Whipper Snipper -blade	M	or	M	and M		
Woodworking	M	or	M			



## **TABLE A - EYE AND FACE PROTECTION GUIDE....CONT'D.**

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### Keys:

- M : Mandatory Protection;
- or : Either type of mandatory protection may be used;
- and : If the use of a polycarbonate faceshield or a welding helmet is mandatory, they must be worn in combination with safety spectacles or goggles;
- (i) : Welding helmets must be worn in combination with safety spectacles or goggles.

To determine the type of equipment required for the hazards listed, read the table from left to right. The first outlined basic device must be used for minimum protection. Other devices indicated in the following columns shall be used in addition to, or instead of the minimum requirement.

Photo-colored prescription lenses do not meet CSA Standards, therefore their use is prohibited.

**CANADIAN PACIFIC RAILWAY COMPANY**

**TABLE B - EMERGENCY INFORMATION SHEET**

---

Work Site Location :  
 (Mileage, Subdivision)  
 (Address - Number and Street)

Contractor' Supervisor :  
 (Name) (Title)

Site Telephone :

Emergency Site Access Route :  
 (Provide sketch)

Nearest Town :

Certified First Aid Attendant :

Location of First Aid :  
 Supplies at Site

Location of Fire :  
 Extinguishing Equipment

Emergency Contacts	Phone	Location
Railway Traffic Controller	( )	
Firefighter	( )	
Police	( )	
Ambulance	( )	
Hospital	( )	
Physician	( )	
Aircraft Service (if applicable)	( )	
Watercraft Service (if applicable)	( )	

**TABLE B - EMERGENCY INFORMATION SHEET.....CONT'D.**

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Stretcher location at site :

Location of WHIMS data sheets :

Type and location of :  
retrieval systems at bridges  
(if applicable)

Type and location of emergency:  
equipment for work near or  
over water (if applicable)

Employee(s) responsible for :  
rescue operations  
(if applicable)

Designated Evacuation Vehicle :

Emergency Evacuation Route :  
(Provide sketch)

Utilities Contact	Phone	Location
Natural Gas	( )	
Electrical	( )	
Water & Sewer	( )	
Telephone	( )	
Cable System	( )	

Qualified employee(s) in :  
Confined Space Entry  
(if applicable)

Equipment requirements for :  
Confined Space Entry  
(if applicable)

All job sites will be open to audits by the Railway' Safety and Health representatives.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
CONTRACTOR'S SUPERVISOR