



Metro-North Railroad

Contractor Employees Working on Metro-North Property

April 1, 2017

***THIS MANUAL IS AN ADDENDUM TO METRO-NORTH'S
ROADWAY WORKER SAFETY MANUAL***

DEFINITIONS USED IN THIS MANUAL

Abbreviations used throughout this manual are shown in parentheses.

The following list defines railroad terminology that should be studied and understood. These terms will be used in subsequent sections of this manual and in the field:

Adjacent Controlled Track: A controlled track whose track center is spaced 19 feet or less from the track center of the occupied track.

Adjacent Tracks: A controlled or non-controlled track whose track center is spaced less than 25 feet from the track center of the track where the authority to occupy is issued.

Class “A” Ground man: A qualified MNR Power Department employee authorized to de-energize or re-energize and ground high tension power lines.

Controlling Switch: A switch that is either hand or power operated, that can be lined to prevent trains or equipment from entering a track or tracks.

Controlled Track: A track upon which the railroad’s operating rules requires that all movements of trains must be authorized by the Rail Traffic Controller.

Employee: An individual who is engaged or compensated by a railroad or by a contractor to a railroad to perform any of the duties defined in this manual.

Employer: A railroad or a contractor to a railroad, that directly engages or compensates individuals to perform any of the duties defined in this manual.

Derail: A track safety device designed to guide a car off the rails at a selected spot as a means of protection against collisions or other accidents.

Effective Securing Device: A device, used to prevent the operation of a manually operated switch or derail, that is vandal resistant, tamper resistant and designed to be applied, secured, uniquely tagged and removed only by the class, craft, or group of employees for whom the protection is being provided.

Flagman: A MNR employee designated to direct or restrict the movement of trains past a point on a track, to provide on-track protection for roadway workers on non-controlled track. This employee may be the RWIC.

Foul Time: A method of establishing working limits on controlled track in which the RWIC is notified by the RTC that no trains will operate within a specific segment of controlled track until the roadway worker reports clear of the track.

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

Inaccessible Track: A method of establishing working limits on non-controlled track by physically preventing entry and movement of trains and equipment.

Lookouts: Qualified MNR roadway workers assigned to provide train approach warning to a maximum of two employees.

Maximum Authorized Speed (MAS): The maximum speed authorized by the Operating Rules and Timetable.

Metro-North Railroad (MNR)

Non-Controlled Track: A track not under the control of an RTC.

On-Track Protection: A condition in which the railroad’s roadway worker safety briefing and rules provide a separation between roadway workers and trains or on-track equipment.

Pilot: A qualified employee assigned to a train or track car when the Engineer, Conductor, or Track Car Driver is not qualified on the physical characteristics or rules of the railroad or portion of the railroad over which the movement is to be made.

Predetermined Place of Safety (PPOS): A specific location that a roadway worker must occupy upon receiving a watchman/lookout’s warning of approaching movement or a roadway worker in charge’s (RWIC) notification of pending movement on an adjacent track as designated during the roadway worker safety briefing. The PPOS must be clear of all tracks unless the track designated as a PPOS has working limits established and the RWIC permits no movements through the working limits.

Rail Traffic Controller (RTC): The employee in charge of the movement of trains and equipment on main and other tracks specified in the Employee Timetable.

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

Restricted Speed: A speed that will permit stopping within one-half the range of vision, short of train, obstruction, derail, or switch improperly lined, looking out for broken rail and not exceeding 15 miles per hour for the entire movement.

Right of Way: The limits of railroad property ownership on either side of tracks.

Roadway Maintenance Machines (RMM): A device powered by any means of energy other than hand power, with or without flanged wheels, being used on or near a track for maintenance, repair, construction, or inspection of track, bridges, roadway, signal, communications or electric traction systems.

Roadway Work Group: Two or more Roadway Workers working together on a common task.

Roadway Worker: A railroad employee or an employee of a contractor to MNR, whose duties include: inspection, construction, maintenance or repair of track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities, or roadway maintenance machinery on or near track with the potential of fouling a track, and employees responsible for on-track protection.

Roadway Worker In Charge (RWIC): A qualified MNR roadway worker who establishes on-track protection for roadway work groups.

Switch: Two moveable rails and necessary connections designed to permit movement from one track to another.

Third (3rd) Rail man: A qualified MNR Power Department employee authorized to de-energize/re-energize the 3rd rail.

Track Car (TC): A roadway maintenance machine, including highway rail vehicles, operated on-track for inspection or maintenance purposes.

Track Centers: The distance from the centerline of one track to the centerline of an adjacent track.

Train Approach Warning: A method of establishing on-track protection by warning Roadway Workers of the approach of trains or equipment in sufficient time for them to move to or remain in a PPOS.

Watchmen: Qualified MNR roadway workers who warn other Roadway Workers of the approach of trains or equipment, in order to allow the Roadway Workers to safely clear to the PPOS before trains or equipment reach the work site. This employee may not perform any other duties.

Working Limits: A segment of track within defined limits, upon which trains or equipment may operate only as authorized by the designated roadway worker-in-charge.

POSSESSION OR USE OF INTOXICANTS OR NARCOTICS

The use of intoxicants, narcotics, marijuana, amphetamines or hallucinogens or other controlled substance by contractor employees subject to duty, or their possession or use while on duty is prohibited. Employees under medication before or while on duty must ensure that such use will not affect the safe performance of their duties. All contractors working on the right-of-way must be part of their employer's drug and alcohol program in accordance with MNR rules and 49 CFR Part 219.

ENTERING MNR PROPERTY

Upon entering MNR property a RWIC must hold a job safety briefing with all employees of his Roadway Work Group. The briefing will include, at a minimum:

- 1) The identification of the RWIC,
- 2) The general plan and procedures for the work to be performed,
- 3) Safety procedures to be followed,
- 4) Identify potential hazards,
- 5) Review of work assignments and responsibilities of each employee,
- 6) Reach consensus on how the job needs to be done to remain injury free,
- 7) The predetermined place of safety for roadway workers until on-track protection has been provided.

If any employee does not understand the instructions provided during the job safety briefing, it is their responsibility to ask for clarification prior to entering.

ROADWAY WORKER SAFETY BRIEFINGS

CONTENTS OF A ROADWAY WORKER SAFETY BRIEFING:

Prior to fouling any track the RWIC will hold a roadway worker safety briefing, and any time that there is a change in on-track protection. All Roadway Workers must participate in this roadway worker safety briefing which will include, at a minimum:

- 1) The identification of the RWIC the location of the gang(s), the nature of the work being performed and the pertinent characteristics of the work location;
- 2) The status of adjacent tracks including the MAS;
- 3) The on-track protection methods that will be used including the type of protection being provided and the limits of the protection for each track to be fouled;
- 4) Location of inter-track barriers when used;
- 5) The assignment of responsibilities for each form of protection being provided and the PPOS where Roadway Workers are required to clear for trains or equipment;
- 6) Identification of any on-track self-propelled equipment or coupled equipment;
- 7) The means of communication with the RWIC when the RWIC is not readily available at the work site.

COMPLETING THE RWSB FORM:

The roadway worker safety briefing shall be deemed complete only after each roadway worker has acknowledged understanding of the on-track protection procedures and instructions presented by the RWIC and signed the Roadway Worker Safety Briefing Form (RWSB) documenting the briefing.

RWSB FORM – REQUIREMENTS FOR NON-MNR EMPLOYEES:

The contractor's employer shall designate an individual who will be responsible at all work locations to insure compliance with instructions provided by the RWIC. Such individual must be fluent in the English language and capable of safely communicating (including translating as necessary) instructions from the RWIC or other MNR representative to the contractor employees on the property. This individual must be on the scene at all times while work is being performed or any contractor employees are on or about the railroad right-of-way.

CHANGES TO ON-TRACK PROTECTION PROCEDURES:

The RWIC must ensure each roadway worker is provided an additional roadway worker safety briefing every time the type of on-track protection changes. Such information must be given to all Roadway Workers before the changes are enacted.

EMERGENCIES:

In emergencies Roadway Workers must be instructed to clear to the PPOS as soon as possible until on-track protection is re-established by evidence of an additional roadway worker safety briefing.

GOOD FAITH CHALLENGE

Each employee has the absolute right to challenge in good faith whether the on-track protection procedures to be applied at the job location comply with Metro-North’s Roadway Worker Safety Manual, and to remain clear of the track until the challenge is resolved. Challenges made in good faith will be resolved in the following manner:

- (a) The roadway worker will inform the RWIC when the roadway worker makes a good faith determination that the on-track protection afforded does not comply with Metro-North’s Roadway Worker Safety Manual. Employees will not be subject to any retribution or punishment for making a good faith challenge to the on-track protection procedures.
- (b) The RWIC will review the on-track protection procedures with the challenging employee to verify that the proper procedures have been applied.
- (c) If the employee making the challenge is still not satisfied that the on-track protection procedures are in compliance, the RWIC will contact a next level supervisor. The on-track protection procedures will again be reviewed and the next level supervisor will determine whether the on-track protection procedures are being properly applied.
- (d) If the next level supervisor decides that the on-track protection procedures are not being properly applied, the RWIC will modify the on-track protection procedures to ensure proper protection of roadway workers.
- (e) If the next level supervisor determines that the on-track protection procedures are being properly applied, the challenging employee must perform their assigned duty. The next level supervisor will document the challenge, including at a minimum, the information shown below. The documentation is to be provided to the Director-Operating Rules and the Department Head within three days.

RW 11 - Good Faith Challenge Documentation - Sample Document

Challenging Employee’s Name: _____

Contractor’s Employer (if applicable): _____

RWIC Name: _____

Date & Time of Occurrence: _____

Describe the employee’s concerns relevant to the protection in dispute:

Determination by MNR next level Supervisor:

MNR next level Supervisor’s name: _____ Date: _____

PROTECTION AGAINST TRAINS

Only one MNR employee will be designated as the RWIC for a Roadway Work Group. If two or more Roadway Work Groups are working together under a common task only one MNR employee will be designated as the primary RWIC to provide on-track protection. Each Roadway Work Group must still have a RWIC assigned to that group, however this RWIC will report to the primary RWIC for on-track protection and job safety briefings.

On-track protection is required for each adjacent controlled track when a roadway work group with at least one of the roadway workers on the ground is engaged in a common task with on-track, self-propelled equipment or coupled equipment.

The required on-track protection shall be established through **Working Limits or Train Approach Warning**.

WORKING LIMITS

REMOVING TRACKS FROM SERVICE:

Prior to the beginning work, the RWIC will determine whether the tracks near the work area must be taken out of service.

The following conditions normally require track to be taken out-of-service by a qualified MNR employee:

- (a) Work requiring that any machinery, equipment, or personnel would foul any track.
- (b) Any unsecured construction materials stored closer than 20 feet of the centerline of a track.
- (c) Boom-equipped construction machinery where the booms, loads, leads for pile driving, etc., may be accidentally swung into the track area or affect electrical transmission systems, electrification wires, signal-systems power lines, electrical equipment, or communication wires.
- (d) Excavations under or adjacent to operating tracks, where in the opinion of a qualified railroad employee, the stability of tracks may be affected. Excavations shall be fenced, shored up, illuminated, and otherwise protected as directed by a qualified MNR representative.
- (e) Any other condition, circumstance, or situation that may present in the opinion of a qualified railroad employee danger to the safe movement of trains.

PROTECTION OF WORK AREAS:

Protection of work areas is a method of establishing working limits on adjacent controlled tracks. The RWIC will establish working limits by means of Working Limits Stop Signs. The RWIC must confirm that all equipment and roadway workers are in the clear prior to granting permission for trains or equipment to proceed pass the Working Limits Stop Sign and through the working limits.

FOUL TIME:

Foul Time is a method of establishing working limits on controlled tracks in which the RTC gives verbal permission to foul a specific segment of track during a specific time period. The RTC applies the required devices to protect the track being fouled; however, the track is not removed from service.

INACCESSIBLE TRACK:

The RWIC will establish working limits on a non-controlled track by ensuring all points of entry to that track are rendered physically inaccessible by trains and on-track equipment. This may be done by lining switches against movement or setting derails in derailing position and locking them with an effective securing device. RWIC may also hold trains and on-track equipment clear of these tracks by using a flagman.

TRAIN APPROACH WARNING

WATCHMEN / LOOKOUTS:

Watchmen/Lookouts provide on-track protection outside of working limits by warning employees of the approach of trains and equipment. Watchmen/Lookouts will notify Roadway Workers of approaching trains and equipment, and **All Work Must Stop**. Employees must be able to clear to the PPOS designated by the RWIC at least 15 seconds prior to the arrival of the train or equipment.

The PPOS to be occupied when notified by Train Approach Warning may not be on a track, unless Working Limits are established on that track.

Roadway workers must remain clear until notified by the RWIC that it is safe to resume work.

ROADWAY MAINTENANCE MACHINES (RMM)**INSPECTING:**

Prior to operating a RMM, the foreman, track car driver or other qualified employee must perform a visual inspection to determine that the RMM is in safe condition. If at any time the Operator or another employee becomes aware of a non-compliant safety feature of a RMM, the condition must be immediately reported to the employee's foreman or supervisor. If a RMM cannot be repaired, and if the non-compliant condition does not affect the safety of the operation, the defect shall be reported and indicated on the appropriate form.

BRAKE SYSTEM FAILURE:

In the event of a failure of its primary braking system, a RMM may be operated for the remainder of its tour of duty with the use of a secondary braking system or by coupling to another machine, if such operations may be done safely.

If the failure of the RMM's primary braking system occurs where other equipment is not available for coupling, the RMM may, if it is safe to do so, travel to a clearance or repair point where it shall be placed out-of-service until repaired.

WORKING ON OR AROUND:

The following precautions must be taken when working on or around roadway maintenance machines:

- a) No Roadway Worker shall be assigned to work near RMM unless the Roadway Worker has been informed of the safety procedures that apply to persons working near the RMM and has acknowledged full understanding;
- b) Roadway Workers must maintain a 15 foot safe area around RMM. If duties require a Roadway Worker to be within the 15 foot safe area around the RMM, the Roadway Worker must communicate with the operator and establish safe locations for the employee while work is being performed;
- c) Workers must use provided handholds when getting on or getting off standing RMM maintaining three-points of contact at all times. Workers must not jump from RMM to the ground;
- d) Roadway Workers are prohibited from getting on or off moving RMM.

WORKING NEAR:

Persons working near RMM must communicate with the equipment operator to ensure that they and any others in the immediate vicinity understand:

1. The normal equipment operating procedures and required safety precautions;
2. The location of all Roadway Workers who will be working near the RMM;
3. The operator's blind spots when the RMM is working.

OPERATING:

When operating RMM, the following precautions must be taken:

- a) No Roadway Worker shall operate a RMM without having been trained in and qualified on its safe operation unless being trained by or qualifying under the supervision of a qualified employee. Qualified employees must carry their qualification card (MW-200) at all times when on duty.
- b) No Roadway Worker shall operate a RMM without having knowledge of the safety instructions that apply to that RMM.
- c) The Operator's Manual or equivalently comprehensive alternative safety instructions must be carried on all RMM that have the capacity to carry the document.
- d) When equipped, a brake test must be conducted immediately after starting movement.
- e) The RMM must not operate within 15 feet of Roadway Workers working in front of or behind the RMM. If the operation requires Roadway Workers to be closer than 15 feet a job safety briefing must be held.
- f) When Roadway Workers are getting on, getting off, or moving between RMM:
 1. Stop the equipment;
 2. Disengage the clutch or gears;
 3. Set the brakes to hold.
- g) The equipment operator must not allow anyone or anything to distract him from his duties. If distracted, the operator must stop all movement.

RIDERS:

A Roadway Worker, other than the operator, is prohibited from riding on any RMM unless a safe and secure position for each Roadway Worker is clearly identified by stenciling, marking, or other written notice.

Only individuals authorized by the operator may ride in or on RMM.

SEPARATION:

At least a 30 foot separation should be maintained between standing or working RMM to avoid collisions. This separation distance should be increased when the equipment is working in territory where grades or curves limit the sight distance, or when the rail is wet, icy, or oily.

When the operation requires, the 30-foot distance between RMM may be reduced after ensuring that no Roadway Workers are on the ground between the equipment.

HORN SIGNALS:

The following horn signals will be used by the operator of RMM:

“o” indicates a short sound “_” indicates a long sound

<i>Sound</i>	<i>Indication</i>
o o	Prior to moving forward
o o o	Prior to backing up
_ _ o _	Approaching and passing standing trains and equipment on an adjacent track.
_ o	Approaching Roadway Workers or their equipment on or near the track, regardless of any whistle prohibitions. After this initial warning, two short whistle signals must be sounded intermittently until the head end of equipment has passed the Roadway Workers or their equipment.

WORKING SPEED:

The following factors must be considered when determining a working speed for RMM:

1. Location of Roadway Workers required to be on the track in the area;
2. Operator visibility;
3. Stopping capability;
4. Speed required to do the job;
5. Physical characteristics of the track including grade or when the rail is wet, icy, or oily;
6. Environmental conditions affecting vision and braking.

FOULING ADJACENT TRACKS:

RMM must not foul an adjacent track with any part of the equipment unless:

- a) The adjacent track is a controlled track and working limits have been established on the adjacent controlled track and there are no movements permitted within the working limits;

OR

- b) The adjacent track is a non-controlled track and the track has been made inaccessible.

MOVEMENT OF TRACK CARS

TRACK CAR DRIVERS :

- a) Foremen, track car drivers, and other designated employees are responsible for the movement of track cars.
- b) Employees who receive Form M's for track car movement must be qualified on the Operating Rules, Employee Timetable and the physical characteristics of the territory over which they operate.
- c) Drivers of track cars who are not qualified on the Operating Rules and physical characteristics must be piloted by a qualified employee.
- d) Prior to beginning movement, the drivers of all track cars moving under the same authority must receive a job safety briefing from the foreman or other qualified employee in charge of the movement. The job safety briefing must include at a minimum the direction of movement and the limits of the movement authority.

MAXIMUM AUTHORIZED SPEEDS:

All track cars are required to operate at Restricted Speed on out-of-service tracks and on non-controlled tracks.

Type of Track Car	Maximum Authorized Speed		
	Will operate at	Not exceeding (MPH)	
		Forward	Backward
Rail Detector Car, Geometry Car, and CMV	Passenger train speeds	50	50
Highway Rail Cars – Passenger type	NOTE 1	30	25
Highway Rail Cars – Truck type	NOTE 1	30	25
All self-propelled machinery of a rotating type	NOTE 1	25	10
Aerial towers. Truck-mounted hoisting equipment, other equipment with rigid highway-rail mounting	NOTE 1	20	20
All other Track Cars not specified above	NOTE 1	25	10

NOTE 1 - Freight train speeds for trains hauled by MNR engines will apply.

SPEED RESTRICTIONS:

- a) Track cars will not exceed **5 MPH** when passing standing trains or operating through crossovers, turnouts, and diamonds.
- b) Track cars will not exceed **1 MPH** through self-guarded frogs and switch point guards.
- c) Track cars will **STOP**, then proceed not exceeding **1 MPH** when diverging over spring frogs.
- d) Track cars will **come to a safe stop** when being passed by a train on an adjacent track.
- e) Track cars will **STOP** before proceeding over highway grade crossings, and will yield right-of-way to highway traffic. Maximum speed for track cars over highway grade crossings is **5 MPH**.
- f) When operating under a Form M line 1 or line 2 authority a track car in a multiple track car movement, other than the lead unit, must regulate its speed to permit stopping short of track car ahead.

REQUIRED FLAGGING EQUIPMENT:

When multiple track cars are traveling under one authority, only the leading and trailing track cars are required to be equipped with flagging equipment.

ROADWAY WORKER SAFETY ORIENTATION

The following safety orientation is intended to assist contractor employees in understanding the safety requirements of the railroad environment. Failure to follow these safety instructions could result in equipment or property damage, serious injury, or death.

The MNR instructions in this manual apply to all employees working on Metro-North property.

Employees of a contractor, consultants, or other entities that are not employees of Metro-North Railroad are required to review and understand this safety orientation prior to working on MNR property. Adherence to the safety rules is a condition of working MNR property.

Contractor RMM's must be inspected by MNR at intervals not to exceed 3 months and must be in safe working condition to prevent injuries and delays to the trains. Contractors must have written permission before placing or putting into service equipment on or near the tracks. It is the contractor's responsibility to coordinate all inspections of equipment prior to use on the right-of-way.

MNR requires contractor employees to be properly rested and to abstain from any activity which would affect the safe and efficient performance of their duties. The company does not expect contractor employees to incur any risk or commit any unsafe act nor does it condone such actions. Proper safety habits must be practiced and guidance given to new contractor employees working on MNR property.

Contractor employees must not depend on the watchfulness of others and be alert for their own safety.

All incidents, accidents, near misses, and unusual occurrences, regardless of how insignificant they may seem at the time, shall be reported immediately to your MNR representative.

In the event someone becomes injured or ill, they shall receive immediate first aid or medical attention. As soon as the situation is stabilized, the contractor or consultant shall immediately notify MNR of the incident.

PERSONAL ELECTRONIC DEVICES

The use of a personal electronic device by contractor employees is strictly prohibited when on or about the right of way and tracks.

A personal electronic device includes mobile telephone or another electronic device (including FitBits and iWatches) to conduct a verbal communication; place or receive a telephone call; send or read an electronic mail message or text message; play a game; navigate the Internet; play, view, or listen to a video; play, view, or listen to a television broadcast; play or listen to a radio broadcast other than a radio broadcast by a railroad; play or listen to music; execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from safety related duties.

PERSONAL SAFETY

WORK CLOTHING REQUIREMENTS:

To safely perform their duties, employees must wear suitable clothing and footwear and not work shirtless. (Where duties do not require arm protection, short sleeve or "T" type shirts are permitted). Employees are prohibited from wearing:

- (a) Neckwear that may become entangled or caught in machinery or equipment.
- (b) Jewelry that may become entangled or caught in machinery or equipment or contact energized electrical circuits or apparatus.
- (c) Clothing badly torn or loose enough to be hazardous. Loose or baggy trousers, cuffs, or bottoms must be secured to prevent flapping, catching, or dragging.
- (d) Short trousers, cut-offs, and tank tops.
- (e) Clothing or gloves saturated with oil, grease, or other flammables.
- (f) Head or ear covering which interferes with vision or hearing. Hoods are prohibited.

WORK CLOTHING REQUIREMENTS continued:

Employees must wear work shoes of sturdy construction, proper height (at least a 6 inch high ankle), slip-resistant soles and a ½ inch defined heel to insure adequate protection. They are prohibited from wearing:

- (a) Open toed shoes, sandals, or loafers.
- (b) Athletic shoes or sneakers.
- (c) Shoes with thin, loose, or cracked soles.
- (d) Shoes with wedge-type soles or without a definite heel of at least ½ inch.
- (e) Cowboy boots, stacked heels, or platform soles.
- (f) Shoes or overshoes not properly laced, buckled or zipped.

PERSONAL PROTECTION EQUIPMENT:

MNR approved hard hats, safety eyewear and reflectorized vest or clothing must be worn by all contractor employees while on MNR right-of-way, in shop facilities, and construction work sites. Any exclusion must be jointly approved by MNR department head and Vice President, System Safety.

Other protective equipment such as goggles, face shields, safety belts, floatation vests, gloves and respirators shall be issued by the contractor when required. Protection devices for hearing conservation may be used when considered necessary and safe to do so.

NOTE: In addition, all contractor employees working on MNR property must comply with all regulatory standards and mandates (i.e. OSHA, NIOSH, DOL, NFPA, EPA, FRA, etc.)

HORSEPLAY OR FIGHTING:

Employees must not engage in scuffling, horse play, or practical jokes, either on or off duty while on MNR property.

ON OR ABOUT TRACKS

- ***Employees must not foul any track unless it is necessary in performance of their duty.***
- ***Only foul tracks when authorized by qualified MNR employee.***
- ***Expect equipment movements on any track, in either direction, at any time.***
- ***When instructed by a qualified MNR employee to vacate tracks, all contractor employees must comply immediately.***

Walk or cross tracks only when necessary, and only when accompanied by or with permission from a qualified MNR employee. When crossing tracks, employees must cross tracks at a point no less than 15 feet from the end of standing locomotives, cars and or equipment. Always use approved walkways when available; otherwise take the shortest safe route after looking in both directions. If more than one track is to be crossed, stop and look before crossing each track.

When passing between 2 standing locomotives, cars and or equipment a minimum of a 30 foot separation must be maintained between that equipment.

Never pass under or over standing locomotives, cars and or equipment.

Remain clear of standing trains, self-propelled vehicles and machinery, or other wheeled equipment.

Employees are prohibited from sitting, stepping, standing, or walking on rail, frog, switch, interlocking machinery, 3rd rail, or other such parts of track structure unless specifically required to do so in the performance of their duties.

Keep as far as practical from passing trains. If in confined place, secure loose clothing, large or long coat, and, if possible, maintain handhold until train has passed.

Employees **Must Stop All Work** when being passed by trains or equipment. Employees must inspect passing trains and equipment for defects. If dangerous conditions are noted, employees must immediately notify the RWIC and others in the Roadway Work Group.

ON OR ABOUT THE TRACKS, continued:

Employees must not rest objects on their shoulders while close to moving train.

Employees must have permission from a qualified MNR employee before:

- (a) Fouling tracks.
- (b) Moving out from or between structures.
- (c) Getting on or off equipment.
- (d) Performing any other applicable operation.

Jumping from trucks, car platform, or other elevated location is prohibited. If necessary to descend without the use of ladder or steps:

- 1) Observe ground or floor conditions,
- 2) Avoid holes, slippery spots, or obstructions, and
- 3) When possible, maintain secure handhold.

Where ladder, scaffold, trestle, or other such work facility is located where it is likely to collide with a person, self-propelled equipment, machinery, or highway vehicle, it must be protected by:

- (a) Surrounding the facility with a suitable guard at least 10 feet from such obstruction, properly marked and, if necessary, illuminated,

OR

- (b) Stationing an employee at the site equipped with appropriate warning means.

Do not walk through steam, smoke, vapors or other unknown substances.

SURVEYING EQUIPMENT:

Measuring tapes must be non-metallic to avoid shunting the signal system electric circuits. This will occur when a metallic object is laid across the top rail of any track.

Electrically rated fiber glass elevation rods are to be used to avoid injury in the event contact is made with energized catenary or signal/communication lines. Elevations of catenary wires must be obtained by, or under direct supervision of a Class "A" Ground man.

WHEN WALKING ON RIGHT-OF-WAY:

When going to or from work locations employees must not run. They must walk keeping hands out of pockets and use established paths or routes. They must be alert to avoid tripping and slipping hazards and walk around, not jump across, excavations, holes, or open pits.

If practical, remove tripping or slipping hazards from paths, walkways, platforms or work areas. Employees will promptly inform immediate supervisor of tripping or slipping hazard locations.

Employees must use designated routes, path, or cross-walk to or from yard office, parking lot, station, shop, or other work location.

While walking or working in poorly lit area (tunnel, etc.) have sufficient light to permit moving about and performing work safely.

If necessary to look away from direction in which walking, stop while doing so.

Employees must use a plastic flashlight or lantern when passing through tunnels or other poorly lit areas. The use of a flashlight or lantern with metal case is prohibited when working near electricity.

If required to walk or stand on a slippery surface, if practical clean the surface, and/or scatter salt, sand, calcium chloride or other suitable material.

RAILROAD BRIDGE WORKERS

Employees must use fall-protection equipment in accordance with OSHA regulations when working on towers and masts, and FRA regulations when working on bridges.

Except when a scaffold or ladder is used, a safety harness, belt, net, or guard rope must be used during work.

WORKING AROUND ELECTRIFIED TRACKS

Metro-North Railroad uses both 13,000 volt AC overhead catenary (Fig. 1) and 700 volt DC third rail systems (Fig. 2) for electrical operations. Both of these systems can be life threatening when proper safety precautions are not taken. Constant care and vigilance must be exercised by all persons working in and around electrical components to guard against personal injury, loss of life, or damage to property.

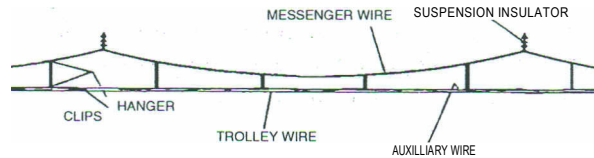


Figure 1: Typical 13,000 Volt Catenary Components

Catenary Electric Systems

All overhead wires must be considered energized (LIVE) at all times. Overhead wire Transmission systems are normally energized 13,600 volts AC.

All employees must not approach within 10 feet of transmission systems wires, catenary systems or signal power wires, except when it is known they have been de-energized, properly grounded and permission is communicated.

At the beginning of each tour of duty the Class "A" Ground man will instruct all employees involved of the dangers surrounding them, call their particular attention to any hazards to be encountered by the nature of the work to be done.

Before any work is started the Class "A" Ground man must indicate to all employees involved the structure or portion of the structure on which work may be performed.

If in the opinion of the Class "A" Ground man, any employee in the gang that does not understand the instructions due to not having a proper knowledge of the English language, or for any other reason, such person shall not be permitted to work, or observe.

When clearances have been obtained and the wires, equipment or apparatus properly grounded, the Class "A" Ground man will indicate to all employees involved the location of wires, equipment or apparatus from which power has been removed and the location of the grounding devices applied. The Class "A" Ground man must obtain on the required MNR form the signature of the contractor foreman indicating that he and the contractor employees have been so instructed, and will confine their work within the limits as outlined to them by the Class "A" Ground man.

When the Class "A" Ground man leaves his roadway work group for any reason, he must notify all employees involved to stop all work in the vicinity of the wires, and confirm all persons have moved to a safe distance before leaving.

The Class "A" Ground man will obtain the signature of the contractor foreman on the required MNR form that he and the contractor employees have been informed that the Class "A" Ground man is leaving the gang. They will not resume work until instructed by the Class "A" Ground man that it is safe to return to work.

When the clearances are to be released, the Class "A" Ground man will inform all employees involved and before removing the grounding devices, will confirm that all persons have moved to a safe distance from:

- 1) The wires,

AND

- 2) The equipment or apparatus to be energized.

He will obtain the signature of the contractor foreman, on the required MNR form, stating that he and the roadway work group have been advised that:

- 1) The wires, equipment or apparatus will be energized,

AND

- 2) The employees will remain a safe distance from them until informed otherwise by the Class "A" Ground man.

The Class "A" Ground man will inform the contractor foreman if any contractor employee on the job is unsafe and will not comply with instructions. If trouble is experienced with the contractor foreman in maintaining safe working conditions, the Class "A" Ground man will immediately notify his supervisor and/or appropriate MNR representative.

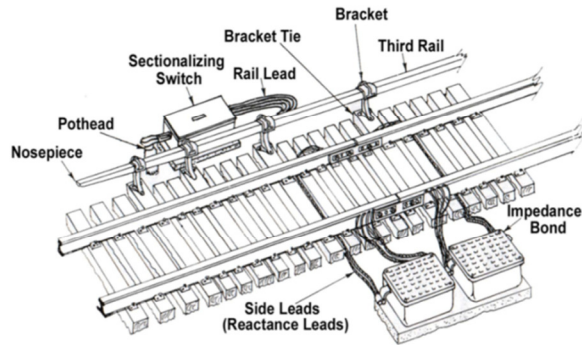


Figure 2: Typical 700 Volt Third Rail Components

Third (3rd) Rail Electric Systems

3rd rail must be considered energized (LIVE) at 750 volts DC at all times. The 3rd rail is divided into sections and the power supply is controlled by circuit breakers and sectionalized switches.

Avoid stepping, sitting or walking upon or brushing against the 3rd rail. While the energized rail is protected by a cover, there is always a chance of shocks because of the presence of water, brake shoe dust, derangement or imperfection of the cover.

When working on or near tracks equipped with 3rd rail, claw bars, lining bars, jack bars, tie, timber and rail tongs, speed and track wrenches, and rail forks must be insulated with approved material. Insulation should be inspected before each use to insure it is not cut, gouged, split, or otherwise ineffective.

NOTE: This rule also includes any contractor tools used on or near tracks equipped with 3rd rail.

Before any work is started the 3rd rail man must indicate to employees the structure or portion of the structure where work may be performed.

SAFETY INSPECTION CHECKLIST

The purpose of this checklist is to assist contractor employees in identifying conditions that can be corrected, so as to eliminate or minimize exposure to injuries or unhealthful conditions. It does not include every possible situation that could be a potential hazard. At a minimum, the following must take place:

- First aid kits and supplies on hand
- Adequate supply of: hard hats, hearing protection, eye and face protection, respiratory protection and reflectorized safety vests
- Adequate temporary lighting and bulb changes
- All passageways and stairways clear of obstruction
- Safety hazards removed - no protruding nails, broken tools, trash, etc.
- Ladders in good condition
- All scaffolding material in good condition
- All scaffolds have stable footing and complete bracing
- All elevators, floor openings, stairs, floor perimeters and roof perimeters have the adequate guard railings
- Proper shoring methods used for all trenches
- Cranes and other hoisting equipment thoroughly inspected and inspections recorded
- Adequate clearance between equipment of machinery and energized power lines
- Adequate job site fire protection - charged fire extinguisher, water hoses, etc.
- Proper storage of bottle gases being enforced
- Proper flagging and/or watchman provided when needed
- Proper protection when on or about overhead catenary wire and 3rd rail

SECURITY INFORMATION FOR CONTRACTORS

All contractor employees must complete a daily Sign-In Log at the beginning of each shift. If you have any questions, contact the Resident Engineer or the MNR representative.

All contractor employees who are issued ID Badges must display the ID Badges while on MNR property. ID's should be worn on the outside of any apparel, in a visible location.

Contractor employees must park in the established designated location. No exceptions.

Contractor employees should be aware that all containers are to be labeled, stating its contents. Keep containers as far away from critical areas or structures as possible.

Contractor employees should report any suspicious behavior, stay alert and be aware at all times.

All contractor employees entering MNR Property and yards at Security Guard Post must present their contractor Employee Wallet Card, ID and Sign-In prior to entering.

OTHER REQUIREMENTS

- (a) Contractor employees must be trained **annually** on MNR ***Roadway Worker Procedures for Contractor Employees Working on Metro-North Property.***
- (b) A MNR supplied Contractor Employee Wallet Card must be carried and readily available at all times when on the property. The wallet card certifies for one year that contractor employees have completed the Roadway Worker training for Contractor Employees Working on MNR Property.
- (c) The contractor shall provide first aid kits and fire extinguishers at all work locations.
- (d) The contractor shall post emergency phone numbers, medical police, etc., in locations accessible to all workers.
- (e) Fires or open burning in barrels or otherwise is prohibited. The use of salamander type space heaters, propane heaters or any similar apparatus must have prior approval for use by MNR Safety Department. (**NOTE:** Approval for usage will require a fire watch by the contractor).
- (f) Do not use propane when working underground in New York City (this includes G.C.T. and the Park Avenue Tunnel).
- (g) When working in G.C.T. and/or Park Avenue Tunnel, the use of gasoline must be limited to one day's usage at a time. Do not store gasoline in G.C.T or Park Avenue Tunnel.
- (h) Prior to the completion of work, the contractor shall ensure that his construction site is left in a safe condition. This shall include barricades, good housekeeping and adequate lighting.

MNR CONTACT NUMBERS

To request a MNR Flagman: (212) 499 – 4319
(917) 930 – 4846

Do not call the numbers listed below to request flagmen.

Chief RTC: (212) 340 – 2050



EMERGENCIES

Emergency Dispatch Center: (888) 682 – 9117
MTA Police Department

Security Command Center: (914) 461 – 0525