

APPENDIX 'D'

CP FLAGGING PROTOCOL



**CANADIAN PACIFIC RAILWAY
ENGINEERING STANDARDS**

RAILWAY FLAGGING PROTOCOL

NOVEMBER 2018



CANADIAN PACIFIC – ENGINEERING STANDARDS RAILWAY FLAGGING PROTOCOL

ALL work which has the potential to impact the safe passage of trains at normal speed, or which requires personnel or equipment to be in close proximity to live track requires the presence and supervision of an authorized Railway Flagman. Flagging is provided at the discretion of the Railway.

1. FLAGGING PROTECTION PROTOCOL

- a. Further to Canadian Pacific's Operational Constraint for Work On, Above or Below Railway Right of Way, and Minimum Safety Requirements for Contractors Working on CP Property in Canada, the following details pertaining to CP's Flagging Protection Protocol should be noted.
- b. Railway Flagging protection involves the use of a CP Qualified Employee (Flagman) to assist in the protection of works on or about the railway's track and property.
- c. A railway Flagman can utilize one or more forms of positive track protection including, Non-Main Track Protection (Rule 40.1) a Track Occupancy Permit (TOP), or rule 842 track protection. Due to the complexity in determining what Flagging protection is best suited for the work, Canadian Pacific, with input from the Third Party, will determine the appropriate method of Flagging protection.
- d. The proponent and the contractor must provide road access into the work site for the CP Flagman.

2. PROTECTION OF WORKS BY A CP FLAGPERSON

- a. Non Main Track Protection (Rule 40.1)
 - i. Applicable only in yards, and on tracks designated as "Non Main" such as spurs or industrial track.
 - ii. Track protection is put in effect by placing red flags between the rails at the working limits. Approaching trains must be prepared to stop in half their range of vision and must stop short of the red flag, and be governed by instructions from the flagman. Generally, where conditions permit, the flag is supplemented by locking the track out (The practice of lining the switch providing access away from the work location and securing it with a special lock)
- b. Main Track Protection - Track Occupancy Permit (TOP) :
 - i. Applicable on Main track, and signaled sidings.
 - ii. A TOP is issued to the CP Flagman by the Rail Traffic Controller. A TOP prevents any trains or engines from directly entering the limits of the TOP without obtaining additional permission from the proper authority. Typically a TOP is granted for shorter durations and dependent entirely upon the current train traffic and other site factors. A TOP is primarily used when other forms of protection are not feasible or when the work can be completed in shorter durations.
 - iii. There are two types of TOP – In CTC (Centralized Traffic Control) territory, the TOP is only valid between trains, and needs to be cancelled in order for trains to operate. In OCS (Occupancy Control System) territory, TOP's are in



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effect until cancelled, and the Flagman can provide instructions to Trains to authorize them through the work site.

- c. Main track Protection - Rule 842 :
 - i. Rule 842 protection is issued to the Flagman by the Rail traffic Controller. It involves the use of General Bulletin Orders and colored flags in the field, to alert approaching trains and engines of work on or about the track.
 - ii. Rule 842 allows for the passage of trains and engines into the work site and past the coloured flags when authorized by the Flagman that it is safe to do so. Rule 842 protection requires that the Flagman have either direct line of site of the work or other means to validate that it is safe for the passage of trains and all machinery and personnel are clear of the track. Rule 842 protection is typically used when the infrequent passage of trains can be accommodated on account of the work taking place away from the track or the work and equipment can easily be cleared from the track.
 - iii. Rule 842 protection must be arranged in advance, and time must be allocated for the Flagman to install and remove the flags.

3. TRACK BLOCKS

- a. Aside from Railway Flagging protection, a Track Block (also known as Work Block) may also be required when it is impossible or unsafe to operate trains through the work site.
- b. Track Blocks apply to works which affect the integrity of the track, its base and/or its structure, or otherwise encroach on the clearance envelope.
- c. Canadian Pacific will evaluate and approve Track Blocks based upon actual train traffic and the annual Track Block schedule for the subdivision where the work is being executed. It is essential that Track Block requirements be communicated to Canadian Pacific as far in advance as possible to allow for railway work and train schedules to be evaluated.
- d. Refer to CP's Operational Constraints document for additional information.

4. FLAGGING PROTECTION REQUESTS

- a. Flag Protection must be requested in writing to the Railway by Third Parties, a minimum 3 months (90 days) in advance of the proposed start date. For flagging requests exceeding 45 days in duration, one years notice is required.
- b. Flagging will not be scheduled (nor will notice be accepted) until a signed agreement is in place.
- c. Included within the request for flagging protection should be the required duration that the protection is required. The advanced notice will allow the Railway to coordinate manpower as required and evaluate any Track Block requirements (if deemed necessary).
- d. Flagging manpower is planned on an annual basis. The plan for any given year is compiled in October of the previous year. As such, projects that are included in the annual plan are given priority for flagging resources over emergent projects.

5. FLAGGING PROTECTION HOURS



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- a. CP employees providing flag protection require time provisions during their shift for the following activities:
 - i. Travel from headquarters to job site – at the start of each shift;
 - ii. Set up on site – job briefings, installing flags, obtaining permits etc. (as applicable);
 - iii. Travel from job site to headquarters – at the end of each shift.
 - iv. Depending on the distance travelled and actual set up time, these activities may require up to 2 hours or more to complete. This can reduce the total work hours for activities on or in proximity to the Railway right of way. In order for the Contractor to obtain an effective work day of more than six (6) hours, two (2) flag persons may be required / requested for the project. The flag persons’ hours will overlap allowing for a longer effective work day.
 - v. The ability to obtain two (2) flag persons is not guaranteed, and is dependent on actual workload and availability.
- b. Table 1 of this protocol outlines the possible regular hour shifts for flag protection. Due to CP’s Overtime Policy, regular working hours should be allocated at all times.

OPTION	ESTIMATED NUMBER OF FLAGMEN	DAYS ON/ DAYS OFF	ESTIMATED FLAGMAN HOURS/DAY	CONTRACTOR HOURS/DAY (APPROX.)	NORMAL WORKING DAYS	NOTES
A	1	5 / 2	8	6	Mon-Fri	Typical short term arrangement. Site Closed on weekends
B	1	4/3	10	8	Mon-Thurs	Site Closed Fri-Sun. Applicable to Structures Employees.
C	1 or 2	7 / 7	11.25	9.25	Mon-Sun	Requires two flagmen on alternating 7/7 work cycle for continuous coverage. Otherwise site closed for 7 days during days off.

Table 1 – Possible Regular Hour Shifts for Flag Protection

- c. Additional considerations:
 - i. Contractor Hours: Time allotted to flag person for report to and from site/headquarters (varies but could exceed 1 hour estimated);
 - ii. For Options A and B : Two Flagpersons may be obtained for overlapping shifts to gain longer work hours per day. However, the ability to obtain two flag persons on one job is not guaranteed and is dependent on workforce availability and scheduling;
 - iii. Short term flagging assignments are restricted to Option A or B depending on the Flagmans regular shift. Track employees work Option A shifts, and have rights to everything except structures work. Structures employees work Option B shifts, and have rights to work around rail carrying structures.



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- iv. Long term flagging assignments (45 days or longer) are bid specifically for the project. At least two months notice is required in order for the position to be created and bulletined. The working days and shift can be specified in the bulletin and will be established based on project needs. However, shifts with irregular hours, or weekdays as days off may not receive any bids, at which point the provision of flagging will be delayed.
- v. Where regular weekend work is anticipated, or more than 5 days per week is preferred, then Option C should be employed. Note that the use of overtime for weekend work in Option A or B may be used in exceptional circumstances only.
- vi. Flagging availability may be subject to change without notice.

6. FLAGGING REQUESTS AND RATES

- a. For current daily flagging rates including premiums for hi-Rail vehicles or automatic Rule 842 flags, consult the current THIRD PARTY FLAGGING REQUEST FORM.
- b. To request railway flagging, complete and submit the THIRD PARTY FLAGGING REQUEST FORM.