

APPENDIX 'F' – CANADIAN PACIFIC RAILWAY SAFETY REQUIREMENTS AND FLAGGING INFORMATION



**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.



CPKC Safety Requirements for Contractors Canada

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1.0 Introduction

At CPKC, safety is an integral part of the way we do business. We expect everyone working for CPKC to be unconditionally committed to safety. Safety must be given top priority and will take precedence over deadlines, production schedules, and all other considerations.

2.0 Application

- 2.1 These Safety Requirements are applicable to all who work on CPKC property (except as noted in 2.3 and 2.4 below) including contractors and other persons performing work or otherwise providing services to CPKC on its property in the Canada.
- 2.2 These Safety Requirements cannot be waived or altered, in whole or in part, without a prior risk Assessment specific to the work being conducted, and written consent has been provided by the Manager-in-Charge.
- 2.3 Notwithstanding the foregoing, these Safety Requirements do not apply to other railroad companies who only operate trains on CPKC property under various trackage or interchange agreements.
- 2.4 Further notwithstanding the foregoing, these Safety Requirements may not apply to work or services provided in CPKC office premises.

3.0 Definitions and Interpretation

3.1 Definitions

- 3.1.1 In these Safety Requirements, the following capitalized terms shall have the ascribed meaning below:

Applicable Legislation - means all applicable legislation, regulations, by-laws, codes, rules, standards, policies, procedures, promulgated by any federal, provincial, and municipal governmental body, including those of its agencies, having authority over CPKC and, or a contractor in relation to the work in the matter of health and safety of the person, property and, or the environment.

Canadian Pacific Kansas City or CPKC - means Canadian Pacific Kansas City Limited, and its subsidiaries and affiliates, and includes each of their respective directors, officers, employees, agent, and representatives.

CPKC Personnel - means CPKC's employees, agents, and representatives.

CPKC Property - means any building, facility, yard, track, right of way or other property owned or controlled by CPKC.

Contractor - means the company or person, and their respective employees and authorized agents, representative and subcontractors who are providing goods or services to CPKC; or on behalf of a third party working on CPKC property.

Contractor Personnel - means the contractor's employees, and authorized agents, representative and subcontractors.

"Co-mingled Work" - means Work where contractor personnel works directly with or, in close proximity (time or space) to CPKC personnel;

Efficiency Test (eTest) – means a planned procedure to evaluate compliance with rules, instructions, and procedures, with or without the employee's knowledge.

Foul of Track- means the placement of an individual or equipment within 4 feet (1.2 m) of the outside rail of a railway track that could be struck by a moving train or on-track work equipment (e.g., hi-rail equipment).

Hazardous Materials- means any substance, which is hazardous to persons or property and includes, without limiting the generality of the foregoing:

- i) radioactive, explosive, poisonous, or toxic substances.
- ii) any substance that if added to any water, would degrade, or alter the quality of the water to the extent that it is detrimental to its use by man or by any animal, or plant.
- iii) any solid, liquid, gas or odor or combination of any of them that, if emitted into the air, would create, or contribute to the creation of a condition of the air that endangers the health, safety, or welfare of persons, or the health of animal life, or causes damage to plant life or to property, or
- iv) substances declared to be hazardous, toxic, or dangerous under any law or regulation now or hereafter enacted by any governmental authority having jurisdiction.

Manager-in-Charge- means a CPKC manager as designated or otherwise identified by CPKC as being responsible for overseeing the work to be performed, such Manager-in-Charge may include, but is not limited to local CPKC Management, Superintendents, Chief Engineers, and Project Managers, etc.

Mobile Equipment- means any motorized and self-propelled equipment, excluding railroad equipment and highway vehicles, but including, for example, forklifts, tractors, cranes, ATVs, mules, motorized scissor lifts, telescopic boom lifts, and similar equipment that are not designed to operate or move on railroad tracks.

Office Premises- means any building, facility, or portion thereof, or other premises, whether owned or controlled by CPKC, which is used solely for clerical or administrative purposes, and which does not contain heavy equipment or machinery, as designated by CPKC from time to time.

Qualified and Authorized- means a status attained by a person who has successfully completed any required training and demonstrated proficiency in the duties of a particular position or function and who has been given the right to act.

Railroad Equipment- means trains, locomotives, railcars, on track equipment (track units), hi-rail vehicles and any other equipment designed to operate or move on railroad tracks.

Site Safety Plan- means a documented plan which set out how work is to be conducted in a safe manner, as required by applicable legislation, see 6.1).

Third Party Project- means any work being performed on CPKC property that CPKC is not managing (i.e., road authority, utility company, commuter agency, or other similar entity, are on CPKC property for their own purposes, and not a project sponsored or managed by CPKC.

Work- means the provision of products and services and related activities.

Work Site- means any CPKC property where CPKC personnel or contractor personnel are present, or permitted to be present, while engaged in any Work, including any railroad equipment, mobile equipment and highway vehicles operated by or used to convey a person engaged in such Work. This applies also to work immediately adjacent to CPKC property which can pose a risk to safe railway operations (i.e., blasting, excavation next to right-of-way (ROW), etc.).

4.0 Interpretation and Application

- 4.1 Where legislation is referred to in these Safety Requirements, it shall include all amendments and replacements thereto as promulgated from time to time.
- 4.2 Where standards, such as those of the Canadian Standards Association (CSA), are referred to in these Safety Requirements, they shall include all amendments and replacements thereof from time to time.
- 4.3 Where there is any ambiguity, inconsistencies, or omissions between or among any agreements with CPKC, expressed or implied; any applicable legislations; any applicable CPKC policies and practices; and any applicable industrial standards and practices, contractor and contractor personnel shall adhere to that which is most stringent and current.

5.0 Contractor Compliance and Responsibilities

5.1 General Compliance

- 5.1.1 The contractor shall be fully and solely responsible for ensuring the health and safety of contractor personnel and for ensuring that its work and other activities do not compromise the health and safety of CPKC personnel or any other party, the protection of the environment, the protection of CPKC's property and those of any other party, and do not interfere with the safety of CPKC's railroad operations.
- 5.1.2 The contractor shall comply with and shall ensure all of contractor personnel are trained and qualified to safely perform the Work and that they comply with all Applicable Legislation pertaining to the protection against fire, safety, health, and environmental hazards, and with any license, permits, authorizations issued by the respective authority.
- 5.1.3 The contractor shall comply with and shall ensure all of contractor personnel comply with all terms and conditions of all agreements, expressed or implied, between contractor and CPKC, and all applicable CPKC policies and practices.
- 5.1.4 Subject to the requirements of CPKC's Access Control Procedures, the contractor shall provide CPKC eRailsafe training for each employee engaged in work on CPKC property.

Where there is no agreement between CPKC and the contractor, the contractor is responsible for meeting the additional requirements outlines within CPKC's Access Control Procedures.

- 5.1.5 The contractor shall provide contractor personnel, at its own expense, all safety equipment required to protect against injuries during the performance of the work and shall ensure that contractor personnel are knowledgeable of and utilize safe practices in performing the work.
- 5.1.6 The contractor shall always have a copy of the documents listed below at the work site, and shall produce them as and when requested by CPKC:
 - a) Safety Requirements for Contractors Working on CPKC Property in Canada.
 - b) Licenses, certifications, permits, training records or other documents required by applicable legislation or these safety requirements.
 - c) Contractor's site safety plan.
 - d) Contractor's Emergency Information Sheet (see Attachment A) / Worksite Information Sheet (see Attachment B).
 - e) Any additional documents required by contract or by agreement with Manager-in-Charge.
 - f) Employee identification (eRailsafe badge or equivalent, see 11.1.1).

5.2 Compliance Assurance

- 5.2.1 CPKC reserves the right to observe, inspect, test and audit contractor and contractor personnel for compliance with all requirements herein, and to demand and receive all relevant records, documentation, and materials evidencing compliance, at any time, and from time to time.
- 5.2.2 Failure of the contractor or contractor personnel to comply with any applicable provisions herein may be considered a material breach, and in addition to all other remedies available, CPKC may without prejudice:
 - a) take over control of that work or activity.
 - b) order the work to stop, and / or
 - c) order contractor personnel to leave CPKC Property.
- 5.2.3 Upon the earlier of the completion of the work, the expiration of the applicable agreement, or the request of a Manager-in-Charge, contractor and contractor personnel shall return all identification, badges, access cards, and decals, issued or provided by CPKC to the Manager-in-Charge.

6.0 Site Safety Plans

6.1 General Requirements

- 6.1.1 Prior to starting any work on CPKC Property, the contractor must have a written site safety plan that identifies:
 - a) All applicable legislation, rules, policies, and work practices in relation to the work being performed.
 - b) Specific hazards that are associated with the work being performed on CPKC property for CPKC, and work being performed not for CPKC:

For example:

- i) Construction, maintenance, or inspections of buildings.
 - ii) Working on or adjacent to railroad tracks.
 - iii) Maintenance or inspection of railroad tracks, crossings, or signal systems.
 - iv) Operating railroad equipment on CPKC tracks, or
 - v) When / where contractor personnel work directly with or in proximity (time or space) to CPKC personnel.
 - c) Methods of verifying compliance.
- 6.1.2 The contractor will provide Manager-In-Charge with a copy of this site safety plan on reasonable request.
 - 6.1.3 The contractor must be able to demonstrate an awareness of applicable legislation, rules, policies, and work practices in relation to the work being performed.

7.0 Safety Training

7.1 Training & Qualifications

- 7.1.1 At its sole cost and expense, contractor shall ensure that all contractor personnel be fully trained and qualified for the work they will be performing. Contractors and contractor personnel shall meet, or exceed, all applicable legislation requirements relating to training and qualification, including but not limited to provide training documentation to ISNetwork for filing / record keeping as per CPKC Access Control Policy / Procedure.
- 7.1.2 Additionally, contractor personnel training and qualification shall meet or exceed all applicable industry standards.

7.2 Proof of Training & Qualification

- 7.2.1 Contractor personnel shall always have proof of such training and qualifications and shall produce them as and when requested by the Manager-in-Charge.
- 7.2.2 CPKC reserves the right to inspect qualification certificates, licenses, training records and / or work history records for any contractor personnel, and, or to be provided with copies thereof, on reasonable request. In addition, CPKC reserves the right to perform eTests on contractor employees, and request discipline for non-conformance.

8.0 Safety Orientation

8.1 General Requirements

- 8.1.1 Prior to beginning work, all contractor personnel shall participate in a CPKC authorized safety orientation, including on-site orientation presented by the Manager-in-Charge or designate.
- 8.1.2 Any time the scope of work, location, condition or supervision changes, contractor personnel may be required to attend additional safety orientation sessions.
- 8.1.3 After successful completion of such safety orientation, contractors must be able to produce company identification or an eRailsafe photo identification badge authorizing access to CPKC property unescorted for the purposes of conducting work. Managers can enter the tracking code into Compliance Management (CM). Third parties who hire subcontractors must ensure required compliance while on CPKC property. An eRailsafe identification card shall be worn or be always made visible or produced upon request and cannot be transferred under any circumstances.

9.0 Job Safety Briefing

- 9.1.1 Contractor personnel shall attend all job safety briefings as and when conducted. Contractor personnel shall be solely and fully responsible for understanding the content of the job safety briefing, and shall:
 - a) understand the scope of work to be performed and an appreciation of the nature of the location, environment, and conditions where such work is to be performed.
 - b) be aware of specific or unusual hazardous condition, existing or potential and the control measures required to protect against, control, mitigate, or where possible, avoid said hazard, and
 - c) have an emergency response plan / evacuation procedures.

- 9.1.2 Where contractor personnel are working directly with or in proximity (time or space) to CPKC personnel, job safety briefings must include both CPKC personnel and contractor personnel, and any other affected third parties. The job safety briefing shall identify nature and extent of the interaction between the work being performed by contractor personnel, and those performed by CPKC personnel or other third parties. Contractor personnel shall inform CPKC personnel, and any other third parties of known or potential unsafe conditions and hazards that may be created by, resulting from, or inherent in their work and the corresponding preventative, mitigation, and / or control measures at all job briefings prior to commencing work, or as soon as contractor personnel becomes aware of such conditions.
- 9.1.3 In all situations, all contractor personnel are expected to:
- a) continually identify hazards and assess risk of hazards and to communicate all hazards continually and clearly to the Manager-in-Charge and to all other parties that may be affected at job safety briefings, and at any other time as and when appropriate or necessary.
 - b) take actions that are within their assigned responsibility to eliminate or control hazards and risks, and
 - c) immediately notify their supervisor or the Manager-in-Charge of hazards that pose unacceptable risk that they are unable to eliminate or control.
- 9.1.4 Where contractor personnel are unable to eliminate or control a hazard, contractor personnel shall take interim measures to protect people, property, equipment, and the environment until the hazard can be accurately assessed and appropriate corrective actions taken.

10.0 Applicable Legislation

10.1 General Requirements

- 10.1.1 Contractor and contractor personnel shall be solely responsible for identifying and complying with all applicable legislation. Contractors and contractor personnel providing work to CPKC are likewise required to comply with all applicable provincial and federal legislation. Contractor and contractor personnel shall comply with the federal legislations set out below which list is intended solely for general guidance, and not as a comprehensive list of all applicable legislation.
- 10.1.2 Additionally, the Railway Association of Canada (RAC) is an industry association which can provide support and guidance on matters related to railroad safety and the transportation of dangerous goods.

10.2 Transportation of Dangerous Goods

- 10.2.1 When work involves the handling or transportation of dangerous goods, that work must comply with Transportation of Dangerous Goods Act (TDG).
- 10.2.2 Contractors shall be solely responsible for ensuring that all contractor personnel who handles, offers for transport and / or transports hazmat by any transportation mode are trained and hold a valid training certificate or is working under the direct supervision of someone who is trained and holds a valid training certificate. That training must be based on the work that the person is expected to perform and the hazmat that the person is expected to handle, offer for transport or transport.
- 10.2.3 Transport Canada enables the Transportation of Dangerous Goods Act to publish Transportation of Dangerous Goods Regulation. The TDG Regulations divide dangerous goods into 9 classes according to the type of hazard they present.

10.3 Canada Labour Code

- 10.3.1 When work involves the construction, alteration, operation, inspection, and maintenance of any part work of the general railroad system of transportation, that work must comply with the Part II of the Canada Labour Code.
- 10.3.2 Additionally, contractor and contractor personnel shall comply with all applicable provisions of the Occupational Health and Safety Regulations (COHS) which are intended to prevent accidents and injuries to employees working for federally regulated companies. Compliance with these regulations may extend to contractors, depending on the type of Work being done and their proximity to CPKC Personnel (i.e., Co-mingled Work). Alternatively, provincial occupational health & safety regulations will govern contractors.

10.4 Railway Safety Act

- 10.4.1 The Railway Safety Act (RSA) governs all federally certified railways in Canada and some provincial railways through various agreements with Transport Canada.
- 10.4.2 The Railway Safety Act addresses all matters relating to the construction, alteration, operation, inspection, and maintenance of all railway equipment, and contains training and qualification requirements for certain types of Work. When applicable, contractor and contractor personnel shall perform Work in accordance with the Railway Safety Act, as directly bound by it.

10.5 Environmental Protection Act

- 10.5.1 Where work is being performed that may impact the environment, that work must comply with all applicable federal and provincial environmental acts and regulations.
- 10.5.2 Some examples of applicable legislations include the Canadian Environmental Protection Act, Fisheries Act, Navigable Waters Protection Act, Species at Risk Act, Migratory Birds Convention Act, and all corresponding Regulations. Provincial requirements are normally set out in a general Environmental Protection Act which is complemented by numerous regulations addressing more specific areas of concern. Canadian Environmental Protection Act:
<https://laws-lois.justice.gc.ca/eng/acts/c-15.31/>

11.0 Security Access to CPKC Property

- 11.1.1 All contractor personnel must have a valid eRailsafe photo identification card (when / where required) or personal identification (as per the list below) authorizing access and in their possession at all times while on CPKC property, and present them for review to any Manager-in-Charge, other CPKC managers and employees, police officer, security guard, or regulatory officer upon request:
- Photo identification (e.g., driver's license); and
 - Proof of employment, document, or card; and
 - CPKC safety orientation certificate, or
 - Building access pass issued by CPKC, or third-party having control over CPKC premises, or
 - CPKC security photo ID card or badge, or
 - Other proof of safety orientation and access authorization issued by CPKC.
- 11.1.2 Where any work requires contractor personnel to ride in locomotive or other non-passenger railroad equipment, the contractor must also possess a CPKC Access Pass for riding non-passenger railroad equipment, signed by the responsible operating manager. Such a signed pass must be presented to the train crew or operator when boarding the equipment. Failure to possess such a pass will result in the equipment not moving, removal from the equipment, and / or the filing of trespasser charges.

11.2 Security Awareness

- 11.2.1 Contractor shall conduct employee background checks as is necessary to ensure that contractor personnel do not pose a security risk to CPKC, such security risk includes the risk of the commission of terrorist activities, sabotage, vandalism, theft, and violence. CPKC reserves the right, at all times, to require that contractors undertake certain security training and / or performs background checks on contractor personnel, prior to allowing such contractor personnel to enter onto CPKC property.
- 11.2.2 On request CPKC can make available a copy of CPKC's Railway Security Awareness Program for use by contractor personnel.

11.3 Firearms & Explosives

- 11.3.1 Firearms (loaded or empty) are not permitted on CPKC property, except for police officers and other designated government officials when authorized to do so.
- 11.3.2 No explosives will be permitted on CPKC property without written approval by the Manager-in-Charge.

11.4 Reporting

Contractor personnel must report any security concern, security incident, criminal activity (known or suspected), suspicious happenings and / or suspicious persons on CPKC property to the Manager-in-Charge or to CPKC Police Services in accordance with Section 20.

12.0 Personal Conduct

12.1 Drug and Alcohol Standards

CPKC recognizes the problem of alcohol and substance abuse in today's society. This problem poses concerns to an employer who is subject to governmental regulations and seeks to promote the safety of the general public. Periodic audits to ensure compliance with these regulations may be performed and cooperation and compliance is expected upon request.

- 12.1.1 Contractor personnel shall comply with CPKC Alcohol and Drug Policy and Procedure while under contract to perform services for CPKC. Any contravention of these requirements will be considered a breach of contract.
- 12.1.2 Entry onto CPKC property when in possession of, or under the influence of alcohol, intoxicants, narcotics, or controlled substances is strictly prohibited. Controlled substances include all Schedule 1 drugs (such as marijuana and "medical marijuana") and synthetic / designer drugs and / or any intoxicants or products labeled "not intended for human consumption".
- 12.1.3 The sale, trade, and / or offer for sale alcohol or controlled substances are prohibited.
- 12.1.4 Additionally, contractor personnel shall be free of any condition which may in any way adversely affect alertness, concentration, responsiveness, or the ability react calmly and responsibly to safety hazards.
- 12.1.5 CPKC reserves the right to request drug and / or alcohol tests for contractor personnel as and where required or permitted by law.
- 12.1.6 In the event of a contract worker is directly involved in a significant work-related incident as described by CPKC Alcohol and Drug Policy and Procedure, the work may be subject to Post Incident testing under the CPKC Testing program. They may be removed from CPKC premises pending the results of the investigation, including receipt of alcohol and drug testing results.

Depending on the test results and the outcome of the investigation, a fitness for work medical assessment may also be required through the primary contractor before the contractor can return to CPKC premises or work. CPKC reserves the right not to allow a contractor back on the property or to CPKC work.

12.2 Inappropriate Behavior

- 12.2.1 CPKC is committed to maintaining a work environment that supports the dignity of all individuals. No person working at CPKC may be subjected to any form of discrimination or harassment, including sexual harassment.
- 12.2.2 Acts or threats of violence are always unacceptable on CPKC property. Uttering of threats or committing acts of violence will result in the removal of the responsible contractor personnel from CPKC property, termination of the contract, and / or criminal charges.
- 12.2.3 Horseplay, practical jokes, fighting or any other activity that may create a safety hazard is not permitted.
- 12.2.4 Inappropriate language directed at any CPKC employee or agent of CPKC, will not be tolerated.

12.3 Electronic Entertainment and Communication Devices

- 12.3.1 The use of personal cell phones, personal entertainment devices, including portable audio and video devices such as compact DVD, CD, video game players, iPads / tablets, SMART watches, and MP3 players, is prohibited:
 - a) while working on CPKC property.
 - b) while transporting CPKC personnel, whether on and off CPKC property, and
 - c) while operating any CPKC highway vehicle, railroad equipment or mobile equipment, whether on and off CPKC property.
- 12.3.2 The use of electronic communication devices, including cell phones, walkie-talkies, PDAs, iPads, tablets, GPS navigation units, portable computers, and similar devices, is prohibited:
 - a) while operating any highway vehicle unless it is stopped and parked in a safe location.
 - b) while transporting CPKC personnel, whether on and off CPKC property.
 - c) while operating or assisting in the operation of any railroad equipment or mobile equipment.
 - d) while operating power tools, equipment, or machinery.
 - e) when Foul of Track for any reason.
 - f) wherever use is prohibited by signage or by a CPKC manager, or
 - g) whenever use of such a device creates an unsafe condition.
- 12.3.3 Notwithstanding the foregoing, company cell phones, radios, walkie-talkies, GPS units, iPads / tablets, and other communication devices may be used solely for the conduct of business when authorized by the CPKC Manager-in-Charge and where not prohibited by municipal or provincial legislation. Any electronic communication device may be used when it is necessary to communicate an emergency condition.

12.4 Smoking

- 12.4.1 Smoking, including the use of e-cigarettes is prohibited on all CPKC property, and in or on all highway vehicles, railroad equipment, and mobile equipment, except for CPKC designated outdoor smoking areas.

13.0 Personal Protection

13.1 Work Clothing

13.1.1 The contractor must ensure that contractor personnel wear clothing that meets applicable legislation and is suitable to perform the work safely. This always includes at minimum ankle length pants and waist length shirts with a minimum quarter-length sleeves. Clothing must not interfere with vision, hearing or use of hands and feet.

13.2 Personal Protective Equipment (PPE)

13.2.1 The contractor shall ensure that contractor personnel wear personal protective equipment required by applicable legislation, regulations, codes and industry standards as necessary to protect against personal injuries while on railroad property. All personal protective equipment shall be approved by the Canadian Standards Associations (CSA) or by the American National Standards Institute (ANSI) and shall be in good condition and be properly fitted.

13.2.2 The following mandatory personal protective equipment (“PPE”) shall be supplied by the contractor at its own expense, and shall be always worn by contractor personnel while on CPKC property:

- Safety hard hat, meeting CSA standard Z94.1 or ANSI 89.1 standards, except in office buildings or in enclosed vehicles or equipment.
- Safety footwear with protective toe caps and puncture resistant soles, meeting CSA standard Z195 (Green Triangle – Grade 1).
- Safety glasses with permanently attached side shields meeting CSA standard Z94.3 standards, except in office buildings or enclosed highway vehicles.
- High visibility fluorescent outerwear with retro reflective striping meeting CSA standard Z96 Class 2 Level 2 standards not covered by other clothing or equipment, except where necessary for safety reasons such as where fall protection or pole climbing equipment is being used.
- Any other PPE as required by applicable legislation, CSA / ANSI standard, or as otherwise required to protect contractor personnel from injuries.

Type of Protection	Additional Recommendations
Hard Hats	Have hi-visibility characteristics which are not obscured by markings or decals.
Safety Eyewear	<p>Tinted safety eyewear must meet military tinting standards for red signal recognition if operating railway equipment (safety eyewear meeting this requirement is available from Grainger Canada, ask for CPKC approved tinted safety eyewear).</p> <p>Polarized lenses are discouraged and should be worn with caution when required to view LCD / LED screens. Transition lenses are discouraged and should be worn with caution when working in changing light conditions.</p> <p>Personal sunglasses are discouraged and must not be worn when operating railway equipment.</p> <p>Wear mesh face shields over top safety glasses when using any striking tool while performing on track maintenance work (e.g., spiking, snapping on/off anchors, etc.). If working alongside CPKC employees, you will be required to comply with this practice.</p>
Safety Footwear	<p>Have defined heels.</p> <p>Laced fully to the top and tied securely for ankle support.</p> <p>When required to walk or work on snow and ice wear anti-slip winter footwear.</p>
High Visibility Apparel	Lime-green is recommended when working on, or near tracks, or when performing work in proximity to CPKC personnel.

- 13.2.3 Contractor and contractor personnel shall be solely and fully responsible for assessing the risks related to the work and determining whether additional PPE may be required such as:
- a) Nomex or Proban fire-retardant protective gear when performing certain Transportation of Dangerous Goods (TDG) work and / or handling certain Hazardous Materials or performing specialized work.
 - b) Hearing protection when working in any area where noise exposure levels:
 - i) are consistently equal to or greater 85 dBA.
 - ii) exceed 115 dBA at any time.
 - iii) any other work areas where posted, or so notified by CPKC management.
 - c) Respiratory protection where contractor personnel may be exposed to occupational dusts / particulates, fumes, mists, gases and vapors, in which case, in which case contractors must have a written Respiratory Protection Program that meets or exceeds applicable legislation.
 - d) Additional eye and face protection meeting CSA standard Z94.3 (i.e. face shields, impact / splash goggles, welding / cutting goggles and welding helmets).
 - e) Fall protection systems and equipment meeting appropriate ANSI Z359 standards as required by applicable legislation and as appropriate for the related fall hazards.
 - f) Fall protection when working on an unguarded surface over water, where the water is deeper than 4 feet (1.2 m), or where there is a hazard of drowning due to terrain, winter conditions, water velocity or current; contractors must use a fall protection system or a personal floatation device (PFD) meeting approved standards.

14.0 Railroad Track Protection

14.1 Contractor's Responsibilities for the Protection of Railroad Traffic and Property

- 14.1.1 Where the work site is in close proximity to, or is located on, above, or below railroad tracks, special attention, care and precautions shall be taken to ensure the safety of all contractor personnel, CPKC personnel, all other third parties and to protect CPKC's property and railroad operations.
- 14.1.2 Contractor shall ensure that contractor personnel are made aware of all unique and inherent hazards in working near, on, above or below railroad tracks and shall ensure that all contractor personnel are fully trained and equipped to work safely.
- 14.1.3 Contractors will not be allowed to foul a track unless:
- a) They have been properly advised of the On Track Safety awareness procedures.
 - b) A railroad employee who is qualified to provide protection is present at the work site, or
 - c) The contractor has personnel present who are specifically trained, qualified, and authorized to provide that protection.
- 14.1.4 All work shall be organized or executed in such a manner as to ensure no interference with the regularity and safety of railroad operations. No step or sequence of any work that might directly or indirectly affect the safe movement of railroad traffic shall be started without the approval of the Manager-in-Charge.
- 14.1.5 No temporary structure, materials, or equipment shall be permitted closer than 12 feet (3.7 m) to the nearest rail of any track without prior approval in writing of the Manager-in-Charge.

Contractor personnel shall always remain alert to the movement of trains, rolling stock and other railroad equipment.

- 14.1.6 Contractor Personnel shall be especially alert in yards and terminal areas as
- a) Railroad equipment that appears to be stationary may be moving.
 - b) Rate of movement of railroad equipment may be faster than it appears.
 - c) Railroad equipment change tracks often; and movements may be occurring simultaneously on adjacent tracks.
- 14.1.7 The contractor shall always conduct its operations in a wholly responsible manner to avoid damage to the CPKC's tracks or property.

14.2 Clearance Requirements (50 feet / 15.2 m)

- 14.2.1 All work shall be performed as far away from railroad tracks as possible.
- 14.2.2 Unless authorized by CPKC, contractor personnel, equipment, and vehicles are not permitted to be within 50 feet (15.2 m) of the closest track centerline.
- 14.2.3 In the event work must be carried out within 50 feet (15.2 m) of the closest track written authorization must be obtained from the Manager-in-Charge, and contractor personnel must always remain at the maximum practicable distance from all railroad tracks.
- 14.2.4 When crossing tracks, contractor personnel shall ensure a minimum of 50 feet (15.2 m) separation between standing railroad equipment, stay at least 15 feet (4.6 m) away from the end of the nearest equipment, and look both ways before crossing tracks, and if clear, walk at a right angle to the tracks.
- 14.2.5 No work activities or processes are allowed within 50 feet (15.2 m) of the track while trains are passing through the work site unless specifically authorized.

14.3 Flagging Protection

- 14.3.1 When the work requires contractor personnel to be within 50 feet (15.2 m) of any railroad tracks, contractor or contractor personnel shall notify and obtain the written approval of the Manager-in-Charge in advance of the intended start date, and when approved, shall only perform work strictly in accordance with all terms and conditions of that approval.
- 14.3.2 Unless otherwise indicated by the Manager-in-Charge, proper protection against the movement of trains, rolling stock and other railroad equipment shall be deemed always required whenever work or contractor personnel must be within 50 feet (15.2 m) of the closet track. Protection may be provided only by a qualified CPKC employee through use of a flag person.
- 14.3.3 Where CPKC determines that flagging is required, then work must be strictly conducted under the direction of a CPKC flag person, or such other person designated by the Manager-in-Charge.
- 14.3.4 Contractor personnel shall ensure that there is always clear communication between contractor personnel and any CPKC flag person. Contractor personnel shall ensure that they are aware of:
- (a) flagging distance limits.
 - (b) time limits, and
 - (c) any adjacent tracks where movement of railroad equipment may still occur.
- 14.3.5 Contractor personnel shall not assume that a train movement is being stopped or cleared unless clear communication is received directly from the CPKC flag person.

- 14.3.6 A job briefing between the CPKC flag person, and all contractor personnel must occur before beginning any work on or foul of track.
- 14.3.7 Blue signal protection is used to indicate that CPKC or contractor personnel are working on, under or between railroad equipment and movement of trains or other railroad equipment is prohibited. Blue signals must not be tampered with or obstructed. Blue signals can only be removed by the person or group of persons who originally applied it. Application, use, and removal of blue signals, when appropriate, may only be done under the authorization and guidance of the Manager-in-Charge.
- 14.3.8 Red flag protection is used to indicate that CPKC or contractor personnel are working on or foul of track, or the track is out of service and movement of trains or other railroad equipment is prohibited. Red flags must not be tampered with or obstructed. Application, use, and removal of red flags, when appropriate, may only be done under the authorization and guidance of the Manager-in-Charge.

14.4 Working on or near Tracks

- 14.4.1 When authorized to perform work foul of track or otherwise be near railroad tracks, contractor personnel shall ensure all contractor personnel, equipment, and vehicles are kept as far away from railroad tracks as practicable, and shall at all times:
- (a) be alert to train movements and shall expect the movement of trains, engines, cars, or other mobile railroad equipment at any time, on any track, and in any direction, even if they appear to be stationary or in storage.
 - (b) not rely on others to protect them from train movement.
 - (c) stay at least 15 feet (4.6 m) away from the ends of railroad equipment when crossing the track.
 - (d) ensure a minimum of 50 feet (15.2 m) separation prior to crossing between railroad equipment.
 - (e) look both ways before crossing tracks, and if clear, walk at a right angle to them.
 - (f) never climb on, under or between railroad equipment.
 - (g) be aware of the location of structures or obstructions where track clearances are close.
 - (h) not stand on the track in front of an approaching engine, car, or other equipment.
 - (i) stand at least 20 feet (6.1 m) from the track(s) when there is a passing movement of trains, engines, cars, or other mobile railroad equipment, to prevent injury from flying debris or loose rigging and shall observe the train as it passes and be prepared to take evasive action in the event of an emergency.
 - (j) not stand on or between adjacent tracks in multiple track territory when a train is passing.
 - (k) not walk, stand or sit on the rails, between rails or on the end of ties, unless necessary. As the rail surface can be extremely slippery, personnel must step over the rails when crossing tracks. Personnel shall also be aware railroad ties can also be slippery and that railroad ballast can shift while walking on top of it. Situational awareness and use of proper footwear is important.
 - (l) not remain in a vehicle that is within 50 feet (15.2 m) of a passing train unless specifically authorized, or where this is not possible.
 - (m) keep away from track switches as remotely operated switch points can move unexpectedly with enough force to crush ballast rock. Personnel shall stay away from any other railroad devices they are unsure of. Personnel shall not disturb or foul the ballast at any time.
 - (n) Third party work that has a potential to impact rail traffic must consider machine swing radius, vertical grade differences, overhead work, etc. to ensure it will not impact a passing train; work and equipment must maintain 50 feet (15.2 m) of a passing train.

- (o) When exiting on track machinery as trains are passing; exit on the opposite side.
 - i) use 3-point contact when getting on / off any vehicle, equipment, or track unit.
 - ii) face the vehicle or equipment / track unit when getting on / off.
 - iii) place handheld items onto equipment / track unit or seek help prior to getting on / off.
 - iv) get on / off on the operators' side when possible.

14.5 Equipment on or near tracks

- 14.5.1 Contractor personnel shall not be Foul of Track with any piece of equipment without a CPKC flag person or other authorized track protection.
- 14.5.2 Contractor personnel shall not move equipment across the tracks except at established road crossings, or unless under the protection and authorization of a CPKC flag person and only if the work site has been properly prepared for such a move. Tracked equipment will require a CPKC flag person any time railroad tracks are crossed.
- 14.5.3 Contractor personnel shall not move equipment across railroad bridges or through tunnels, except as expressly authorized and only under such conditions as stipulated by the Manager-in-Charge.
- 14.5.4 When there is passing rail traffic, contractor personnel shall move equipment away from the tracks at least 50 feet (15.2 m), or where not possible, park the equipment as far away from the tracks as possible, exit to the side away from the track where the movement is taking place, and walk to a safe a distance.
- 14.5.5 When there is passing rail traffic, buckets, shovels, and loads on cranes must be lowered to the ground to rest, and cranes without a load must have their load line tightened or retracted to prevent movement.

14.6 Railroad Signs, Signals, Flags, and other Communication Infrastructure

- 14.6.1 Signs, signals and flags shall not be obstructed, removed, relocated, disabled, or altered in any way without proper authorization and qualification.
- 14.6.2 Only qualified contractor personnel who are authorized by CPKC are permitted to operate switches, derails, electric track mechanisms, signal and communication systems or other track control appliances.
- 14.6.3 Railroad pole lines carry electric power and should be treated as any other power lines.
- 14.6.4 The contractor shall keep all contractor personnel informed of current weather conditions.

Personnel shall stay alert for possible high-water conditions, or flash floods. During severe weather conditions:

 - a) Personnel shall be prepared to take cover in the event of a tornado.
 - b) Personnel shall not work while lightning is occurring.
 - c) If storm conditions arise unexpectedly, contractor personnel shall ensure that equipment is in the clear of the tracks and secured before seeking cover. Contractor personnel shall stay away from railroad tracks when visibility is poor, such as during fog or blizzard conditions.

Any contractor personnel discovering a hazardous or potentially unsafe condition, which may affect the safe passage of railroad traffic, must advise CPKC immediately by calling:

- 1-800-716-9132 - CPKC Public Safety Communication Centre (PSCC)

14.7 Excavation

- 14.7.1 Before starting excavation operations, the contractor shall ascertain that there are no underground wires, fiber optic cables, pipelines or other utilities which could be damaged or, if present, that such installations are properly protected. Fiber optic cables are present on most segments of the right-of-way. Prior to commencing any excavation, the contractor shall contact the proper authority CPKC and / or public utility to obtain the necessary permit and to locate and protect such cables or other underground utilities.
- 14.7.2 Excavations shall not be left unattended unless they are properly protected; and the Manager-in-Charge shall be notified.
- 14.7.3 Contractors must obtain and maintain utility locates in accordance with applicable law.

15.0 WHMIS

15.1 General Requirements

- 15.1.1 If at any time contractor's work involves the use, handling, storage, or disposal of hazardous materials ("Handling of Hazardous Materials"), contractor personnel must inform the Manager-in-Charge.
- 15.1.2 Contractors shall ensure that all contractor personnel are fully trained in the handling of hazardous materials and that contractor and contractor personnel are in full compliance with all applicable legislation, and as directed by the Manager-in-Charge.
- 15.1.3 Contractor personnel shall have appropriate processes, systems and controls in place to prevent or otherwise mitigate potential environmental, health and safety risks associated with the handling of hazardous materials.

15.2 Access to Safety Data Sheets (SDS)

- 15.2.1 Prior to beginning any work that may expose CPKC personnel to hazardous materials, contractor or contractor personnel shall:
 - a) provide a copy of the respective SDS to the Manager-in-Charge, and
 - b) keep a copy of the SDS at the work site and ensure that it is always readily available.

15.3 Hazardous Material Incident or Spill

- 15.3.1 In the event of a hazardous material incident or spill, the contractor must:
 - (a) ensure that no contractor or CPKC personnel have or will be exposed
 - (b) take all reasonable actions to contain the spill
 - (c) respond in accordance with its emergency response plan, and
 - (d) notify CPKC immediately in accordance with Section 18 below.

16.0 Operation of Highway Vehicles

16.1 Highway Vehicles

16.1.1 The following requirements apply to all highway vehicles, when operated on CPKC property; or used to transport CPKC personnel.

16.2 Regulations and Inspection

16.2.1 Before using a highway vehicle, contractor personnel shall:

- (a) complete a pre-trip inspection.
- (b) maintain an inspection log.
- (c) ensure periodic inspections are completed at official testing locations as required.
- (d) ensure the vehicle is always maintained and in safe operating conditions, and
- (e) ensure the vehicle is in compliance with applicable motor vehicle regulations and license requirements.

16.2.2 Vehicle maintenance, inspection records and logs must be made available to the Manager-in-Charge on request.

16.3 Vehicle Operator Requirements

16.3.1 Operation of highway vehicles is restricted to those contractor personnel who are licensed, qualified and authorized to do so. Such contractor personnel shall be always responsible for the safety of all passengers. For greater certainty, such contractor personnel shall:

- (a) hold a valid license for the class of vehicle being operated, in accordance with applicable local, provincial, and federal requirements.
- (b) strictly comply with all posted traffic signs, signals, and all shall obey all applicable legislation,
- (c) maintain the required driver log, and make the log available to the Manager-in-Charge on request, and
- (d) comply with the requirements on the use of electronic devices as set out in Section 12 above.

16.4 Driving on CPKC Property

16.4.1 In addition to the requirements set out above, while on CPKC property, contractor personnel shall:

- (a) travel only on designated roadways unless otherwise instructed.
- (b) keep daytime running lights on (if so equipped).
- (c) not exceed 15 mph (25 Km/h) unless otherwise posted.
- (d) come to a full stop at all blind corners, rail, and roadway crossings.
- (e) yield the right of way to all mobile equipment and other non-highway equipment or service vehicles.
- (f) not operate vehicles (or any internal combustion equipment) inside buildings or enclosed structures unless adequate ventilation is provided.
- (g) not park foul of track unless on-track protection is provided.
- (h) not leave vehicles running unnecessarily.
- (i) park only in pre-determined or designated areas.

- (j) always use the parking brake (or wheel chocks) when leaving an unoccupied vehicle running.
- (k) prior to operation of a vehicle the driver must conduct a walk around of the vehicle to identify any obstacles, clearance restrictions, or adjacent vehicles that may interfere with executing a safe movement.
- (l) where safe and practicable, pull vehicles through or back into marked parking spaces to avoid reverse collisions when exiting.
- (m) If a passenger is present, in commercial vehicles or vehicles with restricted rear views, he / she must exit the vehicle prior to a reverse movement to provide guidance and direction to the driver while backing up.

16.4.2 All contractor personnel who will be operating a highway vehicle or mobile equipment in any CPKC intermodal facility must complete the local Driver Safety Orientation (DSO) program prior to first entry, and from time-to-time thereafter as directed by the Manager-in-Charge.

16.5 Seat Belts

16.5.1 Seat belts must always be worn while operating or riding in any equipped vehicle unless contractor personnel is actively engaged in inspections requiring said contractor personnel to be free of such restraint, and then only when the vehicle is operating at less than 15 mph / 25 Km/h.

16.6 Loads

16.6.1 Contractor personnel shall ensure vehicles are loaded according to weight and dimensional requirements as authorized by provincial regulations and permits, and properly load and secure tools, material, equipment, and freight to avoid shifting, falling, leaking or otherwise escaping from vehicles during operation.

16.7 Riding in CPKC Vehicles

16.7.1 Contractor personnel are prohibited from operating or riding in any CPKC vehicles unless authorized to do so, or in case of emergency.

17.0 Tools, Equipment and Machinery

17.1 General Safety Requirements Respecting All Tools, Equipment and Machinery

- 17.1.1 Contractor personnel shall ensure that all tools, equipment, and machinery used be:
- (a) in compliance with all applicable legislation.
 - (b) in good working order, properly serviced and maintained.
 - (c) safe for their proposed use and used only for purposes specified by the manufacturer.
 - (d) operated and maintained only by persons properly trained and qualified for that duty.
 - (e) seat belts (if present on equipment) must be worn while operating or riding any such equipped mobile equipment.
 - (f) if mobile, equipped with appropriate safety devices (e.g., lights, horns, back-up alarms, safety beacons), and
 - (g) be prevented from moving, through use of the hand brake, wheel blocking, wheel chocking and / or a derail, where applicable.
- 17.1.2 The contractor shall provide adequate lighting when performing work between sunset and sunrise.

- 17.1.3 Use of CPKC tools, equipment and machinery by contractor personnel is prohibited unless specifically authorized by local CPKC management.

17.2 Hazardous Energy Control- Lockout /Tagout

- 17.2.1 Contractor personnel shall employ lockout / tagout procedures as required to eliminate the accidental or unexpected start-up, energizing, or release of stored (residual) energy during maintenance, repair and / or servicing activities.
- 17.2.2 All tools, equipment and machinery must be made safe and isolated from all energy sources rendering the machine, equipment, or process inoperative prior to performing maintenance, repair or servicing related tasks.
- 17.2.3 No contractor personnel can remove any CPKC applied lock or tag, including bad-order tags.
- 17.2.4 Notwithstanding the foregoing, if contractor's work may create an energy hazard to any CPKC Personnel, then all affected parties must follow the requirements set forth in CPKC's Lockout – Hazardous Energy Control Policy and Code of Practice.
- 17.2.5 If CPKC personnel and contractors are jointly performing maintenance, repair or servicing activities on the same machine, equipment or using the same energy source, then a multi-lock hasp must be applied with individual locks and tags affixed (as per CPKC's Hazardous Energy Control – Lockout Policy and Procedure).

17.3 Electrical Safety Requirements

- 17.3.1 In addition to the hazardous energy control lockout requirements above, all electrical work must comply with applicable legislation, National Electrical Code (NEC), and National Fire Protection Association (NFPA) requirements.
- 17.3.2 Contractor personnel working on electrical systems must:
- (a) if in proximity to CPKC Personnel, inform them of:
 - (i) existing or potential electrical hazards,
 - (ii) any specific additional personal protective equipment that may be required,
 - (iii) applicable safe work practices,
 - (iv) applicable emergency and evacuation procedures, and
 - (v) apply lock out procedures as per the section above on Hazardous Energy Control- Lockout.
 - (b) have practices, procedures and training that comply with:
 - (i) Applicable sections of the NEC and NFPA electrical safety standards.
 - (ii) Any other applicable legislation.
 - (c) not operate or allow cranes or other mobile equipment to approach closer to any live electrical power line as per CSA Z150 Safety Code on Mobile Cranes.

17.4 Lifting Devices

- 17.4.1 All lifting devices, including but not limited to jacks, cranes, cables, slings, chains, and hooks shall:
- (a) meet applicable legislation governing design, inspection, maintenance, and operation.
 - (b) be safety certified and labeled or tagged with load capacity limits where required.
 - (c) have sufficient capacity for the planned lift.

- (d) have sufficient footing or support area to properly distribute the load during a lift.

17.5 Welding and Torch Cutting

17.5.1 When welding or torch cutting, contractor personnel shall:

- (a) be properly trained and qualified.
- (b) ensure that all closed containers have been properly purged.
- (c) direct flame or sparks away from other workers, equipment and flammable material.
- (d) have a fire extinguisher readily available.
- (e) keep compressed gas and oxygen cylinders stored in a secure, vertical position, with regulators removed and caps applied, labeled properly, and located in vented cabinets or other designated locations.

17.6 Explosive Actuated Tools

17.6.1 Only contractor personnel who are qualified and licensed in accordance with applicable legislation, and authorized by CPKC, may use explosives or explosive actuated tools.

17.7 Unattended Equipment or Machinery

17.7.1 Tools, equipment and machinery shall not be left unattended at any time and shall not be stored on CPKC property, unless expressly permitted pursuant to a written agreement with CPKC or by the Manager-in-Charge in writing, and where so permitted, contractor shall ensure that:

- (a) storage shall be restricted to the designated area, or as otherwise specified by CPKC.
- (b) all such tools, equipment and machinery shall be secured in a safe position well clear of all railroad tracks to prevent accidental contact with trains and moving equipment and not restrict train crew sightlines.
- (c) as much as possible, tools, equipment and machinery shall be stored in locations out of public view.
- (d) Machines must be secured in accordance with on-track machinery rules.

18.0 Emergency Response

18.1 Emergency Response Plan

18.1.1 The contractor must maintain a current emergency response plan and make it available to CPKC on request. Emergency response plans must include at a minimum:

- (a) contractor reporting procedures in the event of an incident or spill.
- (b) emergency response contacts and phone numbers, including phone numbers for CPKC incident reporting and local CPKC managers (See Attachment A), and
- (c) containment measures to be taken in the event of an incident or spill.

18.2 Initial Response

18.2.1 Initial response to any emergency condition must follow the following sequence:

- (a) Protect the safety and security of all individuals and communities.
- (b) Provide environmental protection and mitigation.
- (c) Conduct incident investigation and evidence preservation.
- (d) Restore railroad operations.

18.3 First Aid

18.3.1 Contractor personnel must have sufficient first aid qualified personnel and the required first aid kit / supplies and any other required first aid equipment at the work site, suitable for the crew size, nature of work being performed and location, all of which shall comply with Part II of the Canada Labour Code and / or provincial OHS regulations.

18.4 Fire Protection

18.4.1 The contractor must have appropriate fire extinguishers suitable (i.e., type, size and quantity) for nature of the work being done, in compliance with applicable legislation, and be always readily available on:

- (a) the work site, and
- (b) all contractor equipment, machinery, and highway vehicles.

18.4.2 Contractor personnel shall ensure that all necessary precautions are taken to prevent fires, including the following:

- (a) storing flammable material (e.g., paper, rubbish, sawdust, oily or greasy rags, etc.) in proper containers.
- (b) storing and transporting fuel, gasoline, or other flammable liquids in approved containers / vented compartments as required in. Use of unapproved containers is prohibited.
- (c) proper disposal of flammable material daily.
- (d) preventing static electricity when dispensing or transferring flammable liquids by using proper grounding and bonding techniques.
- (e) avoid using cutting or welding torches during the last one-half hour of shifts, if possible.
- (f) taking special precautions with fusees, including:
 - (i) store and transport in approved containers.
 - (ii) do not allow fusees to come in contact with any combustible material, including railroad ties or wooden timbers, and

- (iii) fully extinguish fusees before leaving the location where used.
 - (g) promptly advise CPKC management of any fire on CPKC property or in proximity to, and
 - (h) fully extinguish or provide protection for any fire prior to leaving the work site.
- 18.4.3 Contractors working on the CPKC right-of-way where a high risk of fire exists (e.g., during rail grinding, rail welding) must have:
- (a) appropriate fire prevention and suppression plans (including emergency numbers for CPKC, local fire and fire control districts), and
 - (b) additional firefighting equipment and trained contractor personnel on site, as required by applicable legislation or the Manager-in-Charge.

19.0 Confined Space

19.1 Confined Space

- 19.1.1 Qualified and authorized contractor personnel must follow all required confined space entry procedures in accordance with applicable legislation and standards prior to entering into a confined space.
- 19.1.2 Rescue procedures and equipment must readily available when required to enter a confined space.

20.0 Reportable Accidents, Incidents, and Injuries

20.1 Reportable Injuries

- 20.1.1 Reportable injuries include any personal injury to:
 - (a) Contractor personnel.
 - (b) any CPKC personnel, or
 - (c) to any third party on CPK property.

20.2 Reportable Accidents

- 20.2.1 Reportable accidents include any occurrence that results in:
 - (a) damage to railroad tracks, right of way, buildings or other CPKC property,
 - (b) damage to railroad equipment,
 - (c) damage to CPKC highway vehicles,
 - (d) release of hazardous material,
 - (e) spill or loss of transported commodities, and
 - (f) any threat to the environment.

20.3 Reportable Incidents

20.3.1 Reportable incidents include:

- (a) unintended movement of railroad equipment.
- (b) failure to provide track protection for workers when required.
- (c) movement of railroad equipment beyond authorized limits.
- (d) operation of railroad equipment by an unqualified person.
- (e) unauthorized handling of a track switch.
- (f) damage, vandalism or tampering with any railroad signals, structures or railroad safety device.
- (g) seepage, leakage, spills of, or other contamination from, hazardous materials.
- (h) actual, threaten or suspected security related incidents.
- (i) slides, washouts, or other on-track obstructions, or
- (j) any occurrence that may disrupt the movement of trains or affect safe rail operations.

21.0 Reporting

21.1 Emergency Reporting

21.1.1 In the case of an emergency, contractor personnel must call:

- (a) 911, where this emergency response system exists, or
- (b) the local police, fire or emergency department in all cases, and
- (c) CPKC Police Services Communication Center- 1-800-716-9132.

21.2 Accident, Incident, Injury Reporting

21.2.1 When an accident, incident or injury occurs on CPKC property, the contractor must:

- (a) immediately report it to the
 - (i) CPKC Public Safety Communication Centre (PSCC) 1-800-716-9132, and
 - (ii) CPKC Manager-in-Charge.
- (b) follow all instructions given to protect the scene.

21.2.2 CPKC is obligated to report contractor personnel injuries occurring on CPKC property to the required provincial or federal regulators as required. Reporting to CPKC remains the contractor's responsibility.

21.3 Information to Report

21.3.1 Information required with the initial report includes:

- (a) type of incident.
- (b) date and time of occurrence.
- (c) location (mileage, subdivision, building, yard, or other physical description).
- (d) identity of person(s) involved or injured (company & name).
- (e) description of any hazardous materials involved.
- (f) type & unit number of any railroad equipment or vehicle involved.

- (g) description of occurrence, damage and/or injury, and cause if known.
- (h) description of any emergency response.
- (i) name and contact information of person making the report, and
- (j) any such other information that CPKC may require.

21.4 Environmental Incidents and Spills

21.4.1 In the event of an environmental incident or spill that could have a negative impact on the environment, the contractor must immediately:

- (a) Report the incident to the Public Safety Communication Centre (PSCC) 1-800-716-9132, the Manager-in-Charge, and the designated CPKC contact as per the governing agreement relating to the work.
- (b) take all reasonable actions to contain the spill.
- (c) respond in accordance with its emergency response plan, and
- (d) provide CPKC with the following information:
 - (i) description of location and surrounding area, including any sensitive environmental areas nearby (e.g., rivers, parks, sewers).
 - (ii) type and quantity of substance released.
 - (iii) cause of spill or deposit, if known, and
 - (iv) details of any immediate action taken, or action proposed to be taken to contain spill and recover substance.

21.5 Additional Contractor Requirements

21.5.1 Contractor and contractor personnel must:

- (a) ensure an appropriate emergency response is initiated.
- (b) protect any evidence until released by the CPKC Manager-in-Charge.
- (c) cooperate fully with any CPKC investigation.
- (d) cooperate fully with any investigating government agency, and
- (e) notify CPKC if information is requested by any investigating government agency.

22.0 Contractor and Contractor Personnel Acknowledgement

Acknowledgement

- 20.1.1 Contractor and contractor personnel who work on CPKC property shall be deemed to have read and understood the content of these CPKC Safety Requirements for Contractors - Canada, as amended from time to time, and to agree to be bound by them.
- 20.1.2 These CPKC Safety Requirements for Contractors - Canada are subject to change without prior notice.



Home Safe is a commitment to be vigilant about personal safety and the safety of co-workers.

21.0 Attachment A – Emergency Information Sheet

Emergency Contact Information:		
Emergency Contacts:	Phone:	Location:
CPKC Public Safety Communication Centre (PSCC):	1-800-716-9132	
CPKC Calgary Operations Center	1-800-796-7851	
Manager-in-Charge (MIC):		
Local Emergency Services (EMS):		
Local Police Services:		
Local Fire Services:		
Hospital:		
Physician:		
Aircraft service, (if applicable):		
Watercraft service, (if applicable):		
Other Emergency Services:		
Emergency Evacuation Route: (Describe nearest evacuation assembly location or provide sketch on back)		

22.0 Attachment B – Work Site Information Sheet

Work Site Information:	Details:
Worksite Location Name:	
Worksite Location Address:	
Railroad Subdivision Name and Mileage:	
Nearest Town:	
Manager-in-Charge: (Name / Phone Number)	
Contractor Supervisor: (Name / Phone Number)	
Worksite Phone Number:	
Certified First Aid Attendant(s): (Name(s) / Phone Number(s))	
Location of First Aid Kit(s):	
Location of AED (if onsite):	
Location of Fire Extinguishing Equipment:	
Location of Safety Data Sheets (SDSs):	

