

## Watchmen

Watchmen establish on track protection by warning employees of approaching trains so the employees can clear the tracks before the trains reach the work site.

### Step 5. Establish the Protection

Step 5 in establishing on track protection is to establish the specific type of protection on track protection chosen in Step 4:

- Exclusive use of track
- Foul time
- Inaccessible Track
- Train Coordination
- Individual train detection (ITD)
- Watchmen

### Exclusive Use of Track

The following rules give procedures for establishing exclusive use of track. See the following pages for the complete rules.

- Protection When Fouling or Working on a Track; Protection in Unforeseen Conditions (NORAC Rule 132)
- Removing a Track from Service (NORAC Rule 133)
- Protection by Stop Signs When an In-Service Track is Obstructed for Maintenance (NORAC Rule 135)
- Train Coordination (Timetable)
- Placing or Operating Track Cars on Tracks (NORAC Rule 803)
- Additions to Form D Line 2 (NORAC Rule 804)
- Track Car Following Other Movements (NORAC Rule 805)
- Train Following Track Car (NORAC Rule 806)
- Approach, Stop, and Resume Speed Signs (NORAC Rules 296c, 297, 297a)
- Placing Approach, Stop, and Resume Speed Signs (MW4)

### ☐ Protection When Fouling or Working on a Track; Protection in Unforeseen conditions (NORAC Rule 132)

Trains must be fully protected against any known condition that may interfere with their safe passage.

If work on or adjacent to a track will create a condition interfering with the safe passage of trains, that work must not be attempted without permission of the employee in charge of the track.

In tracks where ABS, DCS, or Interlocking Rules are in effect, the Dispatcher (or Operator when authorized

by the Dispatcher) must assure that protection against trains in both directions has been provided as follows:

1. If the work involves on-track equipment or will disturb the track or catenary structure so that it would be unsafe for Normal Speed, Form D line 4 or Form D line 5 must be issued.
2. If the work will not disturb the track or catenary structure, the Dispatcher may verbally authorize foul time in accordance with NORAC Rule 140.

Form D line 4, Form D line 5, and foul time may be issued only to employees who are qualified on the operating rules and the physical characteristics of the territory involved.

If an event occurs or conditions are found that may interfere with the safe passage of trains and no protection has been provided, employees must immediately attempt to stop trains by radio communication to trains and the Dispatcher. They must provide flag protection in both directions as prescribed by NORAC Rule 130, paragraph (b), "Flag Protection against Trains on Adjacent Tracks." Flag protection must be maintained until the unsafe condition has been corrected, or until employees are assured by the Dispatcher or Operator that other protection has been provided.

### ☐ Removing a Track from Service (NORAC Rule 133)

Whenever Form D line 4 is issued to remove a track from service, the following procedures will apply:

#### a. Action Required Prior to Issuance

Before Form D is issued, the Dispatcher must determine that:

1. The affected track is clear of other movements, and
2. Controlled signals leading to the affected track are in Stop position, and
3. Blocking devices are applied to the controls of switches and signals leading to the affected track.

These signals must not be displayed for movement leading to the out-of-service track, except as provided for in NORAC Rule 134, paragraph (a), "Movement in the Direction of the Out-of-Service Track."

#### b. Addresses

Form D must be issued to both:

1. The employee requesting use of the track, and
2. The Operators controlling entrance to the track.

### c. Establishing Out-of-Service Limits

Each end of the out-of-service limits must be defined by one of the following physical features:

1. A whole mile post.
2. A station or other physical characteristic location.
3. A track barricade or flagman at a designated location.

### d. Operation within Out-of-Service Limits

ABS, CSS, DCS, and Interlocking rules do not apply within the out-of-service limits. All movements must operate at Restricted Speed. The employee named in Form D line 4 is in charge of the out-of-service limits.

### e. Admitting Additional Equipment from Locations Controlled by Dispatcher or Operator.

The Dispatcher or Operator may admit additional track cars or trains to the out-of-service limits after:

1. He has obtained permission of the employee named in Form D line 4,

AND

2. He has delivered a copy of the Form D line 4 to the person in charge of the additional equipment.

**EXCEPTION:** When the out-of-service limits are published by Bulletin Order, the delivery of Form D to additional equipment is not required.

If movement to the out-of-service limits will involve passing a Stop Signal, the Dispatcher or Operator may then authorize movement in accordance with Rule 241, "Passing a Stop Signal".

### f. Admitting Additional Equipment from Locations Not Controlled by Dispatcher or Operator

The employee named in Form D line 4 may admit additional track cars or trains to the out-of-service limits by showing or reading his copy of the Form D to the employee in charge of the track car or train.

### g. Returning the Track to Service

When the track is to be returned to service, the employee in charge of the out-of-service track must take two actions:

1. He must notify the Dispatcher or Operator of any restrictions necessary for the safe passage of trains.

AND

2. He must ascertain that all track cars and trains are clear of the track, and notify the Dispatcher or Operator that they are clear.

**EXCEPTION:** With the Dispatcher's permission, the track may be returned to service while it is still occupied by equipment. Before the track is returned to service, the employee in charge of the track must ensure that the equipment remaining on the track receives proper authority to occupy the track after it is returned to service. If the track is governed by Rule 261, permission must include direction of movement.

### Protection by Stop Signs When an In-Service Track is Obstructed for Maintenance (NORAC Rule 135)

Whenever Form D line 5 is to be issued in accordance with item 1 or Rule 132, "Protection When Fouling or Working on a Track," the following procedures will apply. The "Working Limits" refers to the area designated by Form D line 5 or Bulletin Order, which must be identified by a whole mile post, station, or other physical characteristic location.

#### a. Addresses

Form D line 5 must be issued to both:

1. The employee requesting to obstruct the track, and
2. Trains approaching the obstructed track.

**EXCEPTION:** When the Working Limit is published by Bulletin Order, issuance of Form D to approaching trains is not required.

#### b. Required use of Signs

The approach to the Working Limits must be indicated by an Approach Sign. The Approach Sign indication will not apply when permission is received to proceed past the Stop Sign.

The Working Limits must be indicated by a Stop Sign and a Working Limits Resume Speed Sign. A Working Limits Speed Limit Sign may be substituted for the Stop Sign when the track is not obstructed.

#### c. Action Required Prior to Issuance

The Dispatcher must not issue Form D line 5 authority until he has been notified by the employee in charge that the signs have been properly placed.

#### d. Movements within Working Limits

A train must not enter the Working Limits until permission has been received from the employee in charge, unless a Working Limits Speed Limit Sign is displayed. The employee in charge must not authorize a train to enter the Working Limits or display a Working Limits Speed Limit Sign until he has been

assured that the track through the Working Limits is not obstructed, and all Roadway Workers have been notified. Trains must not exceed 30 MPH through the Working Limits, unless directed by the employee in charge to operate at a higher or lower speed.

**EXCEPTION:** Trains and track cars that will be performing maintenance within the Working Limits may be admitted by the employee in charge while the Working Limits is still obstructed. All trains and track cars performing maintenance within the Working Limits must operate at Restricted Speed and must not leave the Working Limits without proper authority.

**e. Interlocking Switches within Restricted Area**

Dispatchers or Operators controlling interlocking switches within the Working Limits must line such switches for movements within the Working Limits and must apply blocking devices to the controls of those switches. These blocking devices must not be removed without permission of the employee in charge of the Working Limits. This requirement does not relieve employees operating within the Working Limits from complying with interlocking signal indications.

**☐ Placing or Operating Track Cars on Tracks (NORAC Rule 803)**

**1. Tracks Where ABS or DCS Rules Are in Effect**

Form D line 2 and line 3 is the authority for the movement of track cars and must be obtained before track cars are placed or operated on a track where ABS or DCS rules are in effect. Three exceptions are:

1. Track car movements within yard limits in non-signalized territory may be made with verbal permission of the Dispatcher (or Operator when authorized by the Dispatcher).
2. Track car movements at an interlocking may be made one track car length beyond the home signal into ABS or DCS territory. Such movements require verbal permission of the Dispatcher (or Operator when authorized by the Dispatcher).
3. Track car movements that will be performing maintenance within Working Limits may be made on verbal permission of the employee in charge as prescribed by Rule 135, part (d), "Movements within Working Limits."

Before issuing Form D lines 2 and 3 or granting verbal permission for a track car to shift at an interlocking as outlined in item (2) above, the Dispatcher must ensure

1. No trains have been authorized to move in the direction of the point to be occupied,  
AND
2. Signals governing opposing and following movements are in Stop position,  
AND
3. Blocking devices are applied to protect against opposing and following movements.

The Dispatcher must issue a copy of the Form D to all Operators involved.

**b. Tracks Where ABS or DCS Rules Are Not in Effect**

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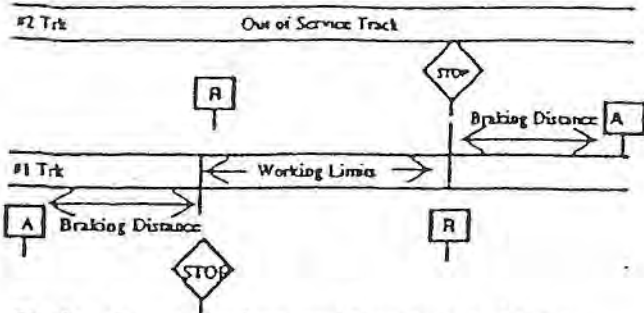
On tracks where ABS or DCS rules are not in effect and an employee is in charge of the track, track cars must not be placed or operated on the track unless authorized by that employee. Where no employee is in charge of the track, track cars may occupy the track without permission.

**☐ Additions to Form D Line 2 (NORAC Rule 804)**

The Dispatcher may direct addressee(s) to add additional line 2 authorities to a specified direction Form D which is still in effect providing no new trains or track cars have been authorized to operate within the limits of the additional line 2. Before issuing additional line 2 authorities, protection as prescribed by Rule 803, "Placing or Operating Track Cars on Tracks," must be applied.

Additional line 2 authorities will be added as follows:

1. The Dispatcher must contact the addressee(s), state his intent to give them an additional line 2 authority, and state the number and date of the Form D to which the line 2 authority will be added.
2. The Dispatcher will then transmit the additional line 2 authority and his initials. The addressee(s) will repeat the authority. The Dispatcher must not transmit the "time" of the addition to the addressee(s) until they have correctly repeated the authority. The addressee(s) must not act upon the additional authority until they receive the "time" of the addition.
3. The Dispatcher and the addressee(s) must record all additional information on line 2 of their Form D.



Placing Approach, Stop, and Resume Speed Signs.

5. When placing Approach Signs:
  - a. Place the Approach Sign so that it faces the direction from which trains are approaching.
  - b. Place the Approach Sign far enough ahead of the Stop Sign to permit trains to stop from Normal Speed.

  - For a level of ascending grade, use Table 1 to determine the minimum stopping distance for passenger and freight trains.

Grade (%)	Increase Stopping Distance in Table 1 By:
Level to 0.09	None
0.10 to 0.30	10%
0.31 to 0.50	20%
0.51 to 0.80	30%
0.81 to 1.00	40%
1.01 to 1.10	50%
1.11 to 1.30	60%
1.31 to 1.40	70%
1.41 to 1.60	80%
1.61 to 1.70	90%
1.71 to 1.80	100%
1.81 to 1.90	110%
1.91 to 2.00	120%

Table 2. Additional stopping distances from approach signs to stop signs on descending grades.

Normal Speed (MPH)	Minimum Stopping Distance (feet)
100	9,200*
90	7,500*
80	6,200*
70	14,500
60	14,500
50	11,100
40	8,700
30	5,900
20	3,800
10	1,900

\*NOTE: only passenger trains may operate at 80 MPH or above; they require less stopping distance than freight trains.

Table 1. Minimum stopping distances from approach signs to stop signs on level or ascending grades.

- For a descending grade, increase the stopping distance in Table 1 by the amount shown in Table 2.

Movement Permit Form D.

### Foul Time

The following rules give procedures for establishing foul time. See the following pages for the complete rules.

- Protection When Fouling or Working on a Track; Protection in Unforeseen Conditions (NORAC Rule 132)
- Foul Time (NORAC Rule 140)

☐ Protection When Fouling or Working on a Track; Protection in Unforeseen Conditions (NORAC Rule 132)

Refer to NORAC Rule 132 on page 8.

## ☐ Foul Time (NORAC Rule 140)

Foul Time may be issued only by the Dispatcher, or Operator when authorized by the Dispatcher.

### a. Action Required Prior to Issuance

Before issuing or authorizing Foul Time, the Dispatcher, must determine that no trains have been authorized to occupy the track segment to be fouled. In signaled territory, the Dispatcher must ensure that Stop Signals have been displayed and blocking devices applied to controls of switches and signals leading to the affected track. When trains are to be held at a TBS where blocking devices cannot be applied, the Dispatcher must issue Form D line 13 instructing the Operator to hold trains clear of the affected track.

### b. Permission to Foul

Permission to foul must include the following information:

1. Track designation
2. Track limits (between/at)
3. Time limits
4. Blocking device sequence number (System Inst.)

The receiving employee must repeat this permission and the Dispatcher or Operator must then confirm it before the Foul Time becomes effective.

### c. Reporting Clear

Once protection has been provided, it must be maintained until the employee who was granted Foul Time has reported clear of the track.

## Train Coordination:

A lone worker or an employee in charge of group of Roadway Workers may establish Working Limits by notifying the crew of a train or engine to which the Roadway Worker(s) have been assigned that they will now be working under Train Coordination and must not move without the permission of the Roadway Worker requesting Train Coordination. The train or engine must be stopped during notification that the Train Coordination protection will be used. This method of protection may be used when Roadway Workers are working with individual train and engine crews during weather emergencies, snow duty, handling materials with a work train, or repairing track at a derailment site.

A member of the train crew will be on the ground with Roadway Worker(s) while they are fouling the track to ensure that proper 3-step protection is provided.

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Train Coordination on non-controlled track may only be used when:

- 1) the track has been made inaccessible to all movements except the single train or engine to which the Roadway Worker is assigned, or
- 2) all other locomotives which have access to the same tracks where Train Coordination is being used will cease all movements and provide three-step protection or will be unoccupied and secured to prevent movement.

## Inaccessible Track

The following rules give procedures for establishing inaccessible track. See the following pages for the complete rules.

- Protection on Tracks Not Controlled by Dispatcher or Operator (NORAC Rule 141)
- Working on Non-Controlled Tracks
- Working on Tracks and Retarders in a Remotely Controlled Hump Classification Yard

## ☐ Inaccessible Track (NORAC Rule 141)

Roadway Workers may establish working limits on a track not controlled by the Dispatcher or Operator, by making the track inaccessible at each possible point of entry through one of the following means:

1. A switch or derail aligned to prevent access to the Working Limits and secured with an effective securing device, and properly tagged. The effective securing device and tag may be removed only by direction of the employee in charge of the working limits.
2. A remotely controlled switch aligned to prevent access to the Working Limits and secured with a blocking device by the employee who controls the switch. Blocking device protection must not be considered in effect until it has been confirmed by the employee controlling the switch. Protection must be maintained until the employee who requested the protection has reported clear.
3. A disconnected rail.
4. A flagman assigned to hold trains and equipment clear of the working limits.

Movements within working limits may be made only with the permission of the employee in charge.

Follow these procedures when working on and clearing non-controlled track (industrial yard, or any other track not controlled by a Dispatcher or Operator):

1. Make the Working Limits inaccessible to trains, engines, or other on-track equipment using one of the following procedures:
  - a. A switch lines, effectively secured, and effectively tagged within S-105 "Do Not Operate" tag in one of the following ways:
    - Private lock on switches that will accommodate them
    - Property secured switch point clamp
    - Property driven spikes and wedges that require appropriate tools to remove them
  - b. A derail secured in the derailing position and tagged with an S-105 tag
  - c. A remotely controlled switch or derail lined to prevent access to the Working Limits and secured with a blocking
  - d. A flagman assigned to hold trains and equipment clear of the Working Limits.
  - e. Exclusive track occupancy of main track which is the only entrance to a yard, industrial, or siding track so that no train or other equipment has access, relieves the Roadway Worker from securing and tagging switches.

## Individual Train Detection (ITD)

The following rules give procedures for using individual train detection (ITD). See the following pages for the complete rules.

- Establishing On Track Protection
- Individual Train Detection (Watching For Trains Yourself)
- Working On Non-Controlled Industrial and Yard Tracks

### Establishing On Track Protection

If you are a lone worker and cannot comply with all the provisions of Individual Train Detection (Watching For Trains Yourself), you must establish another form of on track protection before you foul any track.

### Individual Train Detection (Watching For Trains Yourself)

If you are a lone worker who fouls a track while performing routine inspection or minor correction, you may watch for trains yourself only if the following eight conditions are met:

1. You are trained and qualified to use individual train detection (ITD).
2. You are not within:
  - An interlocking, or
  - A remotely controlled hump classification yard.
3. You are able to visually detect the approach of a train moving the maximum speed authorized for that track and move to a previously determined place of safety at least 15 seconds before the train reached you.

**NOTE:** The place of safety may not be on another track unless Working Limits are established on that track.

4. There are no power-operated tools or roadway maintenance machines in use within your range of hearing.
5. Your ability to see and hear approaching trains and other on-track equipment is not impaired by background noise, lights, fog, precipitation, passing or standing trains, or any other physical conditions.
6. You may not occupy a position or engage in any activity that would interfere with your ability to maintain a vigilant lookout for, and detect the approach of a train moving in either direction.

7. You must conduct a job briefing (communication) with your supervisor or other designated employee, such as the Dispatcher or Operator, at the beginning of your tour of duty. This briefing must include:
  - Your planned itinerary; and
  - The on track protection you plan to use.

**EXCEPTION:** If you are unable to communicate with the designated employee due to a communications failure, you may begin the work and conduct the job briefing as soon as communications are restored.

8. You have completed a Statement of On Track Safety. Only one statement can be in effect at a time.

### Statement of On Track Safety

ITD Statement of On Track Safety					
Name _____		Date _____		Time _____	
Line _____		Track Number _____		From M.P. _____ To M.P. _____	
Yard _____		Track Number(s) _____			
<b>Instructions:</b>					
This form must be used by a Lone Worker when using ITD. Use your Timetable to determine the maximum speed authorized in the area you will be fouling. Place an X in the box adjacent to this maximum authorized speed. Determine that you have the required sight distance to clear the track 15 seconds prior to the arrival of the train. You must produce this form when requested by an FRA representative or supervisor, and retain it for seven (7) days after use.					
Maximum Authorized Speed In MPH	Required Sight Distance In Feet	Maximum Authorized Speed In MPH	Required Sight Distance In Feet	Maximum Authorized Speed In MPH	Required Sight Distance In Feet
5	110	45	990	85	1870
10	220	50	1100	90	1980
15	330	55	1210	95	2090
20	440	60	1320	100	2200
25	550	65	1430	105	2310
30	660	70	1540	110	2420
35	770	75	1650		
40	880	80	1760		
The Lone Worker has the absolute right to use On Track Protection procedures other than ITD if deemed necessary and to occupy a place of safety until another form of protection can be established.					

### Working On Non-Controlled Industrial and Yard Tracks

1. If you are a lone worker using ITD on non-controlled track (other than in a remotely controlled hump classification yard):
  - a. The place of safety cannot be on a track that is not shown on your Statement of ON Track Safety, unless Working Limits are established on that track.

- b. You must always be prepared to clear all tracks if necessary.

## Watchmen

The following rules give procedures for using watchmen to establish on track protection. See the following pages for the complete rules.

- Duties of Watchmen
- Duties Of Advance Watchmen
- Watchmen Equipment

### Duties of Watchmen

Watchmen are responsible for watching for approaching trains and signaling employees to clear the tracks. If a watchman has not been assigned, the employee in charge will be the watchman.

Follow these procedures when you are assigned the duties of a watchman:

1. When a train, engine, or on-track equipment approaches from either direction, warn employees in time for them to clear the tracks at least 15 seconds before the train reaches the point of work. Assume that the train is moving at the maximum speed authorized for that track.

**NOTE:** You may need to give additional warnings around noisy operations.

2. When an advance watchman signals the approach of a train, or signals that a train is clear, repeat the signal to the advance watchman and then signal the gang.
3. Signal employees of an approaching train as follows:
  - a. Sound a warning whistle or horn.
  - b. Hold the white disc at arm's length above your head.
  - c. Hold the white disc horizontally at arm's length toward the place designated in the job briefing where employees are to go to clear the tracks.
4. Signal employees that it is safe to resume work as follows:
  - a. Hold the white disc horizontally at arm's length toward the work site.

### Duties of Advance Watchmen

Advance watchmen are responsible for watching for approaching trains and signaling the watchman when a train is approaching. The watchman then

acknowledges the signal by repeating it back to the advance watchman.

Follow these procedures when you are assigned the duties of an advance watchman.

1. Signal the watchman of an approaching train as follows:
  - a. Sound a warning whistle or horn.
  - b. Hold the white disc at arm's length above your head.
2. Signal the watchman that it is safe to resume work as follows:
  - a. Hold the white disc horizontally at arm's length toward the work site.
3. If your signal is not acknowledged by the watchman, signal the approaching train to stop.

### Watchmen Equipment

Watchmen, advance watchmen, and employees in charge must have the appropriate equipment to perform their duties. If you are a watchman, advance watchman, or employee in charge, follow these procedures when you are protecting or supervising employees:

1. Keep your equipment in good condition and ready for use.
2. If you are a watchman or advance watchman, you must have a watchman's bag. Before performing your duties, check the bag's contents to make sure that all of the required equipment is in the bag and in good condition.
3. Wear the warning whistle or horn outside your clothing so that you can use it quickly.
4. Have and use the equipment indicated in the following table.

Equipment For Watchmen	
Good Visibility	
Watchman	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> <li>▪ Standard white disc*</li> </ul>
Advance watchman	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> <li>▪ Standard white disc</li> <li>▪ Red flag</li> </ul>
Employee in charge	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> </ul>
Poor Visibility (in tunnel or at night)	
Watchman	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> <li>▪ Suitable white light</li> </ul>
Advance watchman	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> <li>▪ Suitable white light</li> <li>▪ Two red fuses</li> </ul>
Employee in charge	<ul style="list-style-type: none"> <li>▪ Warning whistle or horn</li> <li>▪ Suitable white light</li> </ul>

### Equipment For Watchmen

\*NOTE: A watchman assigned to protect only one employee who is performing work where advance watchmen are not required does not need to be equipped with a white disc.



## Step 6. Perform the Work and Clear the Track

Step 6 in establishing on track protection is performing the work with the appropriate protection and clearing the track when a train or equipment is approaching.

This section gives rules for the following duties:

- Working on retarders
- Operating roadway maintenance machines
- Clearing tracks

## Working On Retarders

### Working On Tracks and Retarders In a Remotely Controlled Hump Classification Yard

1. When fouling tracks while working on a car retarder, and a train or equipment approaches on another track:
  - a. If the track centers are less than 20 feet, discontinue all work.
  - b. If the track centers are 20 feet or more, work may continue.

## Operating Roadway Maintenance Machines

### Operating Self-Propelled Equipment

Follow these precautions when operating self-propelled equipment:

1. You must be qualified or qualifying under the supervision of a qualified employee.  
**NOTE: Qualified employees must carry their qualification card at all times when on duty.**
2. Keep the Operator's Manual available on the equipment if possible so you can refer to it to determine safe operating procedures.
3. Communicate with any employee(s) who are near the equipment regarding:
  - Normal equipment operating procedures
  - Location of employee(s) working around or observing the equipment
  - Operator's blind spots
  - Signals warning that the equipment will move.
4. Do not get closer than 15 feet to employee(s) working on the track in front of or behind your equipment unless:
  - The operation required employee(s) to be closer, and
  - You have communicated with the affected employee(s).

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5. Keep at least 30 feet between standing or working equipment to avoid collisions. Increase the distance between machines when:

- The equipment is working on territory where grades or curves limit the sight distance, or
- The rail is wet, icy or oily.

**EXCEPTION:** When the operation requires, the 30-foot distance between equipment may be reduced after arrangements have been made with all affected employee(s) to ensure that no ground employee(s) are between the equipment.

6. Consider the following factors when determining a working speed for the equipment:
  - Location of employee(s) required to be on the track in the area
  - Operator visibility
  - Braking distances
  - Speed required to do the job
  - Physical characteristics of the track
  - Environmental conditions
7. Do not foul an adjacent track with any part of the equipment unless:
  - The adjacent track is controlled track and exclusive use or foul time has been established on the track, or
  - The adjacent track is non-controlled track and the track has been made inaccessible
8. Test the brakes immediately after starting to travel.
9. When employee(s) are getting on, getting off, or between self-propelled equipment:
  - a. Stop the equipment.
  - b. Disengage the clutch or gears
  - c. Set the brakes to hold.
10. Do not allow anyone to distract you or interfere with your duties. If this happens, stop all movement.

## Clearing Tracks

The following rules give procedures for clearing tracks. See the following pages for the complete rules.

- Clearing a Track Specified on Form D Line 2 (NORAC Rule 808)
- Safety Precautions For Clearing Tracks
- Clearing Controlled Track
- Working on Non-Controlled Industrial and Yard Tracks

### **☐** Clearing a Track Specified on Form D Line 2 (NORAC Rule 808)

When a track car clears the track specified on Form D line 2, the Form D authorizing the use of the track is fulfilled, and a new Form D must be issued for any further movement. The Foreman or Track Car Driver must report clear to the Dispatcher or Operator.

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- Be able to explain his or her concern about the on track safety procedures being applied.
- 1. If the worker decides to challenge the on track safety procedures, he or she must perform the following steps immediately:
  - a. Notify the employee in charge, who will promptly notify his or her supervisor (or the supervisor designee)
  - b. Notify any other roadway workers of the potential danger.
  - c. Clear the track.
- 2. The worker explains the reason for his or her concern on an On Track Protection Good Faith Challenge Form (see page 20) this form includes:
  - The worker's name, the supervisor's name, and the work location.
  - A full description of the on track safety procedures applied (or lacking) at the work location.
  - A list of the FRVT Safety rules that are not being complied with
  - A full description of the worker's reason for challenging the on track safety procedures applied at the work location
  - A list of the FRVT Safety and Operating Rules that are not being complied with
  - A full description of the worker's reason for challenging the on track safety procedures applied at the work location
  - The names of other employees (including supervisors and the employee in charge) whose knowledge of the situation is relevant to the challenge
- 5. The worker gives the On Track Protection Good Faith Challenge Form to his or her supervisor.
- 6. The worker's immediate supervisor reviews the Challenge Form and determines whether:
  - The worker's statement of the on track safety procedure at the work location is accurate, and
  - The on track safety procedures at the work location comply with FRVT Safety and Operating Rules
    - a. If the supervisor determines that the on track safety procedures are inadequate, the supervisor changes the procedures so that they comply with FRVT Safety and Operating Rules. If the worker considers the challenge resolved, the supervisor forwards the Challenge Form to the Division Engineer's office and the worker returns to work.
    - b. If the supervisor determines that the on track safety procedures do comply with FRVT Safety and Operating Rules, the supervisor notified the worker and

documents the determination the Challenge Form. If the worker considers the challenge resolved, the supervisor forwards the Challenge Form to the Division Engineer's office and the worker returns to work.

7. If the worker still does not consider the challenge resolved, the supervisor forwards the Challenge Form to the Assistant Division Engineer (or designee) for review. The worker gives the Assistant Division Engineer all information previously provided to the supervisor and an explanation of why the worker rejected the supervisor's determination.

**NOTE:** In this program, the title of Assistant Division Engineer includes equivalent-level system positions such as Assistant Production Engineer and C&S Project Engineer.

8. The Assistant Division Engineer (or designee) reviews the Challenge Form and determines whether the on track safety procedures at the work location comply with FRVT Safety and Operating Rules. The Assistant Division Engineer may contact the relevant employees named on the form to make this determination.
  - a. If the Assistant division engineer determines that the on track safety procedures are inadequate, the Engineer arranges for the procedures to comply with FRVT Safety and Operating rules. Once the procedures are in compliance, the Assistant division Engineer authorized the roadway workers to foul the track.
  - b. If the Assistant Division engineer determines that the on track safety procedures do comply with FRVT Safety and Operating Rules, the Engineer explains to the worker why the worker's challenge is invalid. For the purpose of this program, the challenge is considered resolved. The Engineer then instructs the worker to return to work.

**NOTE:** Nothing in this program diminishes or enlarges any rights or obligations in Section 20109 of the Federal Railroad Safety Act, as amended 49 U.S.C. 20109.

**On Track Protection**  
**Good Faith**

**Challenge Form**

Name: \_\_\_\_\_  
 Job Position: \_\_\_\_\_  
 Headquarters Point: \_\_\_\_\_  
 Supervisor's Name/Title: \_\_\_\_\_  
 Date and Time of Occurrence: \_\_\_\_\_

Work Location  
 Track and Mile Post: \_\_\_\_\_  
 Nearest City/Town: \_\_\_\_\_ State \_\_\_\_\_

On Track Safety Procedures Applied (or lacking) at Work Location:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Safety or Operating Rule not being complied With (Give # if known):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Challenge:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

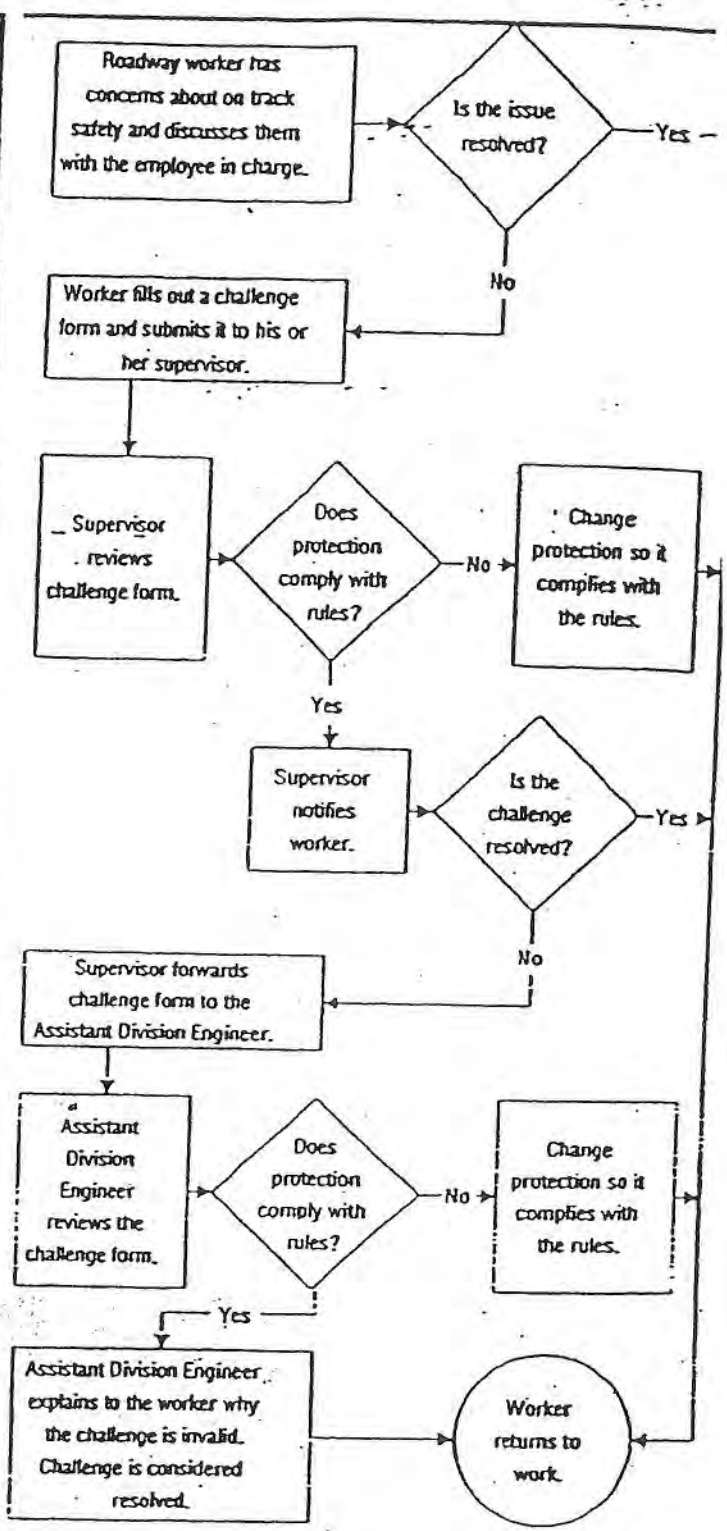
Other Employees with Information Regarding Situation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Determination by Supervisor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Date

**INSTRUCTIONS:** The employee making challenge shall complete this form, sign and date it, give it to his Supervisor who shall document his determination, sign and forward form to his respective Assistant Division Engineer.



*On Track Protection Good Faith Challenge Form.*

*Resolving On track Safety Challenges.*

## Definitions

### Adjacent Tracks

Two or more tracks with track centers spaced less than 25 feet apart.

### Blocking Device

A lever, plug, ring, or other method of control that restricts the operation of switch or signal.

### Controlled Track

Track upon which all movements must be authorized by a Train Dispatcher or Operator.

### 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:

1. Vandal resistant,
2. Tamper resistant, and
3. Designed to be applied, secured, uniquely tagged, and removed only by the class, craft, or group of employees for whom protection is being provided.

### Exclusive Use of Track

A method of establishing Working Limits on controlled track in which movement authority is withheld or restricted by the Train Dispatcher or Operator, or one or more approaches to the Working Limits are protected by flagmen.

### Flagman

An employee designated to direct or restrict the movement of trains at a point on track to provide on track protection for roadway workers. This employee may not perform any other duties.

### Form D

See Movement Permit Form D.

### Foul Time

A method of establishing Working Limits through exclusive use of the track in which notification is given

On Track Safety Manual

and recorded by the Train Dispatcher or Operator to an employee that no trains will operate within a specific segment of controlled track during a specific time period, and the required blocking devices have been placed on the control machine to protect the track fouled. Foul time shall remain in effect until the employee to whom the foul time was issued has reported clear of the track.

### Fouling a Track

The location of an individual or 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 4 feet of the field side of the near running rail.

### Gang

See Roadway Work Group.

### Hump Yard

See Remotely Controlled Hump Classification yard.

### Inaccessible Track

A method of establishing Working Limits on non-controlled track by preventing access to the Working Limits.

### Individual Train Detection (ITD)

A procedure that may be used under strictly defined circumstances by trained and qualified lone workers to provide on track protection on certain tracks outside Working Limits.

### Interlocking Limits

The tracks between the opposing home signals of an interlocking.

### Lone Worker

An individual employee who is not being afforded on track protection by another employee, is not a member of a gang, and is not engaged in a common task with another employee.

### Movement Permit Form D

A form containing written authorization(s), restriction(s), or instruction(s), issued by the Dispatcher to specified individuals.

## Non-Controlled Track

Track upon which trains are permitted by the rules or special instructions to move without receiving authorization from a Train Dispatcher or Operator.

## On Track Safety

The state of freedom from the danger of being struck by a moving railroad train or other equipment, provided by operating and safety rules that govern track occupancy by personnel, trains, and on-track equipment.

## Operator

The railroad employee in charge of a remotely controlled switch or derail, an interlocking, a controlled point, or a segment of controlled track.

## Pilot

An employee assigned to a train or track car when the Engineer, Conductor, or Track Car Driver is not qualified on the physical characteristics or the operating rules of the territory to be traversed.

## Qualified Employee

An employee who has successfully completed all required training for, has demonstrated proficiency in, and had been authorized to perform the duties of a particular position or function.

## Railroad Bridge Worker

An employee or employee of a contractor of, a railroad responsible for the construction, inspection, or maintenance of a bridge whose assigned duties, if performed on the 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.

## Remotely Controlled Hump Classification Yard

The area where cars can roll freely into tracks. In other words, the area from the crest of the hump through and including the ladder tracks at the pull-out end of the class yard. This includes the class tracks.

## Restricted Speed

Prepared to stop within one-half the range of vision — short of a train, obstruction, or switch improperly lined. Be on the lookout for broken rail. Speed must not exceed 20 MPH outside interlocking limits, or 15 MPH within interlocking limits. This speed applies to the entire movement.

In the application of Restricted Speed, trains other than passenger trains and track cars must not exceed 15 MPH.

## Roadway maintenance Machine

Powered equipment, other than by hand, which is being used on or near the track for maintenance, repair, construction, or inspection of track, bridges, roadway, or signal, communication, or electric traction systems. These machines may have road or rail wheels or may be stationary.

## Roadway Maintenance Work Train

A train which is being operated within Working Limits in conjunction with roadway maintenance, construction, or repairs, under the direction of a designated employee in charge.

## Roadway Work Group

Two or more employees working together on a common task. A gang is a roadway work group.

## Roadway Worker

An employee, or employee of a contractor to 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.

## Three-Step Protection

A procedure used by an engineer to protect employees before they foul equipment. Three-step protection has three basic components:

1. Apply the brake.
2. Center the reserver.
3. Put the generator field switch in the OFF or OPEN position.

## Track Barricade

A designated sign or obstruction fastened to a track that prevents access to the track.

## Track Centers

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

## Train Coordination

A method by which a roadway worker can establish Working Limits protection by exercising control over a movement which has proper exclusive authority on a track, to perform materials distribution with a work train, snow duty, or track work at a derailment site.

## Warning Tag

Tag used to indicate that equipment is out of service and should not be operated.

<b>DANGER</b>	
<b>OUT OF SERVICE</b>	
EQUIPMENT/APPARATUS	_____
REASON	_____
NAME	_____
TIME	_____ DATE _____

<b>DO NOT OPERATE</b>	
NOTIFY OTHERS	
REVIEW PROCEDURE	
IDENTIFY ENERGY SOURCES	
	ELECTRICAL
	HYDRAULIC
	PNEUMATIC
	GRAVITY OR SPRING
NEUTRALIZE ALL ENERGY	
LOCK OUT POWER	

*Warning Tag*

## Watchman (Train Approach Warning)

Employees assigned to warn other employees of the approach of trains, engines, or other equipment to permit the employees to safely clear the track before the train, engine, or equipment reaches the work site.

## Working Limits

A segment of track within definite limits, established by NORAC rules, upon which trains and engines may move only as authorized by the employee in charge having control of the track within the Working Limits. Working limits may be established through exclusive use of track, foul time, train coordination or inaccessible track.