

Job Briefing Checklist

- The RR Employee In Charge (EIC) of my On-Track Safety (OTS)
- Type of protection provided
- Track limits of my On-Track Safety
- Time limit of my On-Track Safety
- Watchman/Lookout warning signals to be used
- Designated “place of safety”
- What machines or personnel are involved
- Protection on adjacent tracks
- Copy of the railroad’s On-Track Safety Rules
- I understand all aspects of my On-Track Safety
- Understand Safety Apparel Requirements

Always Expect a train to move on any track in either direction at anytime!

On-Track Safety– Keeps trains away from you and Keeps you away from the trains.

Which tracks, Track limits, Time limits

Key Points to Remember:

- Insure all members of the work group acknowledge an understanding of the job briefing.
- Ask if you are not 100% certain.
- Ask if boom, arm, etc. can foul adjacent track discuss in job briefing.
- RR Employee In Charge – the primary facilitator of On-Track safety in a work group.
- New job briefing required with every change in work group member.



800 Lincoln Way | Ames, IA 50010
www.iowadot.gov

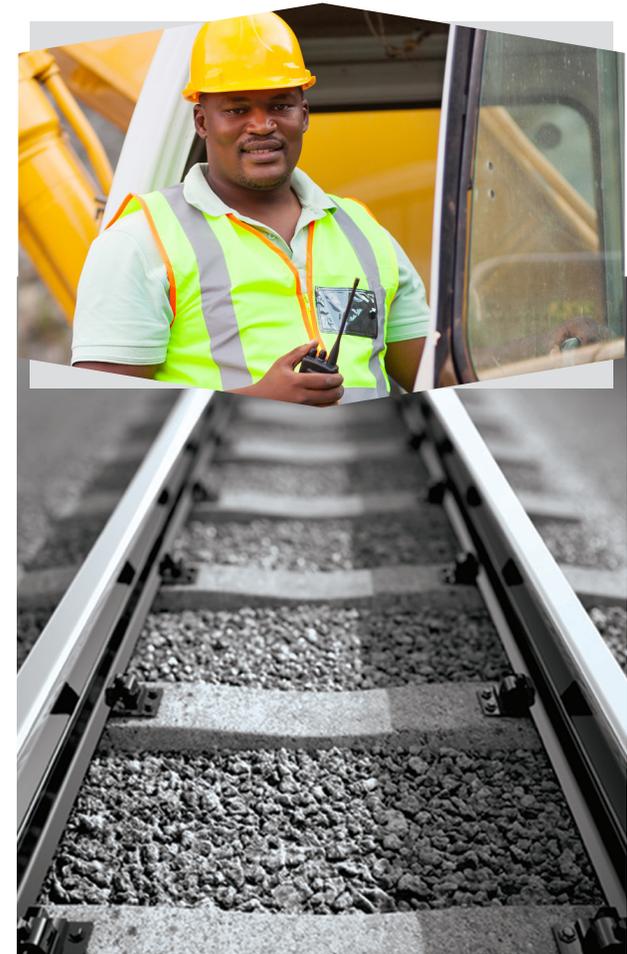
Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.



800 Lincoln Way | Ames, IA 50010
www.iowadot.gov

Railroad/Highway Construction Projects

Safety Information and Resource when working on Railroad Right of Way



BE SMART — BE SAFE
Office of Rail Transportation

Iowa DOT Contracts Include

Railroad Notification Requirements

1. Invitation to Pre-Construction Meeting
2. Prior to entering Railroad Right of Way (ROW) (up to 30 days)
3. Prior to the start of Construction work on RR ROW (up to 30 days)
4. To secure flagman for work within twenty-five (25) feet of tracks (includes above, under and next to)(30 days)

Special Provisions

Work on Railroad Right of Way (IAIS, IANR, BNSF, CRANDIC, DM & E (CP), D & I, D & W, IRR, NS, Iowa Traction)

Communication

Railroad Contacts

Roadmaster or railroad contacts map

An interactive map providing contact information for roadmasters or other railroad is available on DOTnet.

<http://dotnet/rail/roadmastercontacts.htm>



Developmental Specifications

DS-12008 Construction Work on Union Pacific Railroad (UPRR) ROW

DS- 12009 Maintenance Work on UPRR ROW

DS- Chicago Central Pacific (CCP & Cedar River Railroad (CEDR) (CN)

Horizontal Clearance – Maintain 25 feet from center of tracks.

Vertical Clearance – Maintain 21 feet, 6 inches from top of rail during construction.

Temporary Crossings – need to be negotiated between the Contractor and RR.

Contractor Orientation – Contractors and their employees must complete this or E-rail Safe as directed by the specs.

Visual Obstructions of RR Tracks – Contractor must not cause view of RR tracks to become obstructed.

Protection of Track and Ballast from damage and contamination must be provided by Contractor.

Contractor Plan Submittals – to RR for review of Excavation, Drainage, Clearance, Demolition plans.

Footings, piers, columns, walls – Contractor must provide shoring to meet RR guidelines when constructing these items.

Train Coordination – Method to establish working limits on track which a train holds exclusive authority to move.

Railroad Protective Insurance – is required prior to contract signature. Contractor must submit to the RR, prior to work on RR ROW all insurance certificates, binders & policies.

Non-Compliance – Contractors non-compliance with specification language can result in suspension of project site construction and/or fine issued by the Railroad or DOT.

Definitions

On-Track Safety – Free from the danger of being struck by a moving train or other railroad equipment, provided by operating and safety rules.

Fouling a track – The location of a person or equipment that could be struck by train or on-track equipment or in any case within four (4) feet of the field side of near running rail.

Watchman/Lookout – A RR employee who has been trained and qualified to provide warning to Roadway Workers of approaching trains or equipment.

Flagman – A RR Employee designated to direct or restrict the movement of trains.

1. **Form B** – The train dispatcher issues a form B to all trains as a train order. It is a standard rule to blow the horn when passing personnel and equipment working. In order to pass through the limits of the Form B, the train must request permission to pass through.

2. **Warrant** – Type of permission used on some railroad lines to authorize a train's use of the main line between two named points. Dispatchers issue these permissions to train crews instead of using signals. The crews receive track warrants by radio, phone, or electronic transmission from a dispatcher.

Controlled Track – Train movements are made only under authority of train dispatcher or operator.

Noncontrolled Track – Train movements are controlled by operating rules rather than dispatcher or operator.

Inaccessible Track – A method of establishing working limits by physically preventing entry and movements of trains and equipment.

Train Approach Warning – Method of established On-Track Safety. Visual detection of oncoming trains and on-track equipment.

Working Limits – A segment of track with definite boundaries upon which trains and engines may move only as authorized by the roadway worker having control over that segment of track.