



# CENTRAL MANITOBA RAILWAY CUSTOMER SAFETY HANDBOOK



# Table of Contents

<b>I</b>	<b>Introduction</b>	<b>3</b>
1.	Purpose of this Handbook	3
2.	How to Use this Handbook	3
3.	For Your Information: CEMR Policies	3
<b>2</b>	<b>Overview of Customer Safety Requirements in this Handbook</b>	<b>5</b>
1.	Safety through Teamwork	5
<b>3</b>	<b>Railcars: Hand Brakes, Doors, Wheel Sets</b>	<b>7</b>
1.	Hand Brakes	7
2.	Doors: Operation and Spill Prevention	10
3.	Spillage and Wheel Contamination	12
4.	Wheel Sets	13
<b>4</b>	<b>Railcar Handling: Loading, Lifting, Moving</b>	<b>14</b>
1.	Loading	14
2.	Lifting	15
3.	Moving	16
<b>5</b>	<b>Transportation of Dangerous Goods</b>	<b>18</b>
1.	Regulations and Resources	18
2.	Loading and Unloading Procedures/Regulations	19
3.	Dangerous Goods Emergencies	20
<b>6</b>	<b>Trackside Protection and Signage</b>	<b>21</b>
1.	Derailed	21
2.	Switches	22
3.	Flagging and Signage	22
<b>7</b>	<b>Working on or Near Tracks</b>	<b>24</b>
1.	Working Around Tracks	24
2.	Crossing Over Tracks	24
3.	Crossing Over Equipment	25
4.	Preventing Hazards	26
<b>8</b>	<b>Railway Clearances</b>	<b>27</b>
1.	Clearance Definitions	27
2.	Customer Spurs and Industrial Track	27
3.	CEMR Main Track and Sidings	28
4.	Infrastructure Changes	29
5.	Voltage Wire Lines	29
<b>9</b>	<b>Track and Structure Maintenance</b>	<b>30</b>
1.	Regulation and Inspection	30
2.	Marking Tracks Out of Service	30
3.	Track Scales	30
<b>10</b>	<b>CEMR Customer Inspection/Audit Process</b>	<b>31</b>
<b>11</b>	<b>Safety Standards on CEMR Property</b>	<b>32</b>
1.	Caution: Before Beginning Work on CEMR Property	32
2.	Required Protection Programs	32
3.	Personal Protective Equipment	33
4.	Flagging Protection: Working with a Rail Flag Person	34
<b>12</b>	<b>Security on the Railway</b>	<b>35</b>
1.	Security Concerns, Incidents and Emergencies	35
2.	Security Recommendations	36
3.	Shipment Security	36
<b>13</b>	<b>Railway Safety Resources and Materials</b>	<b>38</b>
<b>14</b>	<b>Important Telephone Numbers</b>	<b>40</b>
<b>15</b>	<b>Emergency Telephone Numbers</b>	<b>41</b>
<b>16</b>	<b>Job Briefings: An Important Note</b>	<b>42</b>

# I Introduction

## 1. Purpose of this Handbook

The purpose of this handbook is to relay vital safety information to you. The information that the Central Manitoba Railway requires you to follow applies to customer trackage, when the consequences of unsafe acts and conditions can affect both your employees and CEMR employees. This includes important safety requirements for customers operating on or near CEMR railway property. Please ensure that all of your employees understand and follow the safety principles in this handbook.

Although most of this handbook covers required practices, recommended best practices for specific railway operations are also included. These can help you improve safety on your property. Recommended procedures and practices are noted as recommendations or requests.

If at any time you have a safety concern with a CEMR operating practice or CEMR equipment, please do not hesitate to contact the CEMR Operations office at 204-235-1175

## 2. How to Use this Handbook

This handbook can help you inform your employees about the hazards of rail operations. It is written in a concise, instructional format to give you the most important information without any excess material. The handbook can be used to look up specific safety requirements and protocols.

CEMR is available to assist customers with basic rail safety including procedure reviews and developmental education. Contact your local CEMR Operations office for more information. For a current listing of CEMR Operations Contacts, please see [www.cemrr.com](http://www.cemrr.com) or see page 38.

## 3. For Your Information: CEMR Policies

### 1.3.1 Safety Policy

CEMR is committed to providing a safe and healthful working environment for all employees and all others required to provide services at CEMR work sites. Safe work practices, compliance with established rules and legislation, respect for one's own well being and the well being of fellow employees are the fundamentals of a safe workplace. No job should be considered successfully completed unless these fundamentals have been observed..

CEMR's Health and Safety objectives:

- Take all reasonable care to prevent work related incidents and disease through recognition, evaluation, control and wherever practicable, the removal of hazards.
  - Promote the awareness of Health and Safety issues and safe work practices and procedures..
  - Support Employee involvement in all aspects of health and safety
- Communicate our health and safety performance to our Senior executive team, employees and other interested parties

## 2. **Environmental Protection Policy**

CEMR is committed to conducting its operations and activities in a manner that:

- protects the environmental health and welfare of its employees and other persons who may be affected by its operations and activities;
- protects the natural environment to meet the needs of today without hindering the ability of society to meet future needs;
- meets or exceeds environmental requirements of government applicable to its operations and activities; and
- keeps employees and the public informed about its environmental plans through communication programs.

## 3. **Responsible Care®**

CEMR is a partner in Responsible Care®, an ongoing performance improvement initiative established by the Chemistry Industry Association of Canada (CIAC), and the American Chemistry Council (ACC). Transportation partners commit themselves to continuous improvement in the areas of employee and public health and safety, and to environmental quality. The principles of Responsible Care® recognize the importance of minimizing risks, meeting or exceeding regulations and standards, and communicating openly with employees and communities. The principles are applied to all of CEMR's activities, while protecting the environment for the communities we serve.



The Responsible Care® Transportation Partnership initiative is designed to support customers in improving the performance of chemical transportation. Partner companies commit to the same general guiding principles as other members from the CIAC and the ACC. The Partnership initiative is tailored to focus on four major themes directly relevant to the nature of partner company operations : Health and Safety, Environment, Security and TransCAER.

As a partner in Responsible Care®, a worldwide chemical industry initiative, CEMR plays a role in promoting and ensuring chemicals are handled safely at its facilities and throughout its network. CEMR's corporate values, policies and management systems show a commitment to continually improving health, safety, security and environmental performance.

CEMR participates in emergency preparedness workshops, including full-scale mock disasters. Classroom sessions and hands-on exercises to help equip firefighters and other first responders with the information and skills they need to respond to hazardous materials incidents on the railway.

Informing our customers and contractors of the hazards of rail operations and safety requirements is key to improving our safety performance. We all have a role to play.



## 2 Overview of Customer Safety Requirements in this Handbook

### I. Safety through Teamwork

CEMR places a strong emphasis on workplace safety. We strive to arrive at customer sidings on time and without damage to the product, while always protecting the safety of our employees and our operation.

Rail safety is everyone's business and there are five key areas outlined below where we need your help. We believe that partnering with you on this action plan will continue to ensure our safety success. Thank you in advance for your commitment to safety through teamwork.

#### I. Track Maintenance

The risk of derailments increases if mud, snow, ice and debris collect on and around tracks, especially within flange ways at crossings. Installation of rubber seals (available from railway equipment suppliers) between the rail and crossing materials will minimize the amount of debris accumulating within these flange ways. In general, the customer is responsible for snow removal up to the main track switch. The following Winter Plan has a housekeeping focus on removing debris and tripping hazards before snow arrives:

##### Winter Plan

Below is an overview of important items for keeping your track and walking areas safe during winter months, and especially before snow arrives:

1. Arrange resources in advance, such as snow removal and availability of sand.
2. Conduct a fall "housekeeping" inspection of your rail operation prior to the first snowfall to ensure walking areas are free of debris and tripping hazards.
3. Keep flangeways of tracks that run through private or public roads clear of snow, ice and debris at all times.
4. Clear snow buildup caused by vehicles crossing over the tracks, and snow which has slipped from adjacent roof tops onto siding tracks. Ensure to keep any snow buildup well clear of your tracks to avoid causing a restricted or close clearances.
5. Inspect the siding before service by train crews.
6. Ensure all signage used to indicate restricted/close clearances and/or track protection are displayed as required, unobstructed, and markings clearly visible (i.e. clean sign paint is fresh, etc). If using heavy machinery to clear snow build-up and drifts around your track, take special care not to run over or bury restricted clearance or derail signs.
7. Keep all walking areas and switches in the plant free of snow, ice and debris (this includes switch points and the area(s) in which employees stand to operate switches) and ensure that they are draining properly. This includes sanding or cleaning away ice caused by freezing rain to ensure the area is safe ahead of CEMR crews.
8. To ensure rail service during severe winter conditions, it is the customer's responsibility to ensure their facility is kept clear of snow and ice with specific attention to flange ways on crossings. If your facility is not cleared in time for your next scheduled service, you must contact the CEMR Operations office **with as much advance notice as possible**. You must also advise CEMR of the Estimated Date/Time when your facility will be cleared so that CEMR can restart your service on your next available scheduled service day. Failure to comply could result in service being suspended temporarily.

## **Spring Plan**

The following Spring Plan will help reduce the potential for derailments and injuries, and help ensure our timely service:

1. Arrange resources in advance, such as grass cutting.
2. Clear away grass, weeds and debris from right-of-ways.
3. Have a track maintenance contractor inspect your trackage and facility.
4. Schedule routine repairs and maintenance.
5. Identify the need for any long term capital-type work.
6. Schedule a CEMR customer safety audit.

In cases of flooding, high water or poor drainage that may impact servicing your facility safely, you must contact the CEMR Operations office ***with as much advance warning as possible***.

Regular, Winter and Spring safety letters will be sent to you, highlighting key requirements from the Customer Safety Handbook.

## **2. Movement and Securement of Equipment**

Moving and securing rail equipment is one of the most important aspects of railway safety. Equipment that is not properly secured can significantly impact the safety of railway operations. The safety information in *Section 3, Railcars: Hand Brakes, Doors, Wheel Sets* and *Section 4, Railcar Handling: Loading, Lifting, Moving* is useful for any employees who are responsible for movement and securement of railway equipment.

## **3. Walking Hazards**

The number one cause of personal injuries to railway employees on customer tracks is slips, trips and falls. It is crucial that your trackage and facility be free of walking hazards including debris, spillage, uneven surfaces, snow and ice. Please see *Section 7, Working on or Near Tracks* for more information on walking hazards and how they are regulated.

## **4. Restricted Clearance Hazards**

Very serious injuries to railway employees can occur at customer sidings because of restricted clearances. It is crucial that your facility is free of side and overhead clearance restrictions as much as practicable. Where there are restrictions, CEMR must be notified and the restrictions must be protected by designated warning signs.

Before making any changes to your facility that may create rail clearance restrictions, please conduct a review with local CEMR Engineering personnel. To schedule this, call your local CEMR Operations office and notify us of your proposed changes. For more details refer to *Section 8, Railway Clearances*.

## **5. Spillage/Wheel Contamination**

Wheel contamination from consumer products like flour, canola oil and cornstarch can reduce braking capacity and cause other problems with rail equipment. These and other similar substances can cause serious incidents and equipment damage at our hump operations. Please ensure that your facility is free from spillage and wheel contamination. Refer to *Section 3.3, Spillage and Wheel Contamination* for more information.

## 3 Railcars: Hand Brakes, Doors, Wheel Sets

### 1. Hand Brakes

Railcars have two braking systems:

- **Air brakes** use air pressure when cars are connected to a locomotive. They are used for train control and are not intended to secure standing cars.
- **Hand brakes** are used to secure standing railcars when they are not coupled to a locomotive. They prevent unintentional movement. Hand brakes take up slack on a chain which is linked by a series of rods, levers and gears to brake shoes. The brake shoes apply force against the wheels.

#### 3.1.1 Minimum Number of Hand Brakes

The table below lists the minimum number of hand brakes required to secure a car or block of cars. **It is highly recommended that cars are always secured with at least the minimum number of hand brakes applied to each block.** In some cases (e.g. when loading heavy material or securing cars on a slope) extra hand brakes may be required. Increase these numbers if you are having difficulty controlling movement, experience unintended movement or are unable to test effectiveness. If you require assistance or would like a CEMR representative to review your use of handbrakes please call your local CEMR Operations office.

Note: In cold weather, braking effectiveness is decreased.

Number of Hand Brakes to Apply	
Number of cars coupled together	MINIMUM number of hand brakes
1 - 2	1
3 - 9	2
10 - 19	3
20 - 29	4
30 - 39	5
40 - 49	6
50 - 59	7
60 - 69	8
70 - 79	9
80 - 89	10
90 - 99	11
100 - 109	12
110 - 119	13
120 or more	Divide by 10 and add 2

When securing cars on a slope:

- Apply **more than the minimum** number of hand brakes.
- Apply hand brakes to the cars at the lower end of the downward sloping track.

If a railcar has a defective hand brake:

1. Report it to the CEMR Operations office.
2. Couple the car to another car with an effective hand brake.

## 2. Safe Operation of a Hand Brake

There are many different types of hand brakes, with different methods of operation. The following safe practices are recommended for **all** hand brakes.

Ensure the equipment is in good working order:

- Observe the condition of ladders, steps, grab irons and brake steps before climbing onto a car.
- Before operating any hand brake, observe its type and the condition of all parts, including the hand wheel or lever and chain. Ensure the chain is not caught on the platform.
- Do not attempt to use a hand brake or other equipment that is difficult to operate, defective or damaged.
  - Report the defective hand brake or equipment to the CEMR Operations office so that it can be repaired or replaced. The life of the next person on this car may depend on that hand brake.

Always use the correct hand position:

- Never reach through the spokes of a brake wheel, because the wheel may spin.
- Use one hand to operate the hand brake and the other hand to firmly grip the equipment.
- When applying a hand brake, always grip the wheel with the thumb on the outside. Grasp the rim of the wheel for maximum leverage.
- When releasing wheel-type hand brakes, keep hands and fingers clear of the wheel.

Always keep the correct body position:

- Be alert while climbing on a car, while operating the hand brake and while climbing down from the car.
- Be aware of other equipment in the area.
- Avoid applying hand brakes on the leading platform of a moving car.
- Maintain 3-point contact (as shown in the photo below) when applying or releasing a hand brake. This reduces your risk of falling if cars unexpectedly move or a hand brake malfunctions.
  - Exception: Standing equipment with a low mounted handbrake on the side of the railcar (not on the end of the railcar) may be operated from the ground.
- Never operate a hand brake while standing on a draw bar head, other coupling mechanism or rail.
- Be on guard against sudden car impacts. Anticipate starts and stops.
- Observe lading for tonnage and type of load. Be cautious of a surge or shift of load (e.g. tank car will have a surging effect due to lading moving back and forth inside).



Operating Employee utilizing 3-point Contact for applying a vertical handbrake



To apply a hand brake:

1. Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the “ON” position. Keep hands, fingers and loose clothing away from the wheel spokes.
2. Grip the brake wheel rim with your right hand keeping your thumb on the outside. Turn the brake wheel clockwise to take up the slack in the brake chain.
3. After slack is taken up, place your right hand at the seven o’clock position on the rim of the wheel. Keeping your back straight, push hard downward with your right leg as you lift upward in short pulls on the brake wheel with your right hand. Minimize twisting by keeping hips and shoulders facing in the same direction.
4. Visually observe that the brake shoes are tight against the wheels. Keep in mind that some hand brake riggings are connected to brake shoes on both ends of the car while others are only connected at one end. You may need to check both ends of the car.

### Releasing a Hand Brake

Before releasing a hand brake, consider the following:

- Is there anyone working on or around the equipment?
- Is the equipment on a slope? Will it start to roll if the hand brake is released?
- Are there dock plates, loading chutes, hoses or other attachments connected to any of the cars?
- Are there any hoses, cables, extension cords or other obstructions lying across the rails?
- Can the cars be safely moved, stopped and hand brakes re-applied?
- Are the operators familiar with safe practices for car movement?
- Are there any derails in the vicinity?

To release a hand brake:

1. Assume the same three point stance as when applying a hand brake. Again, keep hands, fingers and loose clothing clear of the wheel. (Some types of wheels spin when the release lever or pawl is tripped in the “OFF” position).
2. Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the “OFF” position. Never reach through the wheel spokes.
3. If the hand brake is not equipped with a release lever or pawl, grasp the wheel at the one o’clock position and turn the wheel counterclockwise until the brake is completely released.
4. Ensure the hand brake is fully released. Observe that the:
  - Brake chain is loose,
  - Pawl is kicked out (if so equipped), and
  - Bell crank is in down position (if so equipped).
5. After the hand brake is fully released, return the release lever to the “ON” position.



Bell crank in released position

## After Moving Rail Equipment

1. Assume the same stance as for applying the hand brake.
2. Apply the required number of hand brakes and test effectiveness if possible.
3. Visually observe that the brake shoes are tight against the wheels. Remember that some hand brake riggings are connected on both ends of the car while others are connected at one end. You may need to check both ends of the car.
4. Push or pull the car(s) slightly to ensure brakes are providing a sufficient retarding force.
5. Observe the cars to ensure they are completely at rest.

### 3.1.3 Caution: Partially and Fully Applied Hand Brakes

#### **NEVER move railcars while hand brakes are applied.**

A hand brake can apply enough force on the wheels of a railcar to prevent the wheels from turning when the car moves. This causes the wheel to skid along the rail. Skidding a wheel for as little as one second can cause small cracks on the tread. These small cracks lead to spalling (where little pieces of the tread fall out) and to deeper cracks in the structure of the wheel. Structural damage can go undetected until the wheel suddenly breaks apart.

**It is very dangerous to leave hand brakes partially applied.** If the user is trained, hand brakes may be used for control while moving cars, however they must always ensure that the wheels don't skid. **Always fully release hand brakes before shipping.**

Partially applied hand brakes cause excessive heating that can damage the wheel. Please develop procedures to ensure hand brakes are fully released before shipping railcars. The video "*Please Release Me...Let Me Roll*" explains the effects of moving railcars with the hand brake applied in more detail. To see this video, visit: [www.aar.com/wdprc](http://www.aar.com/wdprc).

## 2. Doors: Operation and Spill Prevention

### 1. General Procedures

The Association of American Railroads (AAR) publishes circulars and best practices for the safe opening and use of all railcar doors. Contact your local CEMR Operations office if you operate rail car doors to obtain this information.

#### **Opening Doors**

- Use caution when opening doors of any type. Lading can shift during transport and may fall out or push the door out of its tracks.
- Before opening, visually inspect the door and supporting hardware for damage.
- Always use the proper tools to open doors. Improper tools can damage railcars.

#### **Closing Doors**

**Close and secure all doors before releasing cars.** This includes bottom gates and top hatch covers.

Leaving railcar doors open or unsecured:

- Impacts railway safety,
- Allows trespassers to climb into cars,
- Allows loss of commodity, and
- Decreases locomotive fuel efficiency.

Please take the necessary time and precautions to ensure railcar doors are closed before transport. Do not load cars with defective doors or gates.

## 2. **Plug Doors**

All plug doors must be securely closed according to regulatory requirements before CEMR moves the

car. Please keep in mind the following when operating plug doors:

- Inspect plug doors before attempting to open them.
  - Ensure door hinges are secure in the track, top and bottom, before opening. Ensure nothing is bent, damaged or broken.
- Observe that the operating handle is loose in its keeper before removing the keeper from the handle.
  - If the handle is not loose, this may indicate that the lading is applying pressure against the door.
- Use caution when opening plug doors. Loads that have shifted against the door can cause the handle to spin unexpectedly, and the door to jump outwards when released. This can result in employee injury.
- Never use lift equipment to open a railcar door. If the door is difficult to open, use a cable or chain winch for assistance.

The training video, “Use and Protection of Boxcar Doors,” demonstrating inspection and safe operation of plug doors is available from

<https://www.aarpublications.com/Publications/Damage%20Prevention%20and%20Loading%20Services/General%20Damage%20Prevention/Use%20and%20Protection%20of%20Boxcar%20Doors.aspx>

## 3. **Bottom Gates and Hatch Covers – Closed Covered Hopper Cars**

Before opening the bottom gates on closed covered hopper cars:

- Be sure to use the correct gate opening device or tool.
- Release all gate locks (including those with self-locking locks). This prevents bending and damage to the gate shaft and opening mechanisms.
- Ensure the gate opening device is well into the capstan. This prevents damage to the capstan such as rounding of the square drive socket.
- Do not over-torque the capstan.



Damaged capstan (rounded square drive socket)

Note: Damaged gates may not operate properly and the work to repair them could lead to possible CEMR employee injury.

When loading covered hoppers:

- Be gentle with hatch covers.
- Inspect all gates to ensure they are properly closed and secured to prevent any spillage.
- Ensure hatch covers are closed prior to shipping.
- We recommend that you use a fall protection system.

For any questions, contact the CEMR Operations office.

### 3. Spillage and Wheel Contamination

Report all leaks and spills to the CEMR Operations Center (OC) if they occur on CEMR property (see *Section 14, Emergency Telephone Numbers* for contact information). If on customer property, contact your maintenance personnel. If the substance spilled is a dangerous good, please refer to *Section 5.3, Dangerous Goods Emergencies* for more information on reporting and emergency procedures.

#### 1. Wheel Contamination

Wheel contamination from consumer products like flour, canola oil and cornstarch can cause problems with rail equipment. These and other similar substances can affect braking and lead to serious incidents at our rail yard hump operations.

To avoid wheel contamination:

- **Ensure your facility is free of product contamination and spillage.**
- Clean up all spills immediately.
- Report any leaks to the CEMR Operations Office.

To prevent serious incidents and equipment damage:

- If railway equipment is rolled through a contaminated area, it is mandatory to pressure-clean the wheels with air or water.
- After cleaning, inspect the wheels to ensure no potential lubrication still exists.

## 2. **Wildlife Protection**

Grain and other food products that leak from hopper gates, or are left on hopper car tops and end sills, attract wildlife to the tracks where they are at risk of being contacted by trains.

To correct this problem, Class I railways in conjunction with car owners are currently replacing and refurbishing the gates on a large number of grain cars and has introduced a program to clean the end sills. We also need assistance from our customers to help reduce this risk to wildlife:

- Spot and report any defective hopper gates.
- Ensure the loading chute is completely closed when positioning cars underneath.
- Before loading and after unloading hoppers, ensure gates are closed and secured to prevent spillage.
- After loading, inspect top and side sills and clean off any grain or other food product.
- Once cars are pulled, have a process to clean spills on or near tracks.

## 4. **Wheel Sets**

### 1. **General Information**

Railcar wheel sets are comprised of two wheels, two bearings and one connecting axle. The condition of the wheel sets is extremely important to safe railway operations. When a freight car is set off for a customer, it often must be moved for loading. When moving and spotting cars, there is a risk of contacting the freight car wheels, journal bearings or axles with equipment such as forklifts, other large machinery or equipment indexers. This can cause serious damage.

### 2. **Wheel Set Damage**

Under the weight of a railcar and at increasing speed, any damage to the wheel or bearing can progress to the point of catastrophic failure, and can result in train derailment. If a car derails, note the speed and distance traveled as this will govern whether the wheel set will be inspected or replaced.

5

Wheels and Bearings need to be inspected by CEMR Mechanical personnel any time a car is derailed. Be sure to report all occasions when a car has derailed so a proper inspection can be arranged.



If a car derails at a speed of:

- Less than 10mph (or for less than 61 meters/200 feet) - the wheels, axle and bearings require inspection
- Over 10mph (or for more than 61 metres/200 feet) - the wheels must be replaced
- You must also be alert of any potential damage to bearings, and remember that if a bearing is ever submerged in water, it must be replaced.



## 4 Railcar Handling: Loading, Lifting, Moving

### 1. Loading

#### 1. Regulations and Requirements

The Railway Association of Canada (RAC) and the Association of American Railroads (AAR) establish General Rules governing loading requirements for railcars. Failure to load in accordance with these rules is a defect under Transport Canada. Specific instructions and requirements are contained in RAC and AAR Circulars, Best Practices and General Information Series.

Follow the loading rules for the type of lading and railcar being used. This applies to all railcars including intermodal containers and trailers, boxcars and covered hoppers.

Before loading, ensure that the railcar is in good mechanical condition and that it fits the following:

- Weather tight/leak proof,
- Interior floor in good condition (no holes),
- Interior walls in good condition,
- Doors and locking mechanisms in good condition, closed properly and sealed,
- Safety appliances such as ladders, steps, railings are not broken,
- No signs of any other conditions that do not appear normal.

If there are signs of any other conditions that do not appear normal, contact the CEMR Operations office for advice.

### 2. Balance and Securement

The wheels of a railcar are flanged to guide the railcar through curves and to prevent it from sliding off of the rail. An improperly balanced load causes the wheel on the lighter side to climb the rail, particularly during curving.

**It is vital that all loads are properly balanced and secured.** Before releasing a car after loading or unloading:

1. Ensure the load is properly blocked and secured. Add more blocking and bracing as required.
  - For closed car loading, including intermodal containers/trailers and box cars, use blocking and bracing to prevent movement of the load in transit.
  - **Do not use end doors for blocking and bracing as train forces are too strong.**
2. Check that all doors, hatches, and outlet gates are fully closed.
3. Remove all loose material from any open car deck.
  - Particularly ensure that double stack well cars have no inter box connectors (IBCs) lying on the deck.
4. Remove or secure any banding, chains, or cables.

Note: Supplementary tariffs, such as CEMR Rates and Tariffs, developed by CEMR may result in charges and penalties for improper load securement and resulting damage to equipment. For questions contact your local CEMR Operations office.

Please refer to [www.cemrr.com](http://www.cemrr.com) for current information on tariffs:

[http://www.cemrr.com/wpcontent/uploads/2014/11/Tariff\\_Schedule-January-2015.pdf](http://www.cemrr.com/wpcontent/uploads/2014/11/Tariff_Schedule-January-2015.pdf)

### 3. **Dimensional Loads/Overloads**

A dimensional load is a shipment that is greater than the maximum standard for size, weight, and/or height of center of gravity. The track structure is carefully designed to handle the standard forces of railcar weight and movement. Dimensional loads place excessive stress on the equipment and track and can cause damage and derailment. To prevent damage:

- Observe the load limit stenciled on the car or identified in the Universal Machine Language Equipment Register (UMLER).
- Ensure that your load is within the maximum standard for weight and height of center of gravity.

**Your Customer Service Coordinator can help with information on maximum size, weight and/or height of center of gravity capacities for your intended route.**

Note: If you must come onto CEMR property to fix an overload, contact Car Control in advance to ensure compliance with the Overload Management Process.

### 4. **Damage Prevention**

Safe stowage and cargo securement is mandatory by railway regulation. Shippers are responsible to adequately load and secure a shipment for safe rail transportation, in accordance with AAR and RAC standards.

## 2. **Lifting**

The frame or body of a standard railcar sits on two center plates, each on top of a truck assembly. The lubricated surface of the center plates allows the truck to rotate beneath the body and allows rail equipment to turn without causing excessive force on the gauge between the rails. Neither the car body nor the wheels are fastened to the truck assemblies. The components sit in place primarily by weight.

**Never lift railcars.** If an emergency condition requires the railcar to be lifted, contact your local CEMR Operations office immediately to have the car inspected and ensure it is sitting correctly on the center plate and bearings.

### **3. Moving**

#### **1. Procedures**

The movement of railcars by mechanical methods (i.e. loaders, cables, winches, pulleys) requires the development of safe work procedures specific to each operation. We encourage customers to develop, document and train their employees in safe car movement. Here are a few key requirements to keep in mind when developing procedures for railcar movement. Procedures must:

- Clearly outline the method of controlling and signaling that will be used during car movement activities. This includes keeping someone in a position to observe the leading end of the movement and relay signals to the equipment operator.
- Ensure that no car can be moved while people are working in or around that equipment.
- Include the requirement to walk around and inspect for the removal of all dock plates, loading/unloading equipment, connecting hoses or cables and loose debris of any kind.
- Ensure established methods of communication are followed.

#### **2. Hand Operated Car Mover and Rail Car Mover (Trackmobile)**

The following steps are recommended when moving freight cars with hand operated car movers and trackmobiles.

##### **Hand Operated Car Mover**

Hand operated car movers should not be used to move cars on an incline. The following steps are recommended when using a hand operated car mover:

1. Be aware and fully understand how it operates.
2. Ensure the track is clear of obstructions for the entire distance the car will be moved.
3. Advise everyone in the area of the intended move and ensure they understand.
4. Discuss the intended move with all personnel involved.
5. Fully release the car's hand brake, unless required to control movement. In this case, ensure the wheels do not skid.
6. Keep someone at the hand brake to apply it when required.
7. After the car is moved, fully apply the handbrake and if possible, test its effectiveness.

##### **Rail Car Mover (Trackmobile)**

A rail car mover should only be operated by qualified individuals. The following steps are recommended when operating a rail car mover:

1. Ensure the track is clear of obstructions for the entire distance the car will be moved.
2. Advise everyone in the area of the intended move and ensure they understand.
3. Discuss the intended move with all personnel involved.
4. Ensure the rail car mover is set for track operations.
  - Ensure the rail wheels are correctly aligned with the track.
  - Retract the road wheels completely using the Road Wheel hydraulic control.
5. Ensure the rail car mover brakes work as intended.
6. Couple or connect the rail car mover to the car to be moved.
  - When raising the coupling device, be sure not to lift the rail car off of its truck assembly.
7. Fully release the hand brake.
8. Keep someone at the hand brake to apply it when required.
9. After the car is moved, fully apply the hand brake and if possible, test its effectiveness.

**If you require assistance or would like a CEMR representative to review your procedures used to move railcars, please call your local CEMR Operations office.**

### **3.     *Coupling Cars***

When coupling cars:

- Ensure that the car being coupled to is properly secured before coupling so that if the coupling does not make, the car will not roll away.
- Ensure all couplers are aligned and that at least one knuckle is open before coupling to any car.
- Do not adjust drawbars or knuckles, hoses or angle cocks when cars are about to couple.
- Confirm that any string of cars is fully coupled together before moving or leaving, if possible. A slight push or pull should be sufficient.
- Ensure one angle cock is left open after moving cars with coupled air lines.

### **4.     *Leaving Cars***

When leaving cars:

- Do not move or leave railcars foul of any CEMR tracks as trains and track units may hit foul equipment or personnel.
  - Foul of track means being within four feet of the nearest rail. This is close enough for the individual or equipment to be struck by a moving train or track unit.

Within your facility on your industry tracks if you must leave railcars foul of an adjacent track you must leave the cars on the switch points and the switch must be lined towards those cars to make it obvious to others that the railcars are in fact foul.

- If unable to determine whether the cars are clear of the adjacent track; determine the clearance point by standing outside the rail of adjacent track and extend arm towards the equipment. When unable to touch the equipment leave equipment at least an additional 50 feet into the track to ensure the equipment is beyond the clearance point.

Leave parked railcars within 100 feet but no closer than 5 feet of a derail locked in in the derailing position.

Apply the required number of handbrakes and test effectiveness if possible (refer to Section 3).

### **5.     *Key Safety Reminders***

Follow these important rules when moving cars:

- Do not lift railcars in any way.
- Do not push or pull on the car by the handrail, ladder or any other part of the car not designed for that purpose.

Always use hand brakes correctly:

- Do not move railcars with the brakes applied, unless required to control movement. If so, ensure the wheels do not skid.
- Do not release hand brakes until it is clearly identified how the movement will be controlled and stopped.
- Always leave cars standing with sufficient hand brakes applied.

For more information refer to *Section 3.1, Hand Brakes*.

## 5 Transportation of Dangerous Goods

### 5.1 Regulations and Resources

When handling cars containing dangerous commodities or hazardous materials, comply with all applicable regulatory requirements. For additional information, please refer to:

- Canada: The Transportation of Dangerous Goods Act and Regulations
  - <http://www.tc.gc.ca/eng/tdg/safety-menu.htm>

The 2012 Emergency Response Guidebook is a joint publication by the US Department of Transportation, Transport Canada and the Secretariat of Communications and Transportation of Mexico (SCT). It is designed as guide for first responders (such as firefighters, police and other emergency services personnel) for transportation incidents involving hazardous materials. For a copy of this guide, please see: <http://www.phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/Hazmat/ERG2012.pdf>.

For copies of these documents and help understanding and implementing them, contact:

- Canada: Railway Association Canada (RAC)

#### ***I. RAC Transportation of Dangerous Goods (TDG) Specialists***

TDG specialists promote the safe transportation of dangerous goods and ensure that the regulations are applied consistently. Some of the services they provide are:

- Emergency response advice and expertise,
- Confidential inspections and audits to improve safety and compliance, and to eliminate non-accidental releases,
- Information sessions,
- Customized training that meets regulatory requirements in topics such as:
  - Loading rack protection,
  - Inspection and securement,
  - Safe loading and unloading of railway cars, trucks and other containers,
  - Proper preparation of shipping papers,
  - Safety marks,
  - Loader/unloader safety, and
  - In-plant switching.

Access TDG Specialists through the RAC (See *Section 13, Railway Safety Resources and Materials*).



## 5.2 Loading and Unloading Procedures/Regulations

The following apply to all workers involved in loading and unloading tank cars carrying dangerous goods.

They must:

- Be trained under the appropriate regulations:
  - Canada: Transportation of Dangerous Goods Act and Regulations,
- Be experienced in and know the safety requirements for the specific loading and/or unloading operation being performed.
- Know about the tank cars being used and their fittings, the type of product being loaded or unloaded, and marking, labeling and/or placarding requirements.
- Comply with all applicable regulations including:
  - Canada: Railway Association of Canada Circular No. DG- 2, Instructions for the Transfer of Dangerous Goods in Bulk on Railway Property
- It is the shipper's regulatory obligation to ensure the tank car is in proper condition and safe for transportation prior to offering it to the carrier.
- Prior to releasing a tank car shippers must ensure, all valves, fittings, closures, plugs, caps and fasteners are to be checked for tool tightness even if the item was not used during the loading or unloading process.
- Components are to be inspected and damaged or defective components are to be repaired or replaced.
- The Association of American Railroads (AAR) Pamphlet 34 entitled "Recommended Methods for the Safe Loading and Unloading of Non-Pressure (General Service) and Pressure Tank Cars" provides general guidelines and recommended procedures to assist customers in meeting their regulatory obligations.
- Customers are strongly encouraged to develop specific procedures using Pamphlet 34 as a guideline where it applies to their operations. A copy of Pamphlet 34 can be found at:  
<http://boe.aar.com/CEMRC-1245%20Pamphlet%2034.pdf>

**Note:** Accidental releases can affect the safety of employees and surrounding communities.

## **1.     *Offering Dangerous Goods for Transportation by CEMR***

Our train crews must go through a basic checklist before lifting a regulated substance. Before transporting your goods on our railway, please be sure that:

- The railcar is properly placarded.
- There are no signs of railcar damage.
- There are no signs that the railcar is leaking.
- All dangerous goods documentation is provided.
- The overall condition of the railcar is acceptable for transportation.

Failure to comply with these will result in refusal to move the car.

## **2.     *Documentation***

All consignors, consignees or their representatives must provide the correct documentation for loaded, partially loaded or residue cars to CEMR.

## **3.     *Dangerous Goods Emergencies***

Report any incident, accident or leak involving dangerous goods immediately to:

- The appropriate chemical transport emergency center:
  - Canada: call CANUTEC, 1 (613) 996-6666
- The CEMR 24/7 Emergency, 1-877-703-2223
- Manitoba Conservation maintains a 24-hour reporting line for environmental emergencies. The number, (204) 944-4888, is included in federal and provincial spill reporting regulations

## 6 Trackside Protection and Signage

**Protect your track using properly lined and locked switches and derails before operating any rail equipment.** This ensures that the movement does not enter CEMR track. Personnel operating any type of railway equipment must comply with all applicable federal rules and regulations. This includes but is not limited to the Canadian Railway Operating Rules (CROR)

### 6.1 Derails

#### 6.1.1 Function

Although extremely damaging to the wheels and track, derails protect people and operations from free rolling and uncontrolled railcars and equipment. They do this by guiding the flange of the wheel over the rail, so that the wheels drop onto the ties and ballast.

Derail signage indicates the location of a derail. Be familiar with these locations on the tracks you use. A derail sign with a number attached to it indicates other derail(s) on adjacent track(s) where signs cannot be installed because of clearance restrictions.



Hinged derail



### 2. Use on CEMR Tracks

**Applying and removing CEMR derails is the responsibility of CEMR personnel.** Only in specific cases and when documented clearly with written procedures, can non-CEMR personnel operate CEMR derails. If you observe a derail in the unlocked or non-derailing position, call CEMR Operations immediately.

### 3. Use on Customer Tracks

**Keep all equipment within 100 feet but no closer than 5 feet from a derail locked in the derailing position.** We recommend locking unattended derails in the derailing position, whether there are cars on the track or not. On a facing point move, avoid riding a car over a derail left in the non-derailing position.

Like switches, customers and their employees must know the location of derails on their property and assist in their upkeep. This includes the following:

- Keep the ground surface level and clear of snow and debris around the derail.
- Make sure there is no ice buildup or rust present.
- Ensure the derail is secured to the track.
- Ensure derails remain locked in the derailing position when being used for protection.
- Ensure the derail is properly lubricated and moves freely when open or closed.
- Keep derail signs clean and visible.

## 2. Switches

### 1. Use on CEMR Tracks

**CEMR switches are the responsibility of CEMR personnel.** Like derails, only in specific cases can non-CEMR personnel operate CEMR switches.

### 2. Use on Customer Tracks

Customers and their employees must know the location of switches on their property and assist in their upkeep. This includes the following:

- Keep the ground surface level around the switch to avoid walking hazards.
- Clear the area from snow, debris and anything else that may disturb movement.
- Make sure there is no ice buildup or rust on the block.
  - This may require sanding.
- Make sure switches are adjusted and lubricated.
- Ensure the bolts are secured to the base.
- Ensure switches remain locked or the keeper inserted when not in use.
- Keep switches clean and painted, and the targets clear and visible.

## 6.3 Flagging and Signage



Blue flag in use

## **1. Use on CEMR Tracks**

**Do not obstruct, remove, relocate or alter any signs, signals or flags necessary for the safe operation of the railway without proper authorization.**

Railcar loading and unloading operations require protection to ensure that equipment is not moved while employees are working on or near it. There are various ways in which this can be achieved such as the use of derails, locked switches and blue flags. Blue flags are used by railcar maintenance personnel to indicate that they are working on, under or near rail equipment. At the same time, the track is locked at both ends to prevent equipment from gaining access to that track. Red flags, or red lights by night, are used when employees are working on the track and moving equipment is prohibited from passing over that track. Never block red flags.

## **2. Use on Customer Tracks**

CEMR wants to prevent inconsistencies that may develop in blue flag use, which would jeopardize the positive nature of this protection. If you chose to use blue flag protection on your property, the following is requested:

- Keep blue flags clean on both sides, free of dirt, oil and grease, etc. which would otherwise make it difficult for others to clearly see the flag.
- Keep the paint on both sides of the flag in good condition so that it can be clearly seen and is not weathered or obstructed by rust.
- Secure and lock the blue flag using mechanical means such that it will not fall down due to wind, or be inadvertently removed.
- Do not display blue flags between adjacent railcars. This can block the blue flags from view by our employees.
- Display blue flags at one or both ends of all equipment on the same track, depending on the layout and access to the tracks.
- Develop safety procedures to ensure flag protection and its removal, are understood and complied with by all employees.

Blue lights are used for work done during the evenings and bad weather conditions to ensure the signal is visible. If using blue lights, we request that you follow the same procedures as given for blue flags.

**Note:** If a blue flag is left up or a blue light left on, CEMR will not perform switching operations at that location or track. This may result in the assessment of a Tariff



## 7 Working on or Near Tracks

There are several important safety concerns that you should be aware of prior to working on or near rail equipment and track. CEMR believes in sharing best safety practices. The practices outlined below are required at all times by all personnel on CEMR property. We recommend that you follow them on your trackage as well.

### 7.1 Working Around Tracks

Be alert:

- Watch for the possible movement of trains, engines, cars and other on-track equipment. They can move at any time, on any track, and in either direction.
- Be especially careful in yards and terminal areas. Cars are pushed and moved, and can change tracks often. Cars that appear to be stationary or in storage can begin to move.
- Look before you step. Trains can approach with little or no warning. You may not be able to hear them due to atmospheric conditions, terrain, noisy work equipment, or passing trains on other tracks.
- Be aware of the location of structures or obstructions where clearances are close.
- Never rely on others to protect you from train or car movement. Watch for yourself!

Watch for tripping and slipping hazards:

- Be aware that rails and ties can be slippery and railway ballast can shift while walking on top of it.

Stay clear of tracks whenever possible:

- Never stand, walk or sit on railway tracks, between the rails or on the ends of ties unless absolutely necessary.
- Never stand or sit on rails.
- Do not occupy the area between adjacent tracks in multiple track territory when a train is passing.
- Never stand on or foul of the track when there is an approaching engine, car or other moving equipment.
- Stand 20 feet away from the tracks if possible, when rail equipment is passing through.

Stay away from trackside devices:

- Stay away from track switches. Remotely operated switch points can move unexpectedly with enough force to crush ballast rock.
- Stay away from any other railway devices you are unsure of.

### 7.2 Crossing Over Tracks

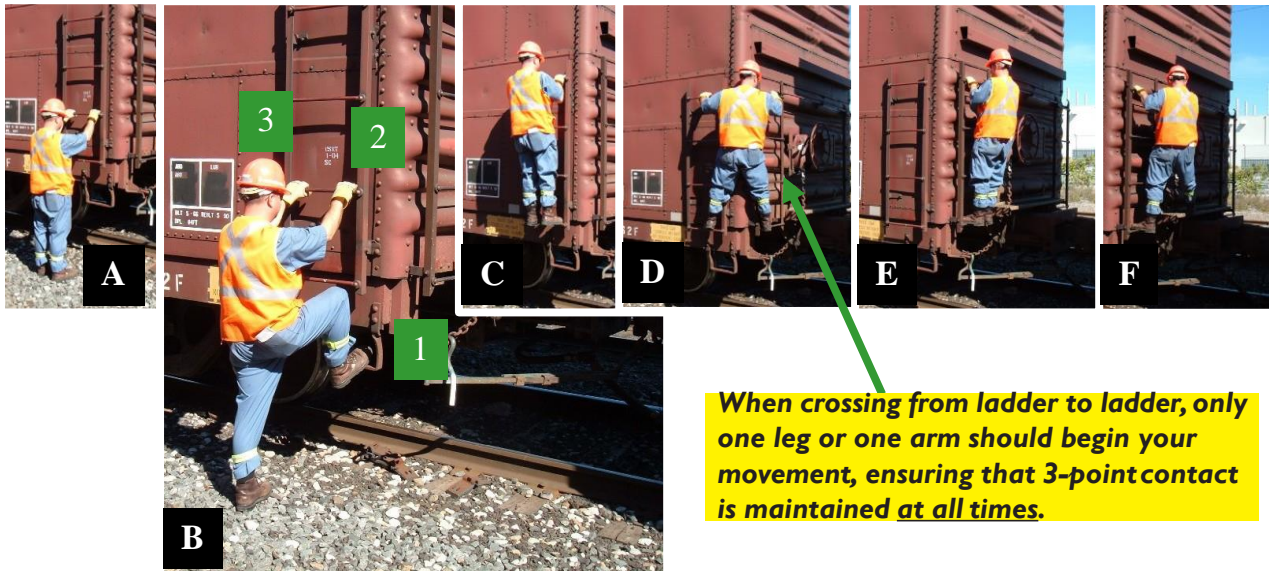
When crossing railway tracks:

- Watch for movement in both directions before crossing.
- Watch for pinch points at switch locations.
- If the tracks are clear, walk single file at a right angle to the rails.
  - Never step on the rail.
  - Never walk between the rails of any track.
- Keep at least 15 feet away from the end of a car or locomotive to protect yourself from sudden movement.
- If crossing between two railcars, ensure there is at least 50 feet between them.
- Never move equipment across the tracks unless at an established road crossing or under the supervision of a CEMR Flag Person as otherwise it can damage the track.

### 7.3 Crossing Over Equipment

In some cases, you may have to cross over rail equipment. Always try to walk around, following the safety guidance given previously in section 7.2. However, if you must cross over a car to apply or release a hand brake, be extremely careful, and abide by the following:

- Never cross under equipment.
- Never try to cross over moving equipment.
- Always use safety devices such as ladders, handholds and crossover platforms.
- Never put your feet on moveable machinery such as couplers, sliding sills or uncoupling levers.
- Never step onto any part of the coupler or assembly, angle cock, air hose, wheel or truck assembly, train line or operating (uncoupling) lever.
- Always keep “3-point contact” (e.g. two feet and one hand) with equipment and safety devices.
- Do not stand, sit or walk on any part of open top rail cars (i.e. gondolas, hoppers, ballast cars, or air dump cars).



**For your safety, maintain 3-point contact at all times.**



Crossing over equipment

**For your safety, maintain 3-point contact at all times.**

## **4. Preventing Hazards**

### ***1. Tripping and Slipping***

Obstructions can cause tripping hazards and car derailments:

- Keep tracks free of the accumulation of snow, ice, vegetation and debris. It is especially important to keep flangeways at road crossings free of ice and debris.
- Remove any discarded banding used to support shipped products and other debris from the tracks.
- Deliver maintenance materials to the work site as close to the actual work being done as possible to reduce the risk of materials becoming track obstructions.

When unloading pits are used, both rail and customer employees can fall in and seriously injure themselves.

- Ensure all unloading pits are covered.
- Ensure that the location of pits or other in ground hazards are properly marked.

### **2. Water**

Standing and flowing water are serious hazards to track stability. Water can also freeze causing a potential slipping hazard. Drainage systems direct water away from the track. If on CEMR tracks, report the following to the CEMR Operations immediately:

- Blocked culverts,
- Water undercutting the track,
- Standing pools of water adjacent to any track.

If these occur on your trackage, please contact your maintenance personnel immediately.

### ***3. Line of Sight***

Transport Canada regulates the minimum railway crossing sightlines for all grade crossings without automatic warning devices (including public farm and private crossings). Please see:

<http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-320.htm>

Keep sightlines clear at all railway crossings and where there is frequent employee or pedestrian traffic. Snow piles and vegetation, materials, equipment and other obstructions must be removed if they affect the ability to see train traffic at public or private crossings.

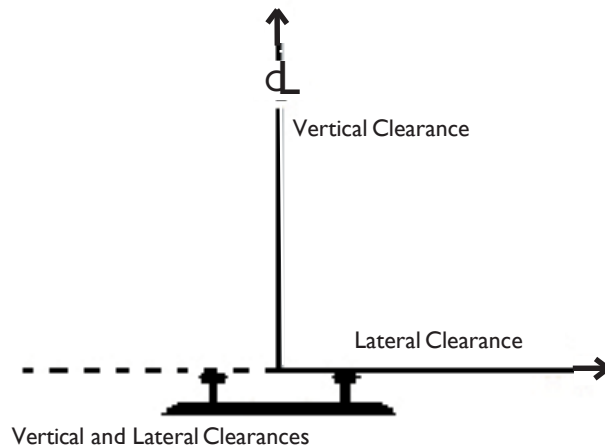
**Contact CEMR Operations immediately if the minimum line of sight is compromised.**

## 8 Railway Clearances

### 8.1 Clearance Definitions

Clearance requirements protect the safety of people and equipment from moving railcars. Clearances are the vertical and horizontal distances from the track to the nearest obstruction:

- **Vertical clearances** are measured up from the top of the rail.
- **Lateral clearances** are measured from the middle of the track outwards.
- **Restricted clearances** are distances less than the given limits.



### 2. Customer Spurs and Industrial Track

To reduce the risk of serious injuries or fatalities while switching, ensure there are no obstructions within the **8-foot lateral clearance** and the **22-foot vertical clearance** (i.e. no restricted clearances). If there is an unavoidable obstruction:

1. **Notify the CEMR Operations immediately of the resulting restricted clearance,** and
2. Display restricted clearance signs at the site.

Possible obstructions include:

- Temporary piles of stock, dirt, snow/ice, etc.,
- Refuse containers,
- Holes, trenches or other ground obstructions,
- Parked vehicles,
- Equipment or parts of equipment,
- Fencing,
- Buildings.

Ensure any gates leading into your property can be opened and properly secured in all weather conditions. This will prevent unsecured gates from swinging closed during switching operations, and contacting CEMR employees. Keep in mind that gate posts designed to be pushed into the ground do not work as well when the ground is frozen.

Note: Regulation Resources

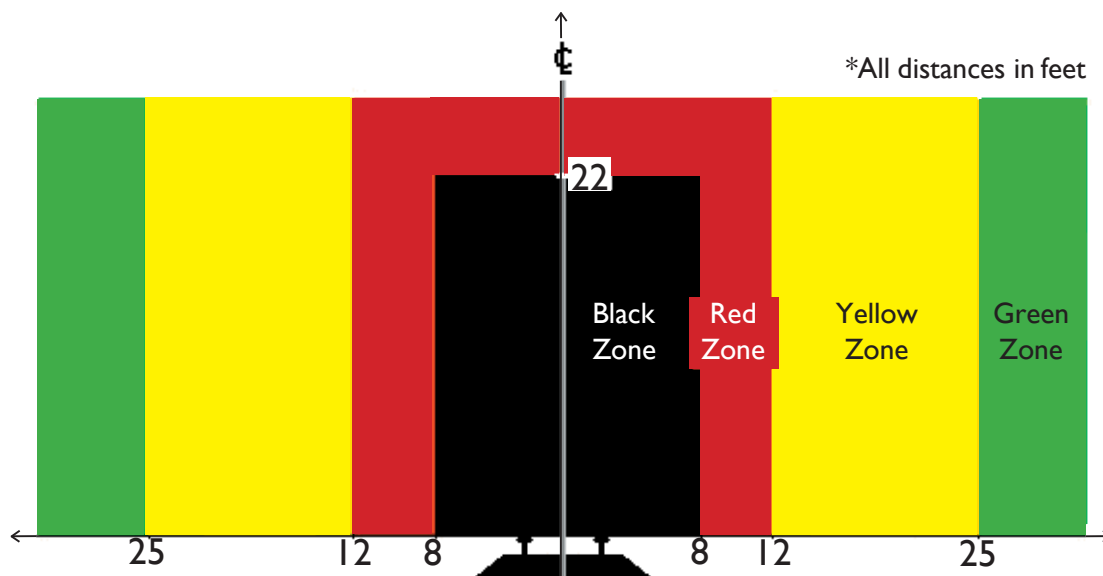
- Canada: Rules Respecting Railway Clearances for Canada. Refer to Transport Canada or the RAC for more information.



Restricted clearance in a customer siding  
Inset: Restricted clearance sign

### 8.3 CEMR MainTrack and Sidings

As a general rule, 25 feet on either side of the CEMR main track is CEMR property, called the “right-of-way”. Avoid this area at all times. CEMR permission is required prior to accessing CEMR property and violators may be charged with trespassing. The diagram and explanations below show the levels of permission required for certain proximities to the track.



Clearance zones for CEMR track

#### Black Zone

No machinery, persons, equipment or parts of equipment are permitted within the **8-foot lateral clearance** and the **22-foot vertical clearance** envelope. Any violation creates a restricted clearance that is hazardous to CEMR and customer employees. Notify CEMR Operations immediately of:

- Any situation that causes an obstruction in this zone,
- Movement or change of track-side loading platforms or ramps, unloading augers and other equipment.



### Red Zone

With **written permission and protection** from CEMR, machinery and equipment can be operated between **8 and 12 feet** from the center of the rail, on either side of CEMR track. This zone has **no vertical limit** – any work over the track must be approved. One week advance notice is required. Contact the CEMR Operations office for permission and to arrange protection. (Also see *Section 11.4, Flagging Protection: Working with a Rail Flag Person.*)

### Yellow Zone

If need be, temporary structures, materials and equipment can be between **12 and 25 feet** from either side of CEMR track. To be in the “Yellow Zone” requires **CEMR permission** and possibly flagging protection, if deemed necessary. This zone also has **no vertical limit** – any work over the track must be approved. Again, contact your CEMR Operations one week in advance.

### Green Zone

Keep buildings, equipment, machinery and personnel more than **25 feet** away from either rail at all times. This is outside of the right of way, and in the “Green Zone.”

## 4. Infrastructure Changes

Before altering infrastructure within any of the clearance zones on CEMR or customer property, make sure to contact your CEMR Operations at least one week in advance. You will be referred to an Engineering representative to discuss your building plan. If necessary, CEMR will provide flagging protection to ensure the safety of the railway and the customer.

## 5. Voltage Wire Lines

The required clearance limits for power lines are:

Canada:

- 24 feet (7.40 meters) above the top of the rail,
- 25 feet (7.70 meters) during installation for ballast lifts.

Note: Power lines carrying more than 750 volts need more clearance.

## 9 Track and Structure Maintenance

### 9.1 Regulation and Inspection

The maintenance of tracks and structures is regulated by the government. Customers must inspect and maintain their tracks in accordance with Canadian regulations (or provincial or state equivalents) for “Other than Main Tracks & Sidings.” If your track is not maintained up to regulatory standards, we will not be able to safely switch on your property, which may result in suspension of service and/or additional tariffs. If you are not currently under contract with the Central Manitoba Railway for track maintenance services, please regularly inspect your trackage as per your local regulations by a qualified track inspector to ensure the overall safety of your facility and timely service. CEMR Engineering Manager must be provided a copy of your monthly inspection results via e-mail.

Key customer requirements are as follows:

- Inspect each track, switch and crossing monthly with at least 20 calendar days between inspections.
  - If the track is used less than once per month, inspect before each use.
- If the inspector finds any deviation from the regulatory requirements, they must take immediate remedial action or take action to remove the track from service.
- Keep a record of all inspections performed including the date, location, nature of any defects found and any remedial action taken.
  - Keep these records for at least two years and make them available on request to CEMR or any regulatory inspector.

Each of your track inspectors must be qualified to inspect railway tracks in accordance with Canadian regulations. Inspectors must be in possession of a certificate that indicates they have been trained and are qualified to conduct that work.

Note: If maintenance work is done, the contractor who performed the work may also be qualified to inspect it. If not, ensure a qualified inspector examines the track before allowing train operations.

If CEMR Engineering inspects your tracks and structures, they will alert you of necessary improvements. **Notify CEMR Operations immediately of any changes, damage or problems that may affect CEMR train or switching movements.**

### 2. Marking Tracks Out of Service

To mark a track out of service, put a lock on your switch and immediately notify CEMR Operations. The local CEMR Operations office will alert the MOW Manager or foreman who will remove the track from service by use of a bulletin advising train crews not to use the track. The Manager will also tag and lock the switch out of service. After the track is repaired, CEMR Engineering, your inspector or a private contractor must inspect it before removing the lock. Contact the CEMR Operations office to advise of the inspection so that the bulletin can be cancelled.

### 3. Track Scales

If you use track scales for weighing freight cars, inspect and test the scales annually. Include the scale tracks and infrastructure in the inspection. If you use track scales for commercial reasons, test and calibrate them in accordance with the Weights & Measures Canada standards.

# 10 CEMR Customer Inspection/Audit Process

Locally, CEMR will work with customers to audit compliance to safety standards. This will happen on a set basis as determined by resources and specific needs.

The audits cover five key areas:

- Track conditions,
- Movement and securement of railway equipment,
- Walking hazards,
- Restricted clearance hazards, and
- Spillage/wheel contamination.

Audit results are rated as:

- “Green status” indicating full compliance,
- “Yellow status” indicating partial compliance,
- “Red status” indicating non-compliance.

Strong cooperation will lead to success with this process. Local Managers and Health and Safety Committee members start the audit and perform it together with the customer (when and wherever possible). All audit results are forwarded to the customer.

If the audit results in a “yellow status” or “red status,” a meeting will be requested as soon as possible to create an action plan for improvement. Failure to correct safety flaws can result in refusal to provide rail service to that customer.

This audit process will provide us together, an opportunity to correct any hazards before they cause harm. If you, the customer, want to initiate the audit process, please contact the CEMR Operations office.

Recommended for you to keep a record of these customer inspections.

Print Form

Last Revised: Nov 2008  
Form 10-1070

## CUSTOMER SAFETY AUDIT FORM

Date of Current Audit: \_\_\_\_\_  
 Inspected By: \_\_\_\_\_  
 Date of Last Audit: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Customer Name: \_\_\_\_\_  
 Customer Contact Name and Phone Number: \_\_\_\_\_

☐ Green Status ☐ Yellow Status ☐ Red Status

**Green Status** - Indicate all CEMR practices/standards met. No further action required.

**Yellow Status** - Indicate partial compliance with CEMR practices/standards. **Was CEMR/Track while conducting audit facility to follow up on required**

**Red Status** - Indicate non-compliance with CEMR practices/standards. **Was CEMR/Track while conducting audit facility to follow up on required**

**Risk Level A exists.**

**Risk Level B exists.**

**Risk Level C exists.**

**CEMR Customer Service Operations (CSO) Center will be notified and service may be suspended immediately.**

**CEMR Manager Representative will be contacting your general office.**

Item (Y/N/NA)	Brief Description	Risk Level	Who	Action to be Taken / Update	Due Date	Completion Date

**Risk Level A Major:** a condition or practice likely to cause permanent disability, loss of life or body part and/or extensive loss of structure, equipment or material.

**B. Serious:** a condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive.

**C. Minor:** a condition or practice likely to cause non-disabling injury or illness or non-disruptive property damage.

Page 1

## CUSTOMER SAFETY AUDIT FORM

### Track Conditions

Switches & Details: # \_\_\_\_\_ Comments \_\_\_\_\_

# \_\_\_\_\_ Comments \_\_\_\_\_

# \_\_\_\_\_ Comments \_\_\_\_\_

# \_\_\_\_\_ Comments \_\_\_\_\_

Walkways: \_\_\_\_\_ Comments \_\_\_\_\_

Clearance Issues: \_\_\_\_\_ Restricted Clearance Signs Visible \_\_\_\_\_

Other Conditions: \_\_\_\_\_ Spillage on Tracks: \_\_\_\_\_

Weed Control: Good Fair Poor Comments \_\_\_\_\_

☐ Yes ☐ No

Track #	Tie Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Cross Level & Alignment: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Rail Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Comments

☐ Customer track inspection completed monthly ☐ Track Protection procedures used appropriately ☐ Blue Flag or equivalent is visible from occupied track ☐ Blue Flag or equivalent is in good condition (i.e. not rusty, muddy, or covered in grease, etc.)

### Equipment Securement

Track	# Cars	# Car/B	Required Car/B

Approved Equipment Handling Process: ☐ Yes ☐ No Type: \_\_\_\_\_

Comments: \_\_\_\_\_

### Snow & Ice Conditions

Switches: # \_\_\_\_\_ Details: # \_\_\_\_\_

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

# Clean & Operate: ☐ Yes ☐ No # Clean & Operate: ☐ Yes ☐ No

### Walkways/Crossings/Flangeways

Cleaned of Ice & Snow: ☐ Yes ☐ No

Salt/Sand Dispensed: ☐ Yes ☐ No

Cleaned of Ice & Snow: ☐ Yes ☐ No

Salt/Sand Dispensed: ☐ Yes ☐ No

Cleaned of Ice & Snow: ☐ Yes ☐ No

Salt/Sand Dispensed: ☐ Yes ☐ No

Cleaned of Ice & Snow: ☐ Yes ☐ No

Salt/Sand Dispensed: ☐ Yes ☐ No

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Page 2

## II Safety Standards on CEMR Property

Railway facilities and operations can be dangerous. This is a brief summary of some of the CEMR safety standards that **apply to all personnel on CEMR property**. This however, is not a complete list. For more information on these and other CEMR safety standards contact the CEMR Operations office.

### I. Caution: Before Beginning Work on CEMR Property

Before beginning any work on CEMR property, you must have approval and your employees must take part in a job briefing and local safety orientation given by a CEMR employee. Please keep in mind that only qualified CEMR employees can handle main track switches, derails, electric locking mechanisms and other appliances.

Personnel operating equipment of any type on CEMR tracks must be authorized and qualified. They must comply with all applicable federal rules and regulations, including but not limited to the Canadian Railway Operating Rules (CROR).

**See Section 8.3, CEMR Main Track and Sidings to find out what permission and protection are required for the distance you will be working from the tracks.**

#### I. Call Before You Dig

Before doing any underground work:

1. Call the appropriate "Call Before You Dig" number for Manitoba at **204-777-6590** to get the proper permission, permits or assistance. If required to dig on CEMR property, you must **notify CEMR with 7 days advanced notice** to obtain the required permission and to get service locates completed.

### There's More Under Your Feet Than You Think!

Cables, Pipes, Electrical Power, Natural Gas, Liquid Propane, Water, Sewer, Irrigation Lines, Septic Fields, Septic Tanks, Internet / Data / Fiber Optics, Television, Telecommunication Lines and so much more.

## 2. Required Protection Programs

### I. Fall Protection

A fall protection program must be used when any work is done on CEMR property above the following height. Your fall protection system must comply with the Manitoba regulations.

	<b>Manitoba</b>
<b>Regulation</b>	WSH Act & WSH Regulation Part 14
<b>Height (maximum)</b>	<b>Vertical distance of 3 Meters or as follows:</b>
	Less than 3 Meters where an increased risk of injury due to surface or item
	-Into Operating Machinery or moving parts of the machinery
	-Into Water or Liquid
	-Into or onto a Hazardous Substance
	-Through an Opening or Work Surface
	-A vertical distance of more than 1.2 meter from area used as a path etc.

Note: A fall protection system must be used if your operations require employees to work above these heights. The top of most rail cars are above these heights.

## 2. Confined Spaces

The Canada Labour Code defines a “confined” space as one that:

- Is not intended for human occupancy except for performing work,
- Has a restricted entrance and exit, and
- May become hazardous to a person entering it for reasons including:
  - its design, construction, location or atmosphere,
  - the materials in it, or
  - any other conditions relating to it.

A confined space program and entry procedures are required to enter certain rail cars including covered hoppers and tank cars. Refer to your local regulatory requirements for more details. If conducting such work on CEMR property, you must comply with all applicable provincial regulations found in the Manitoba Workplace Safety and Health Regulations

## 3. Personal Protective Equipment

Personal protective equipment (PPE) protects against foreign objects entering the eyes and impacts to the head. It increases visibility of workers and protects against moving equipment. To reduce the risk of injury, all people on CEMR property must comply with the following requirements for PPE. Regular visitors to CEMR property are expected to supply their own.

Personal Protective Equipment Requirements		
Type of Protection	Where Needed	Requirements
<b>Hard Hats</b>	Required on CEMR property. Not required in an enclosed vehicle or office unless maintenance work is being performed. <b>CEMR switching crews are not required to wear hard hats.</b>	Must be in proper condition and free from unnecessary marks. High visibility recommended.
<b>Safety Glasses</b>	Required everywhere except offices.	Permanently attached side shields required.
<b>Safety Boots</b>	Required everywhere except offices.	Keep laced to top and tied securely for ankle support.
<b>High Visibility Apparel</b>	Required on CEMR property. Optional within a vehicle or building.	Needs both fluorescent color and retro-reflective properties. Colors are orange or green.
<b>Seat Belts</b>	Required everywhere.	Use required in all equipped vehicles except when performing inspections and traveling under 15 mph (24 km/hr).
<b>Hearing Protection</b>	Required in all designated locations and where the noise level is greater than 84 decibels.	In compliance with applicable regulations for the job task.
<b>Respiratory Protection</b>	All designated areas.	In compliance with applicable regulations for the job task.
<b>Fall Protection</b>	At any height above those set provincial regulations	In accordance with these regulations.

Note: All personal protective equipment must meet the requirements of the Canadian Standards Association (CSA).

## **4. Flagging Protection: Working with a Rail Flag Person**

### ***1. Arranging for Flagging Protection***

When planning to work on or near tracks, notify your local CEMR Operations office at least one week in advance so that CEMR management can assess the need for flagging protection. If flagging protection is necessary, CEMR will provide a qualified Flag Person. There is a cost associated with this.

### ***2. Working under Flagging Protection***

Good communication between customers and CEMR's Flag Person is imperative. The CEMR Flag Person is responsible for clearing any movement of workers and equipment near the tracks, no matter how minor.

Customers must:

- Include the CEMR Flag Person in the job briefing prior to starting work.
- Never assume a move is cleared unless you receive direct instructions from the CEMR Flag Person.
- Never interfere with a CEMR Flag Person who is communicating by radio. Wait until they are finished and able to give you their full attention.
- Not assume a move is cleared by something overheard on the radio.



## 12 Security on the Railway

### 12.1 Security Concerns, Incidents and Emergencies

CEMR is committed to providing a safe and secure workplace and to protecting its employees, its assets, the public, and the environment in compliance with applicable legislation and government regulations. Please do not put yourself in danger, if you have **any** concern related to security on CEMR property, report it to CEMR Operations immediately.

#### **CEMR 24 hour emergency: 1 (877) 703-2223**

The following table lists security-related events with descriptions, examples and who to contact when faced with such threats on CEMR property.

Security Events and Actions		
Event	Examples	Who to Contact
<b>Security Concern</b> Any matter that could impact CEMR security involving employees, CEMR assets or customer goods in transit. Any happenings or persons out of the ordinary.	<ul style="list-style-type: none"><li>• Trespassers</li><li>• Abandoned or suspicious vehicles</li><li>• Any suspicious objects</li><li>• Vandalism attempts</li><li>• Stolen tools and equipment</li><li>• Unusual situations</li></ul>	Call:  <b>1 (877) 703-2223</b> (24 hour emergency line)
<b>Security Incident</b> A deliberate act, accidental event or perceived threat that may lead to personal injury, property damage or loss of property against CEMR assets, both human and material.	<ul style="list-style-type: none"><li>• Theft</li><li>• Vandalism</li><li>• Bribery</li><li>• Stalking</li><li>• Assault</li></ul>	
<b>Emergency</b> An immediate or perceived danger to life, health or personal security of any individual and/or a grave threat to property or business operations.	<ul style="list-style-type: none"><li>• Train accidents</li><li>• Natural disasters</li><li>• Acts of terrorism</li></ul>	Call: <ul style="list-style-type: none"><li>• 911 (if available), OR</li><li>• Local police, fire or emergency department</li></ul> Also call:  <b>1 (877) 703-2223</b> (24 hour emergency line)

#### **I. In Case of Emergency**

- Remain calm.
- Move to safety.
- Do not try to be a hero.

## **2. Information to Gather**

When possible and safe to do so, gather as much information as possible including:

- Number of suspects and their descriptions,
- Vehicle make, model, color and license plate number if available,
- Direction of travel if the suspects left the scene,
- Description of suspicious objects:
  - Size
  - Any unusual noise
  - Odor or vapor coming from the object,
- Any victims present; names, number of victims, injuries or symptoms,
- Safest place for police or emergency responders to meet you.

## **12.2 Security Recommendations**

### **1. BeAware**

Watch for and report suspicious activity such as:

- Trespassers,
- Abandoned vehicles,
- Suspicious objects,
- Vandalism attempts, and
- Unusual situations.

### **2. Lock and Secure**

- Lock switches and derails when unattended.
- Lock or secure doors and gates to restricted areas.
- Secure all work materials and tools that can be used to interfere with safe railway operations.
- Verify all vehicles and movable equipment are secured and locked down.

### **3. Prevent Trespassing**

In the past there have been problems with trespassers on both CEMR and customer properties. To help protect non-railway persons we recommend that customers:

- Post “No Trespassing” signs and other warning signs at any rail access points, in accordance with local regulations.
- Fence off unsafe areas (where practicable).
- Maintain the state of any current fences.

These actions will also help to prevent vandalism on CEMR and customer properties.

## **12.3 Shipment Security**

Customers can help improve transportation and supply chain security by monitoring the loading and contents of their shipments. This includes being vigilant in guarding against stowaways and the smuggling of implements of terrorism and contraband.

## ***1. Seal Shipments***

Shippers must meet CEMR's, CP's and or CN's sealing requirements which include:

- Applying high security seals at doors and other access openings, to all:
  - Loaded closed box cars,
  - Intermodal units/containers, and
  - Automotive rack type cars containing any freight (including dunnage).
- Always using high security seals approved under PAS ISO 17712 test standards.
- Providing seal numbers on the bill of lading and on manifests used for Canadian and United States Customs.

Shippers are required to acquire, supply and apply seals.

## ***2. Shipping "Security Sensitive" Materials***

When shipping high value security-sensitive materials:

- Review storage locations and procedures to ensure appropriate security for various threat or alert levels.
- Notify CEMR Operations and arrange to expedite the acceptance and delivery of the shipment.
  - This reduces potential exposure to surrounding people, property and the environment.

## 13 Railway Safety Resources and Materials

Safety Information	Contacts
<b>CEMR Operations Office</b> <ul style="list-style-type: none"> <li>As referenced in this handbook</li> </ul>	Operations Coordinator (204)-791-0095
<b>Local CEMR Office Contacts:</b> <b>General Manager : J Cranney</b> <b>Mechanical Manager: James Mutchter</b> <b>Engineering Manager: Gerry Blowatt</b> <b>Senior Operations Coordinator: James Taylor</b> <b>Transload Operations: Heather Loney</b>	(204) 390-1351 (204) 805-2382 (204) 794-6571 (204) 918-5146 (204) 235-1175
<b>CEMR Safety, Regulatory and Training</b> <ul style="list-style-type: none"> <li>Information on CEMR environmental and safety policies, programs and guidelines</li> <li>Standards and safe work procedures</li> </ul>	Cando Safety, Regulatory & Training  Corporate Safety Manager Steve Gallagher (519)580-0087  Safety Coordinator: Norm Bootsman (204) 570-2291  Technical Trainer Chad Richardson (204) 232-7516
<b>Railway Association of Canada(RAC)</b> <ul style="list-style-type: none"> <li>Emergency response advice and expertise</li> <li>Information sessions</li> <li>Customized training in safe loading/unloading, in-plant switching and proper preparation of shipping papers</li> <li>Link to government for rail-related matters</li> </ul>	The Railway Association of Canada 99 Bank Street, Suite 1401 Ottawa, ON, K1P 6B9  Tel.: 1 (613) 567-8591 Fax: 1 (613) 567-6726 Email: <a href="mailto:rac@railcan.ca">rac@railcan.ca</a>  <a href="http://www.railcan.ca">www.railcan.ca</a>
<b>Association of American Railroads (AAR)</b> <ul style="list-style-type: none"> <li>Research into rail efficiency and safety</li> <li>Access to Railinc, leading provider of rail information technology to North American railroads</li> <li>Link to congress for rail-related matters</li> </ul>	Association of American Railroads 50 F Street NW Washington, DC, 20001-1564  Tel.: 1 (202) 639-2100  <a href="http://www.aar.org">www.aar.org</a>

<b>Transport Canada – Rail Safety</b> <ul style="list-style-type: none"> <li>• Policies, regulations, acts</li> <li>• Environmental affairs</li> <li>• Services for transportation</li> </ul>	<p>Transport Canada – Rail Safety Branch Tower C, Place de Ville 300 Sparks Street Ottawa, ON, K1A 0N5</p> <p>Tel.: 1 (613) 990 2309</p> <p><a href="http://www.tc.gc.ca">www.tc.gc.ca</a></p>
<b>Manitoba Workplace Health and Safety</b> <ul style="list-style-type: none"> <li>• Manitoba labor information and programs</li> <li>• Confined spaces and other regulations</li> <li>• WHIMIS Training</li> <li>• Workplace Health and Safety Legislation</li> <li>• <a href="http://www.gov.mb.ca/labour/safety/index.html">http://www.gov.mb.ca/labour/safety/index.html</a></li> </ul>	<p>328 – 340 Ninth Street Brandon, MB R7A 6C2</p> <p>Tel.: 204-957-SAFE (7233) Toll Free: 1-855957-SAFE(7233)</p> <p><b>You can also report unsafe work by email:</b> <a href="mailto:wshcompl@gov.mb.ca">wshcompl@gov.mb.ca</a></p>
<b>Railway Industrial Clearance Association of North America (RICA)</b> <ul style="list-style-type: none"> <li>• Clearance contacts</li> <li>• Clearance FAQs</li> </ul>	<p>Railway Industrial Clearance Association Michael R Scott – Secretary-Treasurer 11811 North Freeway, Suite 205 Houston, TX, 77060</p> <p>Tel.: 1 (281) 847-3213 x 202 Email: <a href="mailto:secretarytreasurer@rica.org">secretarytreasurer@rica.org</a></p> <p><a href="http://www.rica.org">www.rica.org</a></p>

## I 4 Important Telephone Numbers

Emergencies are critical situations that may affect personnel, public safety or the environment. If you encounter any of these situations contact the numbers listed below and Central Manitoba Railway immediately.

Critical Safety Information	Contacts
<b>CANUTEC (Canadian Transport Emergency Center)</b> <ul style="list-style-type: none"><li>• Chemical Transport Emergencies (Canada only)</li></ul>	<b>Emergency:</b> 1 (613) 996-6666 (call collect) Cell: *666 (Canada only) Information: 1 (613) 992-4624 (call collect) <a href="http://www.tc.gc.ca/canutec">www.tc.gc.ca/canutec</a>



## 15 EMERGENCY TELEPHONE NUMBERS

<b>Central Manitoba Railway</b> <ul style="list-style-type: none"> <li>• All security and safety issues</li> <li>• Suspicious activity on railway property               <ul style="list-style-type: none"> <li>- Trespassers</li> <li>- Abandoned vehicles</li> <li>- Suspicious objects, persons, and/or situations</li> <li>- Vandalism attempts</li> <li>- Stolen tools and equipment</li> </ul> </li> </ul>	<b>(24/7) Emergency:</b> <b>1 (877) 703-2223</b>
<ul style="list-style-type: none"> <li>• Derailment of any railcar</li> <li>• Leak or suspected leak of any tank car or other dangerous commodity on CEMR property</li> <li>• Any release of a material from a rail car (i.e. non-dangerous goods) on CEMR property</li> <li>• Equipment or materials within the Main Track or Siding clearance limits:               <ul style="list-style-type: none"> <li>- 8 feet from nearest rail laterally</li> <li>- 22 feet from top of rail vertically</li> </ul> </li> <li>• Damage to any switch, derail, sign, rail or track structure</li> <li>• Any other condition or situation which may cause injury, damage or derailment</li> </ul>	<b>(24/7) Emergency</b> <b>1 (877) 703-2223</b>

**Emergencies are critical situations that may affect personnel, public safety or the environment. If you encounter any of these situations contact the numbers listed above and Central Manitoba Railway immediately.**

**Central Manitoba Railway**

2675 Day Street Winnipeg,  
MB, R2C 2Z2


Tel.: 1 (204) 235-1175

Fax: 1 (204) 235-1189

[www.cemrr.com](http://www.cemrr.com)

# 16 Job Briefings:An Important Note

CEMR believes it is important to perform job briefings before starting any activity and as the job or conditions change. Job briefings identify safety hazards and emergency procedures related to the work being done, whether it is in the yard or the office. Following, is a sample job briefing card. We hope you will consider including the following topics in your job briefings.

Sample Job Briefing Card	
<p><b>1.1 General Information</b></p> <p>Hold a job briefing before performing any job involving two or more employees, fouling tracks or wearing personal protective equipment. This is to ensure that all employees understand:</p> <ul style="list-style-type: none"> <li>• The task being performed,</li> <li>• The hazards and related control measures for that task,</li> <li>• The protection required to carry out the work, and</li> <li>• Each employee's individual responsibility.</li> </ul> <p>Hold additional job briefings as the work progresses or the situation changes.</p> <p><b>1.2 Planning the Job Briefing</b></p> <p>Safe and productive work results from a well constructed and communicated job plan. To develop a job plan:</p> <ul style="list-style-type: none"> <li>• Review the work or tasks to be done.</li> <li>• Determine the steps to be taken.</li> <li>• Plan the action for each step.</li> <li>• Consider how the work will be assigned.</li> <li>• Determine the tools, equipment and materials required. <ul style="list-style-type: none"> <li>- Determine if any forms, permits and/or protection are required.</li> </ul> </li> <li>• Check the job location and work area.</li> </ul> <p>Consider the existing and potential hazards that may be involved as a result of:</p> <ul style="list-style-type: none"> <li>• The type of work being done,</li> <li>• The time of day the work will be done,</li> <li>• The job location,</li> <li>• The safety or personal protective equipment required,</li> <li>• The tools, equipment and materials being used,</li> <li>• Any buried/overhead power cables along the right of way, and</li> <li>• Independent conditions (i.e. traffic, weather).</li> </ul> 	<p><b>1.3 Conducting the Job Briefing</b></p> <p>When conducting the job briefing:</p> <ul style="list-style-type: none"> <li>• Explain the work or tasks to all employees: <ul style="list-style-type: none"> <li>- What will be done?</li> <li>- How will it be done?</li> <li>- When will it be done?</li> <li>- Where will it be done?</li> <li>- Who will do it?</li> <li>- Why will it be done?</li> </ul> </li> <li>• Explain the safety precautions and track protections necessary.</li> <li>• Explain existing and potential hazards, and their corresponding controls.</li> <li>• Explain what coordination with others is needed (i.e. authorities, utilities and other work crews).</li> <li>• Ask for clarification to make sure employees understand their work assignments.</li> <li>• Ensure employees know how to use any special tools, material, equipment or procedures, safely.</li> </ul> <p><b>1.3.1 Before Starting Work</b></p> <p>Before beginning the job:</p> <ul style="list-style-type: none"> <li>• Identify underground cables/fiber/piping and make proper notification before digging.</li> <li>• Verify all safety systems on tools and work equipment are working correctly.</li> <li>• Check to make sure any potential hazards have been identified and action has been taken to correct them.</li> <li>• Lead employees through a warm up to stretch their muscles and prepare for injury-free work.</li> </ul> <p><b>1.3.2 Follow Up</b></p> <p>Check regularly to ensure that employees are:</p> <ul style="list-style-type: none"> <li>• Following all plans and using correct work procedures,</li> <li>• Carrying out their assigned tasks.</li> </ul> <p><b>1.3.3 Individual Responsibility</b></p> <p>All employees are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that they fully understand the work to be done,</li> <li>• Ensuring tools and equipment are inspected and determined safe before the job starts,</li> <li>• Using safe practices during their shift and contributing to the safety of their co-workers,</li> <li>• Carrying out the work according to the job briefing or modifying it appropriately if conditions change, and</li> <li>• Stopping to clarify procedures when met with a safety issue related to their work.</li> </ul>

Job briefing in progress in CEMR Shop