



OPERATING DEPARTMENT

JOB BRIEFING SAFETY TAILBOARD

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Job Briefing Safety Tailboard

Use this Job Briefing Safety Tailboard Process:

Before any work begins, when all persons, including volunteers, employees and contractors, are present:

After work begins, if person(s) arrive who missed the original job briefing safety tailboard.

When any changes occur to the work, work plan or conditions change.

Each work plan must consider hazards, assign specific responsibilities, and explain those assignments.

When working in groups be aware of the work and movement of other group members and equipment.

Job Briefing, Operating Crews Topics

- General Orders/Rule Changes
- Specific Safety Hazards for the day
- Unusual operating conditions for the day
- Hand Signals to be used
- Specific radio use and procedure
- Direction of Travel for Passenger Operations
- Departure Time and number of trips
- Crew assignments, relief crew, lunch, etc.
- Review a specific Operating or Safety Rule
- Identify train and engine crew for the day
- Identify persons in charge of train (Conductor and Engineer)
- Identify person in charge of train attendants for the day (if any)
- Departure Time and number of trips
- Crew assignments (including crossing flagman, if any), relief crew, lunch, etc.

Review following with all operating crew and attendants and before first trip of the day and when any assignments changes:

- Assure understanding of stop signal and when to use it.
- What to do if train stops other than loading area.
- Assist passengers on and off train at all times.
- Check opposite side of train immediately before departure, if not clear, give immediate stop signal.
- When train is moving: Make sure all passengers stay in the cabooses and off steps of platforms.
- When train is moving: Make sure passengers keep all parts of body inside passenger cars and windows.
- When train is moving: Crews Always maintain a three point contact.
- Keep passengers on cabooses until train comes to a complete stop.
- If locomotive is being cut-off, keep passengers on cabooses until cut-off is completed.
- Flagmen understand use of crossing signal and are equipped with required flagging supplies, including safety vest and flag.

Safety Responsibilities Volunteers/Employees **must:**

- be responsible for their personal safety and accountable for their behavior,
- take every precaution to prevent injury to themselves, other volunteers/employees, and the public,
- comply with all rules, policies, and outstanding instructions,
- report, correct, or protect any unsafe condition or practice,
- be aware of and work within the limits of their physical capabilities and not use excessive force to accomplish tasks,
- use good judgment in fulfilling job responsibilities safely.

Hearing Protection

Wear approved hearing protection devices, as specified by manufacturer, in areas designated by signs or outstanding instructions, or as specified by a supervisor.

Gloves

Use appropriate hand protection when hands are exposed to:

- skin absorption of harmful substances,
- cuts, lacerations or abrasions,
- punctures,
- chemicals,
- temperature extremes.

Hard Hats

Hard hats must be worn at all Locomotive, Car and Maintenance of Way facilities and work sites and in other **designated hard hat areas** as specified by department head when overhead work is in progress.

Hard hat is not required in:

- office areas and lunch rooms,
- vehicles or equipment that provide overhead protection against falling objects, (caboose trains, engine cabs)
- areas exempted with documentation by the appropriate department head.

Only liners that do not interfere with fit and function of the hard hat can be worn. Baseball or similar type caps must not be worn under hard hats. Altering of hard hats or hard hat suspensions is prohibited. Hard hats must not be worn backwards, unless attachments being used are designed for such use and suspension is reversed.

Bump caps may be used when authorized.

Eye Protection

Wear approved eye protection in all designated areas or when specified by the appropriate department head.

It is not required in:

- office areas and lunch rooms,
- enclosed vehicles (including cabooses and locomotives).

Proper Attire

Wear clothing that allows you to perform your duties efficiently and safely. Clothing must not interfere with vision, hearing and free use of hands and feet.

Do not wear loose or ragged clothing, neckties, finger rings, or other jewelry while operating or working with machinery. Hair, including beards, must be worn in a manner to permit safe performance of duties.

Wear a suitable shirt that provides protection from sun, insects, abrasions or scratches. Shirts must have at long length sleeves and cover the back, shoulders, chest and abdomen. Shirts must not be unbuttoned, torn or baggy. Anyone working around equipment or moving machinery in which a shirt might become entangled must have their shirt tails tucked into their trousers. Shirts should be loose enough to allow freedom of movement, but not too loose so that they will snag easily or catch on cars, engines, tools, machinery or other equipment.

When working outside and/or around cars, engines, equipment or machinery wear trousers which cover the legs. Short trousers (cutoffs, shorts, etc.) are prohibited and must not be worn while on duty.

Footwear

When working on uneven terrain, on or near tracks, on cars, engines or other equipment wear footwear that affords support and protection. Footwear must have soles that provide good traction and thick enough to withstand punctures.

Footwear with laces or buckles must be tied or buckled. Do not wear excessively worn footwear or footwear with loose soles or heels.

Unless you work exclusively in an office, you must not wear thin-soled, sandals, athletic (sports) shoes or similar footwear.

Footwear that covers the ankle will be a boot (lace up) of approximately 6 inches or more in height. Volunteers/Employees who routinely work in the field must wear footwear that covers their ankles.

Lace-up boots are required for all Operating Department volunteers/employees.