

# **ATTACHMENT 5**



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## ***VRE Safety and Security Guidelines***

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***May 1, 2014***

## **VRE POLICY**

It is the policy of the Virginia Railroad Express (VRE) to comply fully with all applicable laws and regulations concerning project activities on VRE property and equipment (including rolling stock).

All companies performing any work on VRE property must have an adequate written "Safety and Security Plan" to protect the safety of people and property on site and the surrounding area. The "Plan" must be reviewed and approved by the VRE Project Manager and the Manager of System Safety and Security. Upon approval, the "Plan" must be strictly followed by the Contractor performing the work.

## EXHIBITS

Exhibit A – Rules to Live By (34 pages)

Exhibit B – Critical Safety Roles for VRE Projects (7 pages)



## **EXHIBIT A**

### **RULES TO LIVE BY**

**Contractor Safety and Security Awareness**

**May 1, 2014**

(34 Pages)



# RULES TO LIVE BY

RULES AND GUIDELINES GOVERNING ALL EMPLOYEES, CONTRACTORS AND  
RIGHT-OF-ENTRY GRANTEEES ON PROPERTIES OWNED OR MANAGED BY VIRGINIA RAILWAY EXPRESS.

Effective May 1, 2014



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## Virginia Railway Express

### Employee Statement of Rules Receipt, Understanding and Compliance

The pages of this rules book and the companion video form the basis of conduct for all personnel granted access to VRE property. These safety and security rules serve as a minimum standard and will not supersede rules and guidelines that are more restrictive. Remember, you are accountable for your safety.

Each employee of a contractor or sub-contractor will complete and sign this form and return it to their supervisor to forward to the VRE project manager prior to the arrival date on VRE property to begin work.

By signing this form, each employee certifies that they have read, understand and guarantee compliance with the rules in this book and any other applicable local, state, railroad and federal rule in effect.

This form also certifies that the employee will hold VRE and its parent commissions; Potomac and Rappahannock Transportation Commission and Northern Virginia Transportation Commission as well as their member jurisdictions harmless of any liabilities, injuries or damages that arise from non-compliance of these rules and guidelines.

***Any observation of non-compliance or insubordination to the instructions of a VRE employee will result in removal from VRE property.***

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Contractor \_\_\_\_\_ Subcontractor \_\_\_\_\_

Signature \_\_\_\_\_

This certification will remain valid for one calendar year from the date of the signature.

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## Introduction

Virginia Railway Express (VRE) is a commuter-rail system that connects the communities of Northern Virginia with the central business districts of Alexandria, Crystal City, southeast Washington D.C and Capitol Hill. We offer our passengers a safe, clean and comfortable service and are proud of the work our staff and contract employees do every day to ensure our passengers get the best commute VRE can offer.

We are excited to welcome you to VRE's properties and hope you'll enjoy the experience. Always remember that when on VRE property, ***you are VRE***. Your actions and appearance are the first impression for a number of regional contractor and regulatory agency personnel. Professionalism and courtesy is expected at all times. Additionally, please know that you will always have the full support from all levels of VRE to immediately report an unsafe or unsecure condition or practice.

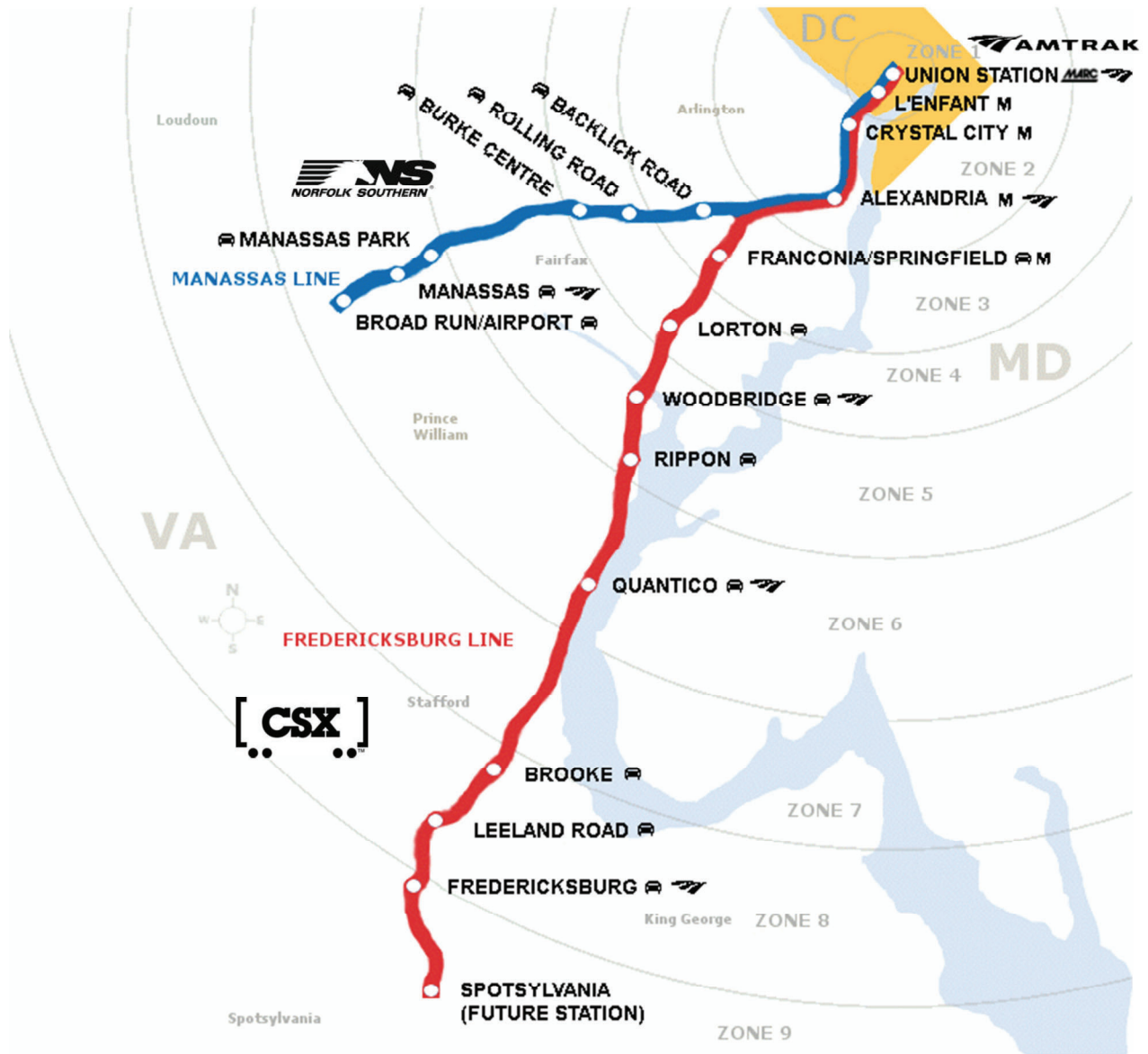
Safety and security are two critical areas that contribute to VRE's success. Safe companies are able to hire and retain the best employees who in turn work to deliver a great commuting experience to passengers. Additionally, the region we operate within is one of the most security sensitive regions in the United States; each of us must constantly be aware of our unique role in securing VRE and never become complacent.

This booklet is intended to serve as a standard of conduct for all personnel working on or about VRE property. Compliance with the policies herein is essential and will help ensure your safety. The work you perform on the property is vital and we thank you for your service.

Rich Dalton  
Chief Executive Officer  
Virginia Railway Express

*-Remember, there is no assignment so important that we cannot take the time to do our work safely-*

### System Map



#### Quick Contacts

Report all emergencies to 911

CSX Railroad Public Safety Coordination Center (Spotsylvania to L'Enfant).....1.800.232.0144

NS Railroad Public Safety Coordination Center (Broad Run to Backlick Road).....1.800.453.2530

Amtrak Police (Union Station).....1.800.331.0008

VRE Communications Desk (430a-930p).....571.238.9106

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**Applicability**

Any individual present in an official capacity on or about property owned or leased by the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (jointly “the commissions” or “VRE”) for the public and private use of the Virginia Railway Express (VRE) shall be governed by the rules and guidelines listed in this book.

If any rule or guideline is determined to be less restrictive than another applicable federal, state, local or railroad rule currently in effect, the most restrictive rule will apply.

**All contractors and employees are required to be familiar with the requirements outlined herein and a minimum of one (1) copy of this manual must be present on all job sites. You are accountable for your own safety.**



**Stop!**

This rule book has a companion video that will help you understand what VRE expects of you while you are on our property.



Watch it and make sure any employees who will accompany you watch it as well.

[vre.org/safety/rings/contractors.html](http://vre.org/safety/rings/contractors.html)

On the go? View it and access other resources for contractors by using the QR code below.





## .JOB & SAFETY BRIEFING GUIDE

RULE 1.0.1 OF THE VRE RULES TO LIVE BY MANUAL REQUIRES DETAILED CONVERSATIONS WITH EVERYONE IN A WORK-GROUP ABOUT KEY ELEMENTS OF SAFETY, SECURITY AND THE WORK TO BE DONE. USE THIS FORM TO GUIDE YOUR .JOB AND SAFETY BRIEFINGS WHILE ON VRE PROPERTY.

**BRIEFING GUIDE FOR GENERAL WORK**

DATE \_\_\_\_\_

WORK ADDRESS/NAME'-----

---

EMPLOYEE IN **CHARGE**-----

EMERGENCY CONTACT \_\_\_\_\_

SAFETY AND .JOB BRIEFING

PROPER PPE?

ADDITIONAL PPE NECESSARY?

TOOLS & E UIPMENT INSPECTED?

LADDERS AND FALL PROTECTION INSPECTED?

NO ONE CLOSER THAN 4FT TO A TRACK?

LOCATION AND PRESENCE OF FIRST AID?

EVACUATION SPOT IDENTIFIED?

SECURITY AND SAFETY CONCERNS DISCUSSED?

REVIEWED CONTENTS OF RULES TO LIVE BY?

REVIEWED WEATHER FORECAST?

REVIEWED DRUG & ALCOHOL PROHIBITIONS?

ARE PROPER SAFEGUARDS IN PLACE ON THE ELECTRICAL SERVICES DR TOOLS BEING USED?

ARE THERE ANY CONDITIONS PRESENT THAT WOULD PROHIBIT THE SAFE COMPLETION OF ANY WORK?

HAVE ALL EMPLOYEES BEEN ASKED IF THEY UNDERSTAND THE WORK TO BE PERFORMED?

REMEMBER, THERE ARE NO ASSIGNMENTS SO IMPORTANT DR SERVICES SO VITAL THAT SHORTCUTS AND COMPROMISES TO PERSONAL SAFETY AND SECURITY SHOULD BE TAKEN.

**BRIEFING GUIDE FOR WORKING ON DR ABOUT RAILROAD TRACKS**

DATE \_\_\_\_\_

WORK ADDRESS/MILEPOST \_\_\_\_\_

---

OPERATING RAILROAD: VRE CSXT NS AMT

EMPLOYEE IN **CHARGE**-----

EMERGENCY CONTACT \_\_\_\_\_

SAFETY AND .JOB BRIEFING

PROPER PPE?

BLUE FLAGS DR ON TRACK PROTECTION?

TOOLS & E UIPMENT INSPECTED?

ON TRACK E UIPMENT INSPECTED?

IS RAILROAD FLAGMAN PRESENT?

LOCATION AND PRESENCE OF FIRST AID?

EVACUATION SPOT IDENTIFIED?

SECURITY AND SAFETY CONCERNS DISCUSSED?

REVIEWED CONTENTS OF RULES TO LIVE BY?

REVIEWED WEATHER FORECAST?

REVIEWED DRUG & ALCOHOL PROHIBITIONS?

ARE THERE ANY CONDITIONS PRESENT THAT WOULD PROHIBIT THE SAFE COMPLETION OF ANY WORK?

HAVE ALL EMPLOYEES BEEN ASKED IF THEY UNDERSTAND THE WORK TO BE PERFORMED?

REMEMBER, THERE ARE NO ASSIGNMENTS SO IMPORTANT DR SERVICES SO VITAL THAT SHORTCUTS AND COMPROMISES TO PERSONAL SAFETY AND SECURITY SHOULD BE TAKEN.

## General Safety and Security Rules for VRE Property

### Job and Safety Briefings

Job and safety briefings are a critical element to ensuring work performed anywhere on VRE property is completed safely and correctly. Never assume that every employee in your crew has a complete understanding of the work that will need to be done, the hazards that exist at the job site and the best methods to assist in the event of an emergency.

**1.0.1** Job briefings must be detailed and take place prior to starting any work. They should include details about the work being performed, slip-trip-and fall hazards, weather, staying hydrated or warm, pinch points and emergency response plans and good housekeeping steps.

**1.0.2** In the event something changes during the work or more employees arrive, stop work and hold another complete job and safety briefing so that everyone has the same level of awareness and understanding.

**1.0.3** Ensure that your prework job and safety briefing identifies a place of safety away from your worksite and away from active railroad tracks, power lines, etc. This spot will be used for employees to evacuate to in the event of an emergency.

### Personal Protective Equipment (PPE) - General

#### 2.0.1 Personal Protective Equipment Inspection and Condition

All VRE staff and contractors are responsible for ensuring their PPE is in good working order. Inspection of all PPE elements must take place prior to your tour of duty. Damaged, improperly functioning or missing elements of PPE must be reported to your immediate supervisor upon discovery.

#### 2.0.2 Storage of PPE on VRE Property

Personnel may store their PPE in appropriate areas of VRE property provided that upon entry to these facilities, they proceed directly to obtain their PPE and stay clear of any train movements and other potential hazards. (**Note** – fully qualified train crewmembers transitioning from crew buildings to their trains are not required to wear reflective vests)

## Personal Protective Equipment (PPE) Elements and Requirements

### Eye Protection

**2.1.1** Eye protection that meets ANSI Z87.1 with side shields is required. Prescription eye protection must meet ANSI Z87.1 and may not be of a variable tint type. Exceptions are when indoors in an office or a restroom.

- i. Sun glasses that meet ANSI Z87.1 with side shields may be worn outdoors only. Prescription wearers are permitted to wear "drop-in" type sunglasses.

**2.1.2** Eye protection must be worn at all times when the following apply:

- i. Designated by signs or instructions
- ii. On the grounds of VRE's Maintenance Facilities (excluding enclosed offices)
- iii. Inside VRE's warehouse facilities
- iv. Performing maintenance functions at VRE stations
- v. Operating fork trucks
- vi. On or about active construction sites or active railroad right-of-way

### Hearing Protection

**2.2.1** Hearing protection is required to be worn at all times when:

- i. Designated by sign or instructions
- ii. Operating fork trucks or other heavy equipment
- iii. Operating of within 15 feet of hand tools and equipment in use
- iv. Conducting load tests on locomotives (Main Engine or HEP)

If your work places you within 25 feet of active mainline tracks and a foreman or roadway worker in charge is present, hold a safety briefing with him/her to determine when hearing protection can be safely worn.

### Hard Hats

**2.3.1** Approved hard hats are required when any of the following apply:

- i. When you are within a VRE Service and Inspection (S&I) facility and in the yard when overhead crane or equipment jacks are in use, when performing work under equipment spotted over the inspection pits, when overhead lighting is being repaired or replaced and when facility repairs or maintenance is being performed within the overhead space of the S&I building.

**2.3.2** Approved hard hats are required at all times when:

- i. Instructed by supervisors or other safety personnel
- ii. Designated by sign or instruction

**2.3.3** Hard hats must be in good condition and may not be altered or changed (i.e., painted). Do not alter the suspension or punch holes in a hard hat. Whenever hard hats are worn, the bill must be facing forward, except when equipped with welding hood attachments.

### **Safety Shoes**

Safety shoes must be worn on VRE property or adjacent to active railroad property at all times.

**2.4.1** Safety shoes must comply with the following minimum standards:

- i. Sturdy design applicable to the type of work performed (e.g. extra protection is required when performing cutting or welding work)
- ii. Minimum six (6) inches in height
- iii. Lace up (no Velcro or metal snaps)
- iv. Defined heel
- v. Rugged soles

**2.4.2** Safety shoes that otherwise meet the above requirements, but have worn soles are not considered compliant with the above requirements.

### **Outer Wear**

Outer wear compliant with the following requirements must be worn on VRE property or adjacent to active railroad property at all times.

**2.5.1** The following are considered minimum appropriate attire:

- i. Long Pants free of tears or holes
- ii. Shirts with sleeves (no tank tops or shirts with cut off sleeves)
- iii. Safety Shoes (as defined in item 2.4.1 above)
- iv. Reflective Wear (see item 2.6.1 below)

**2.5.2** Loose fitting outer wear that has the potential for getting caught on shop equipment or other obstacles is not permitted.

**2.5.2** Attire must be carefully considered before arriving to the work-site to prevent exposure-related illness or injury. Remember that many locations on VRE's system experience wide swings in temperature, storms and shelter may be limited.

### **Reflective Wear**

**2.6.1** Reflective vests, shirts or jackets consistent with **ANSI III** standards featuring lime green cloth and reflective striping must be worn by staff, contractors and visitors when the following apply:

- i. Designated by signs or instructions
- ii. On the grounds of VRE's Maintenance Facilities (excluding enclosed offices within)
- iii. Inside VRE's warehouse facilities
- iv. Performing maintenance functions at VRE stations
- v. Operating fork trucks or other equipment
- vi. On or about active construction sites or active railroad right-of-way



**2.6.2** Reflective vests will be issued to all VRE staff members and contractors and stocked at the VRE Warehouse. VRE will also have reflective vests available at VRE Maintenance Facilities and VRE Headquarters for visitors.

**2.6.3** Personnel should return damaged or worn-out reflective vests for replacement to their supervisor

**2.6.4** If VRE denies issuance of a reflective vest, this does not exempt personnel from having reflective wear while at VRE Crossroads and Broad Run facilities.

**2.6.5** VRE reserves the right to deny the issuance of a reflective vest to an individual if it is found the individual habitually misplaces and/or loses their vests supplied by VRE.

**2.6.6** Supervisors can sign for a work group of reflective vests and distribute them, but must properly manage issuing an excessive amount of reflective vests to individuals in their work group.

### **2.6.5 Reflective Wear Exemptions and Special Conditions**

- i. Suppliers, couriers and drivers making deliveries to VRE Maintenance Facilities who are not under regular Contract with VRE
- ii. Train crews (Engineers, Conductors and Assistant Conductors) while performing their normal duties at VRE Maintenance Facilities are exempt from the requirements to wear reflective material. However, if in the event that anyone serving in these job classifications must leave the train while enroute and outside the limits of a passenger platform, reflective wear must be worn.

## **Prewrite and Daily Inspections of Tools and Equipment**

**3.0.1** All tools, equipment and related components brought onto or in place at a VRE jobsite must be inspected prior to beginning any work and on a daily basis.

**3.0.2** If any element critical to the safety and proper functioning of the equipment, device or tool is found to be damaged or otherwise in a state of disrepair, it must not be used and removed from the jobsite with proper markings preventing continued use until repair or replacement.

**3.0.3** Check to ensure that safety guards or appliances are in place and function properly. VRE does not permit the bypass of any safety device built into equipment brought onto its property.

## **General Daily Requirements for Working on VRE Property**

VRE mandates strict adherence to all railroad, local, state and federal codes and regulations pertaining to safety, structural integrity and security. OSHA and Virginia OSHA codes are observed on VRE property where applicable. If you damage VRE property, report it immediately. Do not try to make repairs yourself.

### **Rules for Working at Passenger Stations and Interacting with Passengers**

**4.0.1** Neat worksites are a requirement for working on or about VRE property, especially in areas utilized regularly by passengers or employees. Debris must be kept away from passenger walkways and trash must be removed from the worksite daily.

**4.0.2** Tripping hazards such as cables or building materials or other hazards that cannot be removed from the worksite must be clearly marked and barricaded where necessary.

**4.0.3** Brush dust and debris from benches and ticket machine surfaces during the course of your work.

**4.0.4** If you are working on a passenger platform when a VRE or Amtrak train arrives to the station or passengers are present, stop work and do not operate power tools louder than the average human voice.

**4.0.5** Spitting, using profanity or smoking on passenger platforms is prohibited.

**4.0.6** Attire with profanity or vulgar content is prohibited on or about passenger platforms.

### **Facility Security Rules**

**4.0.7** All doors, gates, cabinets and other elements with lockable and latchable securement must be kept closed and/or locked at all times unless active work requires that they be kept open.

**4.0.8** If you encounter unsafe conditions, suspicious activity or are approached by individuals claiming to be representatives of a local or federal agency, always ask for identification. Report any issues to 911 and your VRE representative immediately.

**4.0.9** Instructions from local, federal law enforcement or VRE employed security officers must be complied with.

**4.0.10** Materials used for the work must be stored or secured according to your safety and security plan or VRE representative during hours in which no one will be working. Theft of any compressed gas canisters, derailing devices or heavy track tools should be reported to VRE immediately.

### **Working in Inclement or Extreme Weather Conditions**

**4.0.11** During inclement weather or extreme hot or cold, you must safeguard yourself against exposure. Hydration or warming pauses must be taken regularly.

**4.0.12** When thunder is heard, all outdoor work must cease and sturdy and grounded shelter must be sought until foreman in charge determines through a reputable weather forecasting source that the storm danger has passed.

**4.0.13** Be aware of ice sheets on sloped building or platform canopies that could cause damage or injury during work beneath them.

**4.0.14** Do not drive through swiftly moving water on road or pathways.

### **Snow Clearing Procedures**

**4.0.15** When removing snow from platforms, do not push deep snow or heavy ice sheets onto the tracks. Passing trains are equipped with plows and will push the snow back onto the platform.

**4.0.16** Motorized snowplows and snowblowers must not be used within four feet of the nearest railroad rail.

**4.0.17** When shoveling, always face the tracks to enable a clear view of the tracks and any trains that may be approaching.

### **Drug and Alcohol Rules**

**5.0.1** Being under the influence of drugs and/or alcohol while on VRE property will be grounds for immediately removal from VRE property and/or termination of your contract or employment.

**5.0.2** Drug and alcohol and related paraphernalia are not permitted on VRE property.

**5.0.3** Employees or contractors performing work designated as safety and security sensitive should anticipate random drug and alcohol testing while on VRE property. Contractors should have the capability to request random drug screenings of all employees performing safety sensitive work on VRE property.

## Working Near Tracks and Rail Equipment

***All tracks are to be considered active.*** Anyone on or about VRE or host railroad property ***must expect moving rail equipment on any track, at any time and operating in either direction.*** Special protections defined under a system of rules called Roadway Worker Protection (RWP) will be required for most work closer than twenty-five (25) feet of active mainline railroads and a railroad appointed flagman for work within four (4) feet of the nearest rail of a railroad track.

While working on or about VRE's property, you will encounter two classifications of railroad track.

**1)Main Track** - track designated as a main track can be compared to a main highway. Trains generally travel at higher speeds and can travel in either direction at any time.

**2)Yard Track** – track designated as yard track can be compared to driveways or parking lots. Rail equipment can be stored on these tracks. Trains generally travel at lower speeds but can still travel in either direction at any time.

### **Roadway Worker Protection (RWP)**

Working closer than four(4) feet of the nearest rail of VRE's host railroads, CSXT and Norfolk Southern will require a valid roadway worker training certification card in addition to a railroad flagman. Our host railroads have approved STV/Ralph Whitehead Inc. as their official certifying organization for roadway worker protection.

For information on this training, contact STV/RWA at 704.816.2551

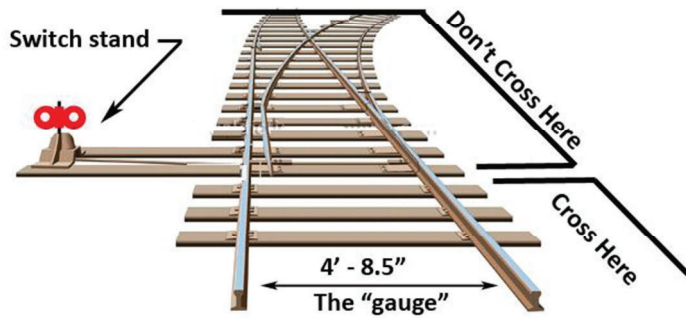
### **Crossing Tracks**

**6.0.1** Prior to crossing tracks in any manner (foot, vehicle, etc.) you must stop, look and listen for movement to ensure it is safe. Always cross in an area with sufficient line of sight to ensure you can see an oncoming train.

**6.0.2** When crossing the tracks, do so at level stone or paved crossing surface provided. Only if these facilities are not available near your position should you cross directly over the open rails.

**6.0.3** When your work requires you to cross over a track without a paved crossing surface, cross by following the wooden crosssties. In order to minimize the time you spend within the track itself (called “the gauge”), do not cross diagonally or at widened switch points. See illustration:

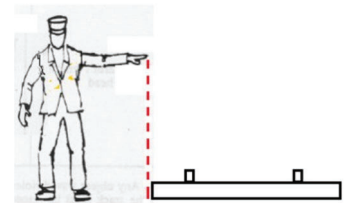
#### Elements of a track switch



**6.0.4** Do not walk lengthwise between the two rails of a track (known as the “gauge” of the track) and do not step on the actual rails.

#### Working Adjacent to Tracks

**6.0.5** Rail equipment can overhang the rails of tracks by a foot or more. To determine that you are safe from being struck, your outstretched arm should be no closer than directly over the outside edge of the wooden railroad tie of the nearest track in VRE’s yards.



**6.0.6** When working on or about VRE yard tracks, you must ensure that you are properly protected with blue flags and maintain constant radio or audible communication with a VRE employee responsible for train movements in the yard.

**6.0.7** When working on or about VRE tracks between a mainline control point and the perimeter fencing of the rail yard, personnel must contact the appropriate railroad train dispatcher to request block devices on the switch providing access to VRE’s yards.

**6.0.8** Under no circumstances are personnel without specific authority permitted to operate track switches, adjust blue flags or on-track derails or any other equipment on the property. No rail operations or mechanical department personnel are authorized to ask you to circumvent this rule.



**6.0.9** Electrical power connection stations for rail equipment are located at the southern ends of each of VRE's yards and inside the equipment service and inspection building. This area presents tripping and electrocution hazards. Never step on or near the cables and do not handle them or any of the components associated with the power stations. If something appears wrong, notify the appropriate supervisor.



**6.0.10** If you are working on a passenger platform when a train approaches, stop work and observe the passing train until it passes. Report smoke, fire, sparks or shifted loads using the railroad contact information at the back of this manual.

### **Operating On-Track Equipment in VRE Yards**

**7.0.1** Only qualified personnel will be permitted to operate on-track equipment in VRE's yards.

**7.0.2** Prework and calendar day equipment inspections are mandatory.

**7.0.3** When planning to operate on-track equipment, you must have an employee/foreman in charge who remains in constant radio communication with appropriate VRE mechanical personnel in charge of train movements in the yards.

**7.0.4** When on-track equipment is not being used, ensure any mechanical extensions are retracted, tiedowns are secured and any handbrakes and wheelchocks are set. At no time are track-mounted wheeled vehicles permitted to be left unattended without brakes and/or chocks.

**7.0.5** Three points of contact are required at all times when mounting or dismounting equipment.

### **Working Around Rail Equipment**

**7.1.1** Expect movement from standing pieces of rail equipment at all times and only cross railroad tracks occupied by rail equipment when absolutely necessary. Space yourself at least fifty (50) feet from the facing end of the equipment and observe the equipment for movement prior to crossing in accordance with rules 6.0.1 – 6.0.5

**7.1.2** Do not touch cables or hoses on or around rail equipment. Consider all cables to be energized and all hoses to be fully pressurized. If something does not look as it should, notify the appropriate supervisor or VRE personnel

**7.1.3** When rail equipment passes within close proximity to your location, stop your work and watch it pass. Ensure you provide yourself a good distance of fifteen (15) feet from the moving equipment when possible.

**7.1.4** Never crawl under or climb over rail equipment.

**7.1.5** Unless authorized by your VRE representative, never climb or ride on the outside of cars and locomotives.

**7.1.6** If your work requires you to maintain radio contact with VRE mechanical or operations personnel, ensure that you perform radio checks following your job briefing to ensure proper communication.

### **Welding Safety**

**8.0.1** Hotwatches, or people prepared to extinguish spark fires are required for all structural welds and welds that occur higher than six feet from the ground.

**8.0.2** Welding masks that fit securely and are in-place to cover the eyes must be worn at all times when welding.

**8.0.3** Make sure proper grounding procedures are followed when welding.

**8.0.4** Exterior welding is not permitted during rain

**8.0.5** When welding on or about areas where passengers or other employees may be present, proper shields must be in place where advised by your VRE representative.

**8.0.6** Do not weld at passengers stations while passengers are present.

**8.0.7** Masks and proper PPE must be work at all times when welding.

**8.0.8** Do not weld on surfaces covered with paint.

## **Digging and Excavations**

**9.0.1** Never dig on VRE property without specific authorization.

**9.0.2** In the event flash flood warnings are in effect or heavy rain is falling, pit work must stop.

**9.0.3** Digging or upsetting fill areas or slope-toes adjacent to a railroad track must be done under the approval and supervision of railroad-appointed engineering department employees.

**9.0.4** Silt fences are required when excavating on or about drainage areas

**9.0.5** Cuttings from drilling and boring activities as well as dirt and fill from excavations should be properly disposed of. Backfill dirt should be placed in an area approved by your VRE representative.

**9.0.6** Open pits or excavations must be barricaded and well-marked with cave-in protection installed where applicable.

## **Spills, Chemical and other Waste Handling**

**10.0.1** When spills occur, immediately report the incident to your VRE representative and deploy a spill kit.

**10.0.2** Sources of electricity or open flame near a flammable spill should be de-energized or extinguished as quickly as can safely be performed.

**10.0.3** Spills of poison inhalation hazard (PIH) or toxic inhalation hazardous (TIH) material will warrant immediate evacuation of the premises.

**10.0.4** Proper Globally Harmonized Safety Data Sheets must be on-site for any appropriate chemicals being used on VRE property.

**10.0.5** Illegally dumping, burying or burning solid or liquid waste will warrant removal from the property.

## **Facility Access and Security**

**11.0.1** Contractors working on VRE property are not permitted to grant access to VRE property. Only authorized VRE employees are permitted to approve guests and/or visitors.

**11.0.2** Recreational videography and photography is prohibited on VRE property unless authorized by VRE.

**11.0.3** Badges and keys provided to contractors to access VRE facilities are the property of VRE and will be surrendered at the request of VRE.



**11.0.4** Loss of badges and keys issued to contractors will warrant a replacement cost

**11.0.5** Doors, cabinets and gates should not be blocked open unless necessary for the completion of your work.

**11.0.6** If you discover any signs of tampering, contact your VRE representative immediately.

**11.0.7** If you are issued a VRE access badge, you must swipe your badge at the main entry gates or turnstiles when entering, even if the gates are already open.

**11.0.8** Unless specifically authorized or escorted, VRE contractors and subcontractors may not board VRE trains as passengers without a properly validated ticket.

**11.0.9** No contractor or subcontractor personnel are permitted on VRE property outside of their regularly scheduled work hours. Relief from this rule must be granted in writing by your VRE project manager.

### **Non-Rail Equipment and Machinery Rules**

**12.0.1** Where applicable, operators with licenses (where applicable) or documented qualifications will be permitted to operate rolling machine equipment on VRE property.

**12.0.2** Seatbelts, harnesses or restraint bars (where installed) must be worn at all time when operating machinery.

**12.0.3** Hydraulic and pneumatic lines must be inspected each calendar day and cracks or other problems must be addressed before beginning work.

**12.0.4** Horns or other audible signals must be provided before taking corners around buildings and other structures.

**12.0.5** Unless specially equipped with the proper hi-rail gear and on-track protection obtained, no self-propelled equipment such as backhoes, scissor-lifts, fork trucks or plow trucks may approach or make contact with the railroad track structure other than on designated crossing locations

**12.0.6** Blades, buckets, arms and other extensions must only be used away from overhead cables and powerlines.

## Personal and Commercial Vehicle Rules

**13.0.1** All employees, contractors and delivery drivers operating personal or company owned vehicles on VRE property must not exceed 5 mile-per-hour speed limit. During times of reduced visibility, poor lighting or where pedestrians may be present, vehicle speed must be controlled to permit stopping within one-half of the range of vision.

**13.0.2** Parking is limited to authorized locations only.

**13.0.3** Personally owned and operated vehicles are not permitted within the Broad Run Maintenance Facility (complex) under any circumstances.

**13.0.4** Vehicles issued by VRE and its contractors may access the complex to receive or deliver materials pertaining to company business but must not be parked and left unattended.

**13.0.5** Company issued vehicles must only be parked near crew building B1 or VRE trailer B2 and in a safe manner not obstructing evacuation or main exit routes.

**13.0.6** Company or contractor-issued vehicles operated by personnel acting as Transportation Manager for Broad Run and company or contractor-issued vehicles operated by personnel acting as Facilities Manager are permitted to park within the complex during their tour of duty.

**13.0.7** If you are issued a VRE parking permit, it must be displayed at all times while on or about VRE property.

## Company Owned Physical Property and Intellectual Property

### Physical Property

**14.0.1** The taking of any item owned or leased by VRE into personal custody without prior authorization from VRE constitutes theft.

**14.0.2** Damage to property owned or leased by VRE determined to be caused by the negligence or misuse by a contractor or sub-contractor will be the responsibility of the employer of the individual or individuals causing the damage.

### Intellectual Property

**14.0.3** No subcontractor or contractor may use VRE logos, slogans or other copyrights, trademarks, service marks and likeness to represent themselves commercially. Relief from the rule must be granted in writing by VRE.

## Reference Section

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### Terminology

**Ballast** – The crushed stone surrounding the track used to support it and prevent it from moving.



**Blue Flag/Blue Flag Protection** – Blue flags are hung on rail equipment and posted on tracks to prevent other rail equipment from running on the track. Mechanical department personnel apply blue flag protection when they are working on parked rail equipment. Only the employee who applied the blue flag can remove it. Blue flag protection laws can be found in the US Code of Federal Regulations section 49 part 218.



**Conductor** – the chief member of the train crew. Conductors are given authority over the operations and functions of the train. They are assisted by individuals working in the position of Assistant Conductor.

**Derail** – a derail is a device that will derail equipment if in place when wheels roll over it. These are safety devices used to protect employees and other tracks from free rolling equipment. ***It is important that security officers be aware of the locations and presence of these devices. Their theft and misuse is a concern in the rail industry. If you notice one missing, report it to your supervisor immediately.***



**Engineer** – The engineer is a member of the train crew and is responsible for the function and movement of the locomotive.

**Equipment Cables and Hoses** – Rail equipment requires a number of these to function. When not handled by trained individuals, they can be hazardous. VRE trains use 480 volts AC to power lights and HVAC aboard the railcars and 110 psi air connections for brake lines. Stand clear of cables and hoses, especially when railcars are decoupled.



**Gauge** – The gauge of the track is the portion between the two rails. In North America, the width is 4' 8.5", which is considered the standard gauge.



**Head End Power (HEP)** – While the main generator aboard a locomotive is used to turn the wheels of the locomotive, a secondary generator called a head-end power (HEP) generator can be found on VRE locomotives to power lights and heating, ventilating and air conditioning systems aboard passenger cars.

**Host Railroad** – The only tracks VRE owns are its rail yards. The main routes VRE uses to connect to Washington, D.C are owned by larger railroad companies who provide VRE trains access to their track for a fee. We refer to these organizations as our “host railroads.” The host railroad arrangements are as follows:

***Broad Run – Alexandria owned by Norfolk Southern Corporation***

***Crossroads to L'Enfant Plaza (Washington, D.C) owned by the CSX Corporation***

***L'Enfant Plaza to Washington Union Station owned by Amtrak***

**Locomotive** – The locomotive is a piece of rail equipment that pulls our trains. It cannot accommodate passengers other than an operating crew within it. The locomotive functions with the use of a diesel engine that powers a generator that creates electricity that is then fed to motors that move its wheels.

**Power Pedestal/Layover Power/Ground Power** – VRE applies power to the railcars while they are parked to keep the railcar climate and other systems stable. These receptacles can be found at the south ends of all VRE yard tracks

**Right-of-Way** – This is a term commonly used in the railroad industry to refer to the route a railroad takes through the surrounding communities.

**S&I Building** – Each yard has a service and inspection (S&I) building. Railcars and locomotives must undergo a number of planned and unplanned repairs and inspections, just like automobiles.

**Switch** – To move from one track to another, a system called a “switch” is used to divert rail equipment. These are common in VRE’s yards to permit us to move equipment around to change out individual cars in our trains. A switch has two positions, lined for the normal route, and “lined reverse.” When a switch is “reversed” it is not lined for the normal route.

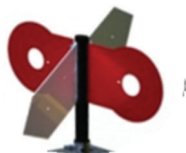


**Switch Point** – The switch point is the track structure that begins the work of guiding wheels into the switch. They can be positioned by the use of the switch stand.

**Switch Stand** – The switch stand is a geared lever that a railroad employee can use to change the direction a train will take when it passes over the switch.



**Switch Target** – A switch target is a visual indicator to employees to tell the direction of movement the switch is lined for. When the switch stand is operated, the switch target automatically turns to correspond with the movement.



**Tie/Crosstie** – A crosstie is a wooden or concrete beam that supports the rail and helps hold the track together.



**Yard** – A yard is generally defined in railroad terms as a series of tracks adjacent to a main route where trains and equipment can be parked or stored and are permitted to move at slow speeds without the permission from the train dispatcher who controls the main routes. Equipment moves in VRE yards under the permission of the mechanical department managers and never exceeds ten miles per hour.

**Yard Lead**- A yard lead is the main track within a yard that all other tracks diverge from.



## Contact Lists

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### Host Railroad Safety Communications Centers

These numbers allow you to report problems on the railroads such as crossing signal problems, problems with passing trains or crime occurring on railroad property.

#### Norfolk Southern Police Communications (Manassas Line)

1.800.453.2530

#### CSX Public Safety Coordination Center (Fredericksburg Line)

1.800.232.0144

#### Amtrak Police Washington

1.800.331.0008

#### Virginia Railway Express Communications Center (4am-9:30p)

703.838.9106

### Utility Safety and Emergency Communications Centers

#### Plantation Pipeline

1.800.510.5678

#### Miss Utility

1-800-552-7001

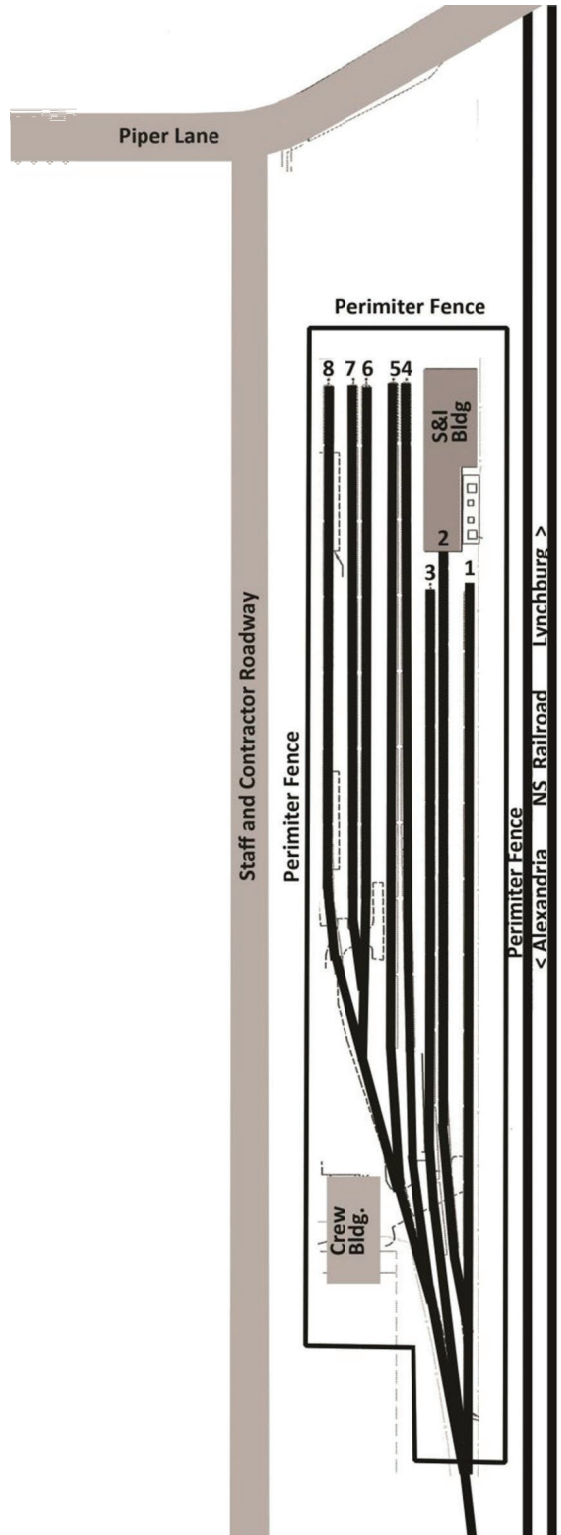
**Emergency Response Contacts for Stations**

<b>Station</b>	<b>Jurisdiction</b>	<b>911</b>	<b>Non-Emergency</b>	<b>Station Address</b>
L'Enfant	Washington	202- 373-3700	202- 373-3700	690 Virginia Ave. SW. Washington D.C
Crystal City	Arlington	703- 558-2222	703- 558-2222	1503 S. Crystal Dr. Arlington
Alexandria	Alexandria	703- 838-4444	703- 838-4444	110 Callahan Dr. Alexandria
Franconia-Spfld	Fairfax	703- 691-2233	703- 691-2131	7099 Barry Rd. Springfield (VRE Side)
Lorton	Fairfax	703- 691-2233	703- 691-2131	8990 Lorton Station Blvd. Lorton
Woodbridge	Prince Wm	703- 369-1113	703- 792-6500	1040 Express Way, Woodbridge
Rippon	Prince Wm	703- 369-1113	703- 792-6500	15511 Farm Creek Dr. Woodbridge
Quantico	Prince Wm	703- 784-2222	703- 784-2636	550 Railroad Ave. Quantico
Brooke	Stafford	540- 658-4444	540- 658-4400	1721 Brooke Rd. Stafford
Leeland Road	Stafford	540- 658-4444	540- 658-4400	275 Leeland Road. Falmouth
Fredericksburg	Fredericksburg	540- 373-1414	540- 373-3122	200 Lafayette Blvd. Fredericksburg
<b><i>Spotsylvania</i></b>	Spotsylvania	540- 582-7100	540- 582-7100	<b><i>9442 Crossroads Pkwy. Fredericksburg</i></b>
Backlick Road	Fairfax	703- 691-2233	703- 691-2131	6900 Hechinger Dr. Springfield
Rolling Road	Fairfax	703- 691-2233	703- 691-2131	9016 Burke Rd. Burke
Burke Centre	Fairfax	703- 691-2233	703- 691-2131	10399 Premier Court, Burke
Manassas Park	Manassas Park	703- 361-1136	703- 361-1136	9300 Manassas Dr. Manassas Park
Manassas	Manassas	703- 257-8000	703- 257-8000	9451 West St. Manassas
Broad Run	Prince Wm	703- 369-1113	703- 369-1113	10637 Piper Lane, Bristow VA



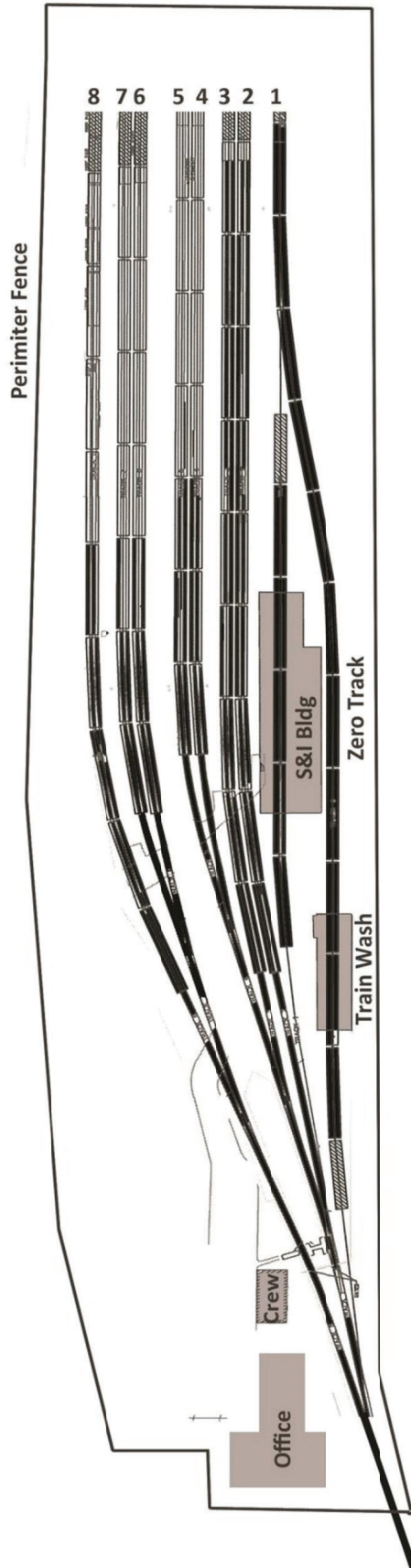
### Broad Run Yard and Maintenance Facility Map

10637 Piper Lane, Manassas, Virginia 20110  
Law Enforcement, Non-Emergency: Prince William County Police (703) 792-6500  
Fire/Rescue, Non-Emergency: Prince William County Fire & Rescue Services (703) 792-6500  
**Emergency: 9-1-1**



### Crossroads Yard and Maintenance Facility Map

9400 Crossroads Parkway, Fredericksburg, Virginia 22408  
Law Enforcement, Non-Emergency: Spotsylvania County Sheriff's Office (540) 582-7100  
Fire/Rescue, Non-Emergency: Spotsylvania County Fire & Rescue Services (540) 582-7100  
**Emergency: 9-1-1**



**Notes**





## **EXHIBIT B**

# **CRITICAL SAFETY ROLES FOR VRE PROJECTS**

**September 5, 2019**

## I. **PURPOSE**

The goal of the Virginia Railway Express (VRE) is to provide a safe and healthy worksite with zero accidents and injuries and no property damage or loss. VRE is committed to ensuring Contractors have a safe place to work emphasizing that Contractors are accountable for their safety.

## II. **VRE RESPONSIBILITIES**

- A. Provide a clear outline of all work rules in effect;
- B. Ensure Contractor compliance on VRE's rules and policies through announced and unannounced site inspections;
- C. Provide guidance and instruction on VRE-specific safety requirements, rules and regulations; and
- D. Provide quality inspections on Contractor training, compliance and any other area of safety and security.

## III. **CONTRACTOR RESPONSIBILITIES**

- A. The Contractor shall comply with, and ensure that the Contractor's personnel and subcontracted personnel comply with, all current applicable local, state, and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of:
  - 1. The Host Railroad safety, security and general conduct rules and requirements;
  - 2. Federal Railroad Administration (FRA);
  - 3. Occupational Safety and Health Administration (OSHA) program of the Department of Labor and Industry for General Industry and for the Construction Industry (as applicable);
  - 4. The Federal Environmental Protection Agency Standards;
  - 5. Applicable standards of the Virginia Department of Environmental Quality; and
  - 6. VRE's Safety and Security Guidelines.

Where conflicts or discrepancies exist between requirements, the more stringent requirement shall govern.

- B. The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all injury to persons and damage to property either on or off the site, which occur as a result of the Contractor's prosecution of the Work. Contractor shall correct any usage conditions and hazards on the job site and report any such hazards to VRE in a timely fashion.
1. Serve as the initial management for all medical and non-medical emergencies on sites.
  2. Provide initial medical attention involving first aid and triage for incidents involving injuries and contact the appropriate parties (including first responders) for support.
- C. Complete and submit one (1) electronic (.pdf) version of the “**Contractor Site Specific Safety Plan**” (SSSP) to VRE for review and approval prior to the start of work. The plan must be furnished within ten (10) calendar days of receipt of the “Notice of Intent to Award”, along with an original signature of Page 2, included in the “**Rules to Live By**” attachment, for each employee who will access VRE property. Ensure that the plan includes security procedures and protocols that shall be implemented and enforced at the site.
1. For Task Order Contracts, a SSSP is not required for award of the Contract. However, VRE reserves the right to require the Contractor to submit a SSSP for specific Task Order(s).
  2. The VRE Site Specific Safety Plan template is included as an Attachment to the Invitation for Bid (IFB) or Request for Proposal (RFP).
  3. VRE’s Rules to Live By can be found at the VRE Webpage <https://www.vre.org/safety/safety-initiatives/contractors/>.
- D. The Contractor and all its employees performing work on this Contract must complete the online Contractor safety and security orientation video provided by VRE at <https://www.vre.org/safety/safety-initiatives/contractors/>. Payment of employees for time spent completing the online safety training and any expenses incurred is the sole responsibility of the Contractor and is not eligible for reimbursement from VRE.
- E. Prior to mobilizing to the site, the Contractor shall provide to VRE, for information only, the following documents:
1. A list of all Contractor personnel expected to perform any work on the site and a copy of each employee’s Roadway Worker Protection training certification required by the Host Railroad.
  2. A record document signed by Contractor’s safety manager, including employee names and companies, noting that Contractor complied with VRE’s Safety Rules and Security as referenced in the General Provisions.

- F. If new employees begin work on the project at a later date and are not on the initial list of employees on the documents listed above, the same documents shall be provided to VRE prior to their beginning work on the project.
- G. Employees will not be allowed to work on the project until these documents are received by VRE.
- H. Equipment Limitations: Prior to beginning any work, coordinate with VRE the height, weight and placement of all cranes, boom trucks, scaffolds or similar equipment. Properly mark all equipment with safety flags and warning lights in accordance with approved Work and Activities Plan.
- I. Crane operators shall be certified to operate the equipment by an approved independent certifying agency.
- J. Unless otherwise allowed by an approved site permit, remove combustible debris from the site daily.
- K. All Contractor employees, and all employees of Subcontractors to Contractor, working for VRE at or near railroad facilities shall comply with all the safety and security requirements dictated by OSHA, Federal, State, and local laws and regulations as well as those required by Virginia Railway Express (VRE). In addition, all Contractor employees, and all employees of Subcontractors to Contractor, working at or near VRE railroad facilities must:
  - 1. Expect train movement on any track, at any time, in any direction;
  - 2. NOT cross, foul, sit on, or step on railroad tracks;
  - 3. Wear work boots at least six inches high, affording ankle support and protection, and are securely fastened; having a definite heel;
  - 4. Wear clothing that is not torn or baggy and fits well;
  - 5. Wear hard hat, eye protection with side shields, and an approved fluorescent vest at all times;
  - 6. NOT possess, consume, or be under the influence of intoxicants, narcotics, or other mood-altering substances, including medications;
  - 7. NOT engage in horseplay, fighting, practical jokes, scuffling, or wrestling; and
  - 8. Report all unsafe or hazardous conditions to your supervisor.



- L. Provide the VRE Project Manager with timely information pertinent to the job site including but not limited to:
1. Information on any environmental or contamination issues;
  2. Obtaining approval to store, handle or use any hazardous material, including but not limited to fuels for equipment;
  3. Obtain approval to perform any welding, cutting or hot work from VRE and Host Railroad.
  4. Specific plans for potential hazardous and project generated waste disposal;
  5. Specific plans on necessary safety parameters, such as welding, cutting or Hot Work;
  6. Ensuring adequate access and where necessary- signage to all areas for emergency response;
  7. Permit, confined space requirements, storm water issues, etc.;
  8. Safety cabinets, eyewash/shower stations, and fire protection systems;
  9. Establish the necessary safety precautions needed to perform work without endangering personnel and/or property;
  10. Other requirements as listed in the Contractor's Safety and Security Plan for a Specific.

#### **IV. HOST RAIL ROAD SAFETY REQUIREMENTS**

- A. When performing work within a Host Railroad Right-of-Way, the Contractor must conduct all work in accordance with rules, regulations, procedures, and safe practices of the respective Host Railroad. The Host Railroad and railroad location are provided on the Contract Plans. These safety documents include, but are not limited to, the following:
1. CSXT Safety and General Conduct Rules, latest edition
  2. NS Safety and General Conduct Rules, latest edition
  3. Amtrak Safety and General Conduct Rules, latest editions
  4. 49 CFR Part 214, Subpart B – Bridge Worker Safety Standards, latest edition

5. 49 CFR Part 214, Subpart C – Roadway Worker Protection, latest edition

6. Specific Host Railroad on Track Worker Safety Programs

B. Roadway Protection Worker Training also referred to as On Track Worker Safety Training may be accomplished through an approved third-party training company. Contractor shall provide evidence that the company and/or individual, providing the training, is approved by the Host Railroad. Contractor shall provide a certified list of employees and subcontractor employees who have successfully completed the approved required training. Additionally, all employees and subcontractor employees must possess, on their person, evidence of their training (i.e. badge) and shall present upon request from the CM, FRA or Host Railroad employee.

C. The Contractor must acknowledge that employees and sub-contractors are defined as Roadway Workers as specified by the following definition:

1. "Roadway Worker means any employee of a railroad, or of a contractor to a railroad, whose duties include inspection, construction, maintenance or repair of railroad track, bridges, roadway, signal and communication systems, electrical traction systems, roadway facilities or roadway maintenance machinery on or near track or with the potential of fouling a track, and flagmen and watchmen/lookouts as defined in CFR, Part 214."

D. Prior to commencing work on a Project, the Contractor must certify that all of their personnel (including subcontractors) working under this contract have received On-Track Contractor Roadway Protection Worker Training through an approved course. The program must comply with the FRA Regulation, and the content of the course must be approved by the Host Railroad Safety Program Administrator. This course must be completed annually by any Contractor working on Host Railroad property and right of way. With this annual renewal, proof must be furnished to the Host Railroad that the course has been completed for the current year. VRE cannot and shall not provide this training and it is the responsibility of the Contractor to solicit and obtain training for personnel on site.

#### **V. SAFETY GUIDELINES FOR CONTRACTORS**

A. The Contractor shall assume complete responsibility for the safe performance of all work on VRE property or equipment. This responsibility extends to the Contractor's employees, sub-contractor employees, and any person connected with a contracted project on VRE property.

B. The Contractor shall establish the necessary safety precautions needed to permit performance of work under operating conditions without endangering VRE personnel and/or property.

- C. The Contractor must report serious injuries, accidents and other unusual occurrences on the job site to the VRE Project Manager immediately.
- D. The Contractor's Safety Manager shall contact the VRE Project Manager, or appropriate designated contact person, when questions arise regarding the safe performance of a job or activity. The Project Manager will assist in developing a resolution to the safety issue in question.
- E. Violations of VRE safety rules and/or applicable federal, state, or municipal ordinances may result in temporary stand-down events, prolonged work stoppages or an evaluation of the Contractor or subcontractor's permission to continue to perform work on VRE's behalf.