

SUBJECT AREA CONTENT

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Management System: Worker Safety and Health			
Subject Area: Traffic Safety			
<input type="checkbox"/> VIEW/PRINT ALL (No Exhibits and Forms)			
Effective Date: Mar 12, 2015 (Rev 5.1) Periodic Review Due: Mar 12, 2020	Subject Matter Expert: John Ellerkamp Jr	Management System Executive: Ed Nowak	Management System Steward: Gail Mattson

Introduction

This subject area describes the procedures for following BNL traffic requirements on-site. The Laboratory uses New York State Vehicle and Traffic Laws at BNL as guidance to develop our rules and the Laboratory Protection Division enforces BNL traffic safety rules.

The Staff Services Division manages and maintains the fleet of government motor vehicles at BNL. See [Government Vehicles](#) Subject Area for more information.

BNL staff and non-BNL staff must follow the requirements for driving privately owned, rented, leased, or government vehicles on-site and for riding privately owned or Laboratory-owned bicycles on-site. Failure to follow these requirements may result in a citation being issued for a traffic violation and disciplinary action.

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Section

Overview of Content (see section for full process)

[1. Following BNL Traffic Regulations](#)

- Park in appropriate areas.
- Do safety check.
- Wear seat belts.
- Keep doors closed.
- Follow speed limit.
- Give right-of-way to emergency vehicles.
- Follow crosswalk rules.
- Ensure driver's license, vehicle inspection, and insurance are current and available for inspection.
- Dial 911 or 2222 (from a cell phone, 631-344-2222) in emergencies.

[2. Issuing Traffic Citations](#)

- Communicate to BNL staff and non-BNL staff the importance of safety.

[3. Following BNL Bicycling Regulations](#)

- Follow New York State traffic laws while riding a bicycle.

[4. Following Railroad Car Safety Requirements](#)

- Review contracts prepared for work involving rail operation service providers.
- Submit work plan for approval.
- Schedule track usage.
- Ensure personnel are provided with proper equipment.
- Move railroad cars according to safety requirements.
- Supervise staging and loading.
- Follow required distances when working on and near tracks.
- Transport hazardous materials according to DOT regulations.

[Definitions](#)**Exhibits**[Sample Railroad and Railroad Car Health & Safety Plan Requirements](#)**Forms**

None

Internal Waivers and External Variances/Exemptions

This subject area has internal waivers that can be found on the [Internal Waivers and External Variances/Exemptions](#) Web page.

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

External/Internal Requirements

Requirement Number	Requirement Title
29 CFR 1910	Labor/Occupational Safety and Health Standards
29 CFR 1926	Labor/Safety and Health Regulations for Construction
BSA Contract No. DE-SC0012704 - Clause C.4	Statement Of Work

BSA Contract No. DE-SC0012704 - Clause I.131 (DEAR 970.5223-1)	INTEGRATION OF ENVIRONMENT, SAFETY, AND HEALTH INTO WORK PLANNING AND EXECUTION (DEC 2000)
BSA Contract No. DE-SC0012704 - Clause I.61 (FAR 52.223-18)	Encouraging Contractor Policies To Ban Text Messaging While Driving (aug 2011)
SAE J397-1969 [IBR 29 CFR 1926.1001]	Deflection Limiting Volume-Protective Structures Laboratory Evaluation: Critical Zone Characteristics and Dimensions for Operators of Construction and Industrial [IBR 29 CFR 1926.1001]

References

29 CFR 1910 Subpart T, Commercial Driving Operations

29 CFR 1910.25, Portable Wood Ladders

29 CFR 1910.26, Portable Metal Ladders

29 CFR 1910.28, Safety Requirements for Scaffolding

49 CFR 213, Track Safety Standards

49 CFR 214, Railroad Workplace Safety

49 CFR 215, Railroad Freight Car Safety Standards

49 CFR 232, Railroad Power Brakes and Drawbars

[Chemical Safety](#) Subject Area

[Consumer Product Safety Commission \(CPSC\) Bicycle Helmet Standard](#)

[Discipline Policy, Human Resources and Occupational Medicine](#) Homepage

[Facilities and Grounds Use by Outside Organizations](#) Subject Area

[Fall Protection](#) Subject Area

[Government Vehicles](#) Subject Area

[Hazardous Waste Management](#) Subject Area

[Injury and Illness--Notification and Analysis](#) Subject Area

[Internal Waivers and External Variances/Exemptions](#) Web page

Job Plan No. GM-024 for Grounds Maintenance on Railroad Tracks

[Movement by Vehicle of Hazardous and Radioactive Materials On-site](#) Subject Area

[Transportation of Hazardous and Radiological Materials Off-site](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

Standards of Performance

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All staff and guests shall promptly report accidents, injuries, ES&H deficiencies, emergencies, and off-normal events in accordance with procedures.

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PROCEDURE: FOLLOWING BNL TRAFFIC REGULATIONS

Management System: Worker Safety and Health		
Subject Area: Traffic Safety		
1. Following BNL Traffic Regulations		
Effective Date: Mar 12, 2015	Subject Matter Expert: John Ellerkamp Jr	Management System Executive: Ed Nowak

Applicability

This information applies to all BNL staff and non-BNL staff driving private and government vehicles on-site. All Terrain Vehicles (ATVs), trailer bikes, and any unregistered motorized private vehicles must not be driven on-site. This requirement does not apply to law enforcement agencies.

Required Procedure

The Laboratory Protection Division manages the enforcement of the BNL Traffic Safety requirements, which are developed using the New York State Vehicle and Traffic Laws as a guide. To drive on-site, all drivers must have a valid operator's license. Non-residents or visitors from another country who have a valid operator's license may legally drive in New York State. If you become a resident of New York State, you have thirty days after establishing residency to apply for a New York State driver's license.

All BNL and non-BNL staff must follow the requirements below. Failure to follow them will result in a citation being issued for a traffic violation and disciplinary action. See the section [Issuing Traffic Citations](#) for more information.

Note: This subject area does not provide requirements for transporting hazardous materials, animals, or chemicals. For additional information on requirements for transporting radioactive and hazardous materials, animals, and chemicals, see the [Chemical Safety](#), [Hazardous Waste Management](#), and [Movement by Vehicle of Hazardous and Radioactive Materials On-site](#) Subject Areas. Contact your supervisor or host for additional guidance or assistance.

Step 1	License/Registration/Insurance: You must be properly qualified to operate a motor vehicle on-site. Ensure your driver's license, vehicle inspection, and insurance are current and available for inspection. States that do not require insurance for their motor vehicles are exempt from having to provide proof. The Laboratory Protection Division maintains a list of these states for verification.
Step 2	Seat belts: All drivers and passengers of government and private vehicles must wear seatbelts. Never ride in or on truck bodies except when occupying seats that are standard operating equipment installed by the manufacturer. Cell Phones: Use of cell phones while driving is permitted only with hands-free devices. Texting is strictly forbidden while driving. Violators will be disciplined.
Step 3	Follow all posted traffic safety signs/signals. Speed limits: Follow the Laboratory speed limit, which is a maximum of 30 miles per hour, except where otherwise posted. Do not drive a vehicle at a speed greater than is reasonable and prudent under the conditions at the time and regard actual and potential

	<p>hazards. If it becomes necessary to drive on the undeveloped roads and firebreaks throughout site, drive at reduced speeds and in a vehicle capable of negotiating the terrain.</p> <p>Stop Signs: Come to a full stop at all Stop signs;</p> <p>Traffic Signals: Obey all traffic signals.</p>
<p>Step 4</p>	<p>Pedestrian Safety: Stop for a pedestrian who enters a crosswalk, no matter on which side of the street the pedestrian enters. Other important crosswalk rules of etiquette that are based on respect for others are the following:</p> <ul style="list-style-type: none"> ● Pedestrians should not suddenly walk or run into a crosswalk, into the path of a vehicle that is so close that the driver may not be able to yield; ● Where traffic lights and pedestrian-illuminated crossing signs are operating, pedestrians should follow the indications of the lights; ● When a vehicle stops at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the road, the driver behind may not overtake and pass the stopped vehicle.
<p>Step 5</p>	<p>Parking: Park on-site only on paved or stone covered areas and only where it does not interfere with the flow of traffic or with the movement of emergency vehicles. Parking is specifically prohibited:</p> <ul style="list-style-type: none"> ● In designated no-parking zones, which are identified by yellow markings or signs; ● On the wrong side of the street (i.e., facing on-coming traffic); ● In handicapped spaces unless the appropriate permit is displayed. Note: Staff who have a documented illness with the Occupational Medicine Clinic may be eligible to reserve a temporary handicap parking card to use only on-site; ● In fire lanes; ● Within 15 feet of a fire hydrant; ● On the grass except near the gazebo, softball fields during athletic events, and Building 30 on special occasions; ● In excess of an allotted time limit identified by white markings or signs.
<p>Step 6</p>	<p>Government Vehicles</p> <p>Responsibilities: Government vehicles are government owned property and must be treated with care. Failure to safely operate a government vehicle may result in disciplinary action.</p> <p>Safety: Drivers of government vehicles must ensure that a general safety check of the following equipment is done before operating the vehicle:</p> <ul style="list-style-type: none"> ● Basic safety devices (turn signals, horn, brakes, etc.) should be operational, tires should be properly inflated, and the vehicle should be free of fluid leaks or other obvious mechanical problems. If a maintenance problem or unsafe condition exists, report it immediately to the Motor Vehicle Maintenance Supervisor. ● Additionally, drivers of government vehicles must ensure the space around them is safe to back up or move forward before proceeding.

Step 7	<p>Vehicle Doors: Keep all doors on vehicles closed while transporting staff or equipment on- or off-site (except as noted below).</p> <p>Step vans may be operated with the doors open, provided the following conditions are met:</p> <ul style="list-style-type: none"> • The vehicle operator must ensure that the door latch is operational, and that the door is latched and locked open. • While the wheels are turning, all occupants must have their seat belts fastened. • The van's contents must be secured.
Step 8	<p>Slow Moving Vehicles: Vehicles that, by design, move slowly (25 mph or less) will display a slow-moving vehicle emblem (a fluorescent yellow-orange triangle with a dark-red reflective border). Extend the same courtesy to them as given to pedestrians and bicyclists.</p>
Step 9	<p>Emergency Vehicles: Fire apparatus, police vehicles, ambulances, and utility emergency vehicles displaying flashing red lights and using sirens have the right-of-way on-site.</p> <p>When you hear or see an emergency vehicle approaching your vehicle from any direction, safely pull over immediately to the right edge of the road and stop. Wait until the emergency vehicle passes before driving on. If you are in an intersection, drive out of it before you pull over.</p>
Step 10	<p>Contact the Laboratory Protection Division in the event of an incident, accident, or injury on extension 911 or 2222 (from a cell phone, 631-344-2222). Refer to the Injury and Illness--Notification and Analysis Subject Area for more information.</p>

References

[Chemical Safety](#) Subject Area

[Hazardous Waste Management](#) Subject Area

[Injury and Illness--Notification and Analysis](#) Subject Area

[Movement by Vehicle of Hazardous and Radioactive Materials On-site](#) Subject Area

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PROCEDURE: ISSUING TRAFFIC CITATIONS

Management System: Worker Safety and Health		
Subject Area: Traffic Safety		
2. Issuing Traffic Citations		
Effective Date: Mar 12, 2015	Subject Matter Expert: John Ellerkamp Jr	Management System Executive: Ed Nowak

Applicability

This information applies to all BNL staff and non-BNL staff driving private and government vehicles on-site. All Terrain Vehicles (ATVs), trailer bikes, and any unregistered motorized private vehicles must not be driven on-site. This requirement does not apply to law enforcement personnel.

Required Procedure

Citations are issued by Laboratory Protection Division Police Officers to drivers who do not comply with BNL traffic safety requirements. Supervisors or Hosts are required to communicate the importance of safety to their BNL staff or non-BNL staff members who receive a citation. Traffic citations are handled as behavioral violations in accordance with the [Discipline Policy](#). Supervisors have the responsibility for ensuring the appropriate discipline is administered.

Step 1	The Laboratory Protection Division issues the traffic citation to the vehicle operator and sends the operator's Supervisor (or Level 1 or 2 Manager depending on the severity of the traffic violation) a copy of the citation for required disciplinary action. The Laboratory Protection Division will perform the follow-up function for vehicle operators that are not BNL staff and are not registered guests or visitors sponsored or hosted by a BNL Department/Division. An example is delivery drivers.
Step 2	After consultation with the HR Representative, the Supervisor must communicate the importance of safety requirements to the recipient of the citation and administer the appropriate disciplinary action (see the Discipline Policy).

References

[Discipline Policy](#), [Human Resources and Occupational Medicine](#) Homepage

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PROCEDURE: FOLLOWING BNL BICYCLING REGULATIONS

Management System: Worker Safety and Health		
Subject Area: Traffic Safety		
3. Following BNL Bicycling Regulations		
Effective Date: Jan 6, 2014	Subject Matter Expert: John Ellerkamp Jr	Management System Executive: Ed Nowak

Applicability

This information applies to BNL staff and non-BNL staff riding their own bicycle or a Laboratory-owned bicycle on-site.

Required Procedure

All BNL and non-BNL staff must follow the BNL traffic safety requirements, which are derived from New York State driving regulations when riding a bicycle on-site. Failure to follow them may result in a citation being issued for a traffic violation and disciplinary action. See the section [Issuing Traffic Citations](#) for more information.

Step 1	<p>Bicyclists must follow the BNL traffic safety requirements while riding a bicycle:</p> <ul style="list-style-type: none"> • Wear a bicycle helmet: it is Laboratory policy for all cyclists on-site. The bicycle helmet must conform to the Consumer Product Safety Commission (CPSC) Bicycle Helmet Standard. Note: All helmets issued off-the-shelf from Property & Procurement Management conform to this standard. Only staff who ride Laboratory-owned bicycles are issued these helmets. Staff riding their own bicycles must purchase their own helmets. • Ride in the same direction as the flow of traffic; keep right where practicable to allow vehicles to pass, unless you are turning left, passing another bicycle or vehicle, or avoiding hazards. • Ride in a straight line and single file. • Obey all traffic signals; stop at stop signs and red lights. • Use a light, reflectors, and reflective clothing during darkness. • Wear bright clothing during the daytime. • Keep a safe distance from parked cars and watch for car doors that may open. • Use proper hand signals when turning, stopping, or changing lanes. • Use extra caution when it is raining, and allow extra time to stop. • Cross railroad tracks at a right angle to the tracks. • Walk your bike when using a crosswalk. • Do not wear headphones on both ears while riding. • Keep your bike properly maintained so it is safe. • Do not drink alcoholic beverages or take substances, including prescription
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medications, that would impair faculties/abilities, and ride.

- Ride defensively.
- Be alert for road hazards.
- Watch for cars at cross streets and driveways.
- Give pedestrians the right-of-way.
- Refrain from riding on sidewalks.

References

[Consumer Product Safety Commission \(CPSC\) Bicycle Helmet Standard](#)

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PROCEDURE: FOLLOWING RAILROAD CAR SAFETY REQUIREMENTS

Management System: Worker Safety and Health		
Subject Area: Traffic Safety		
4. Following Railroad Car Safety Requirements		
Effective Date: Mar 12, 2015	Subject Matter Expert: John Ellerkamp Jr	Management System Executive: Ed Nowak

Applicability

This information applies to all BNL staff and non-BNL staff participating in BNL-contracted and BNL-managed work involving railroad cars within the boundaries of BNL and on the trackbed up to the derailer. Specifically, this information applies to work near railroad cars and tracks, maintenance in the area of railroad cars and tracks, accessing railroad cars, or using railroad cars to transport hazardous and non-hazardous materials.

General steps when contracting and coordinating BNL on-site railroad use are presented below. Additional information is also provided on scheduling track use, maintenance requirements before initial and during track usage, notification requirements, as well as general track and railroad car safety requirements which must be followed and incorporated into project specific work plans. These requirements do not apply to work or use by others, specified by other, non-contractual agreement. See the [Facilities and Grounds Use by Outside Organizations](#) Subject Area for non-contractual agreements for use for BNL tracks.

Required Procedure

The Line Organization and/or the Project Manager are responsible for preparing the work plan and securing its approval before work begins. All applicable work on BNL railroad tracks must be conducted in accordance with the applicable parts of Department of Transportation (DOT) Title 49 Code of Federal Regulations, Department of Transportation, Chapter II Federal Railroad Administration, Parts 213 - Track Safety Standards and 214 - Railroad Workplace Safety and the [Work Planning and Control for Experiments and Operations](#) Subject Area. Each railroad work supervisor and worker must be familiar with these requirements. The Track Safety Standards contained in Title 49 CFR Part 213 prescribe safety, inspection, and maintenance requirements for the physical railroad track and roadbed that is part of the general railroad system of transportation. The Railroad Power Brakes and Drawbars standards contained in Title 49 CFR Part 232 prescribe safety, inspection, and maintenance requirements for brake systems on railroad cars.

Following Railroad Car Safety Requirements contains three subsections:

[4.1 Planning for Work Involving Railroad Cars](#)

[4.2 BNL Track Maintenance](#)

[4.3 General Track and Railroad Car Safety](#)

4.1 Planning for Work Involving Railroad Cars

Step 1

	<p>The Project Manager is responsible to ensure that any contracts prepared for work involving rail operation service providers to BNL include the following</p> <ul style="list-style-type: none"> • Resumes for key management and field personnel are submitted to BNL, before contract award, for review and approval. Changes to key management and field personnel also need approval by BNL. Recognition of the rail operation service provider by the Long Island Rail Road or the New York & Atlantic Railway as a maintenance or service organization is also acceptable. • Verify that key management personnel identified in the applicable contract have the required experience and training to meet applicable BNL and Department of Transportation (DOT) requirements with regard to use and movement of railroad cars. • Verify that key field personnel identified in the applicable contract have the required experience and training to meet applicable BNL and DOT requirements with regard to use and movement of railroad cars; • Work plans prepared by the contractor include the requirements for necessary training and incorporation of BNL policies and procedures with respect to on-site railroad operation. See the Sample Railroad and Railroad Car Health & Safety Plan Requirements for examples of specific requirements for rail operation health and safety plans. • Ensure that the contract between BNL and rail operation service providers contains the requirement that the subcontractors' training and operation complies with all applicable SBMS requirements. • Ensure that the contract between BNL and the railroad car supplier requires certification that the railroad cars comply with the applicable requirements of 49 CFR 215, Railroad Freight Car Safety Standards, and 49 CFR 232, Railroad Power Brakes and Drawbars. Ensure that the contract also specifies that records of maintenance must be provided upon request.
Step 2	<p>Before scheduling BNL rail operations, the Line Organization or Project Work Control Coordinator must prepare the work plan and obtain approvals from the</p> <ul style="list-style-type: none"> • BNL Transportation Safety Officer; • BNL Manager of the Site Services Division; • Affected Line Management; and • BNL Traffic Safety Committee.
Step 3	<p>When planning for on-site rail use, the Project Manager or designee must</p> <ul style="list-style-type: none"> • check track availability with the Manager of the Site Services Division; • check records of previous track inspections and certifications and determine whether problems identified in the past have been addressed; • allow time for pre-use inspection and any needed maintenance of the on-site rail. <p>In some cases, contracts for rail maintenance may have to be prepared prior to performing the necessary maintenance. Maintenance may include extensive replacement of the rail bed, track, and rail ties. See the section BNL Track Maintenance for further information.</p>
Step 4	<p>Transportation of hazardous material by railroad car must be in full compliance with</p>

	<p>The Project manager/cognizant work Control Coordinator ensures that all railroad cars, full or empty, are inspected as follows:</p> <ul style="list-style-type: none"> • Look for leakage (wetness, dripping, spilled material, vapor cloud, hissing sounds, smells); • Check for display of appropriate placards and markings indicating certificates and test dates; and • Check for secure fastening of load closures and discharge gates. <p>For tank cars, inspect</p> <ul style="list-style-type: none"> • All protective housing covers to ensure they are closed; • Manway cover swing plates to ensure they are up and in place; • All valves and fittings to ensure they are closed and secure; and • Visible plugs and caps to ensure that they are securely in place. <p>Prior to moving, check all railroad cars and loads for damage.</p> <p>Note: Project Managers must maintain dated and signed records of the above inspections.</p> <p>For any other questions on transporting hazardous materials, consult with the Transportation Safety Officer (TSO) and the Transportation of Hazardous and Radiological Materials Off-site Subject Area.</p>
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4.2 BNL Track Maintenance

The following steps must be followed to ensure that the tracks are “in service” for the proposed use.

Step 1	<p>BNL's Site Services Division provides limited periodic maintenance of the BNL rail system. The maintenance is limited to grounds maintenance and includes:</p> <ul style="list-style-type: none"> • Vegetation control to prevent the deterioration of the railroad ties and to minimize fire hazard potential; • Removal of obstructions and debris (fallen trees, branches); • Removal of all interference with switchgear, communication equipment, signals, or operations.
Step 2	<p>The Project Manager or designee submits the work plan to the Manager of the Site Services Division for approval. The work plan contains the schedule and scope of the work to be performed.</p>
Step 3	<p>Based on the proposed rail usage, additional inspection/maintenance/repair may be necessary</p>

before performing any on-site rail operations. The Manager of the Site Services Division may

- Arrange for an inspection of the BNL rail line by Long Island Rail Road (LIRR) or New York & Atlantic Railway personnel and/or a recognized qualified rail and track inspection contractor;
- Require BNL user to perform non-routine track maintenance as required by the LIRR or New York & Atlantic Railway, or qualified rail and track inspection contractor. This may include rail and railroad tie replacement and re-gauging of the existing track; and
- Provide user with the frequency and scope of track maintenance requirements while track is in use. At a minimum this must include the frequency with which on-site crossings and on-site switches are inspected for debris build-up and proper operation (a cause for several on-site railroad car derailments in the past).

4.3 General Track and Railroad Car Safety

The following minimum safety requirements are required for all BNL rail operations. Additional safety measures may be required based upon specific operations and must be detailed in the job-specific project work plans.

Step 1	<p>The Project Manager or designee submits the work plan(s) for all applicable work on BNL railroad tracks to the affected Line Management, BNL Manager of the Site Services Division, the Transportation Safety Officer, and the Traffic Safety Committee for approval.</p> <p>The work plan includes a documented job briefing to be conducted before the work. It shows the potential hazards and safe work practices and allows for worker feedback.</p>
Step 2	<p>The Project Manager or designee ensures that movement of railroad cars occurs in accordance with applicable workplace safety and track safety requirements, in that only licensed, qualified, and trained personnel can operate the equipment. He or she also ensures that a flag person is provided for railroad cars crossing roadways.</p>
Step 3	<p>The Project Manager or designee strictly supervises the staging and loading activities to ensure safe operations including the posting of warnings, cones, notices, usage of blue flags, chocking of wheels, as well as maintaining marked exclusion zones and barricaded non-approved crossings.</p>
Step 4	<p>BNL Site Services Division workers providing grounds maintenance support must follow Job Plan No. GM-024 for Grounds Maintenance on Railroad Tracks. This job plan specifies the explicit duties and responsibilities of the "safety watch," and ensures that</p> <ul style="list-style-type: none"> • Vegetation is controlled to prevent the deterioration of the railroad ties and the fire hazard potential; • Obstructions and debris are removed; • All interference with switchgear, communication, signals, or operations are removed.
Step 5	<p>The Project Manager or designee ensures personnel requiring access to railroad cars for operational purposes are provided with the following equipment, as applicable and in</p>

	<p>accordance with the approved work plans:</p> <ul style="list-style-type: none"> • Proper access equipment (i.e., ladders, if access inside the railroad cars is needed) as well as fall protection; • Personal protective equipment (i.e., hard hats, tyveks, respirators, eye protection, proper footwear) as appropriate for the job; • Training on how to access the railroad car (using the built-in fixed vertical ladders on the side and end of the railroad cars); • Reminders to keep three points of contact at all times when climbing; and • Reminders never to walk on the railroad car top edge, or jump from one railroad car to another.
Step 6	<p>Personnel, not involved in railroad car operations or inspections, but working around parked railroad cars must</p> <ul style="list-style-type: none"> • Not lean against, nor walk between the railroad cars; • Keep a safe distance when walking alongside parked railroad cars of at least 4 feet from the railroad car and 10 feet from the tracks; • Look both ways and expect movement at all times; • Remember that trains cannot stop quickly; • Be sure to step over the head of a rail and not on it, if one needs to cross the tracks; • Not step on switches, guardrails, or other track components; • Keep a safe distance of not less than 25 feet from the end of the nearest railroad car when crossing the tracks; and • When possible, stand at least 25 feet away from passing trains and remain alert for falling or protruding objects.
Step 7	<p>The Project Manager ensures that railroad cars are moved and staged in accordance with the following minimum requirements:</p> <ul style="list-style-type: none"> • All on-site railroad car movement will be performed by trained personnel. Railroad car movement on-site will always require a minimum of 2 people, one to move the railroad car and one spotter; • All unattached railroad cars staged on-site will have hand brakes applied and both sides of one wheel chocked (one set*) at all times, regardless of the duration the railroad car is stopped; • All groups (two or more railroad cars coupled together) of railroad cars staged on-site will have hand brakes applied and both sides of at least one wheel chocked (one set*) on at least two railroad cars at all times, regardless of the duration the railroad cars are stopped; and • Locomotives and railroad car movers must be secured with their hand brakes applied and both sides of one wheel must be chocked (one set*) when left unattended. <p>* A set of chocks is defined as a chock on both sides of one wheel. Air brakes must never be depended upon to hold equipment left standing and unattended.</p>
Step 8	<p>The Project Manager or designee ensures that non-railroad car operations vehicles operating in the vicinity of railroad tracks keep a minimum distance of 4 feet from the railroad car and 10</p>

	feet from the tracks. Note: These vehicles are prohibited from being parked within 10 feet from the tracks at any time and must not be left unattended within 25 feet of any railroad track.
Step 9	The Project Manager or designee ensures that no construction, piling of construction debris, digging, excavation, slope encroachment, or driving of sheet piles within 25 feet of the center of any railroad track is permitted unless authorized and approved by a registered Professional Engineer.

References

29 CFR 1910 Subpart T, Commercial Driving Operations

29 CFR 1910.25, Portable Wood Ladders

29 CFR 1910.26, Portable Metal Ladders

29 CFR 1910.28, Safety Requirements for Scaffolding

49 CFR 213, Track Safety Standards

49 CFR 214, Railroad Workplace Safety

49 CFR 215, Railroad Freight Car Safety Standards

49 CFR 232, Railroad Power Brakes and Drawbars

[Facilities and Grounds Use by Outside Organizations](#) Subject Area

[Fall Protection](#) Subject Area

Job Plan No. GM-024 for Grounds Maintenance on Railroad Tracks

[Transportation of Hazardous and Radiological Materials Off-site](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

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DEFINITIONS

Definition: Traffic Safety

Term	Definition
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Management System: [Worker Safety and Health](#)

Subject Area: [Traffic Safety](#)

Sample Railroad and Railroad Car Health & Safety Plan Requirements

Effective Date: Mar 12, 2015

[Sample Railroad and Railroad Car Health & Safety Plan Requirements](#) are provided as a Word file.

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Sample Railroad and Railroad Car Health & Safety Plan Requirements

The most significant safety risk at the project site is working around and on heavy equipment, especially the gondola railroad cars. The gondola railroad cars present a safety hazard from working around and on the cars during the loading operation, moving the railroad cars, and during the final preparation for shipping. A number of safety control measures should be implemented to ensure the safety of individuals working on or around railroad cars to control the safety risk. A project-specific health and safety plan should be developed to address working around and on heavy equipment. The following elements should be addressed, as applicable to the operation:

1. Railroad- and railroad car-specific training will be provided for those involved with the railroad car loading operations. This training should be based upon information provided by the railroad, a rail operations consultant or company, and the BNL Traffic Safety Subject Area.
2. Work on or within a railroad car should be done during sunlight hours or with approved supplemental lighting.
3. Provide ladders, scaffolding, and/or personnel lifts that meet OSHA standards for this type of work. Ladders and scaffolding must be properly secured. When portable ladders are used, they must meet the required lean and overhang requirements and are tied-off or hooked to the railroad car.
4. Fall protection must be addressed for all access to railroad cars. Fall protection shall be in compliance with the BNL [Fall Protection](#) Subject Area of the Standards Based Management System. Scaffolding shall meet the requirements of 29 CFR 1910.28, *Safety Requirements for Scaffolding*, and [Using Scaffolds](#) of the BNL [Fall Protection](#) Subject Area.
5. Procedures shall be developed for all operations involving railroad cars.
6. Personnel are required to walk down the middle of a filled car as it is inspected. Sitting or standing on the top side rail of the cars is prohibited. Running or quick motions in railroad cars are prohibited.
7. Railroad car safety shall be a topic in the daily safety meeting.
8. Conditions shall be closely monitored for the entry into a railroad car. Railroad car surfaces, ladders, portable ladders, and personnel lifts will be inspected for slip hazards (i.e., icy or damp conditions) prior to use. If these conditions exist, minimize their hazards by wiping or drying slippery railroad car surfaces; using portable ladders, scaffolding, or a personnel lift to access the railroad car; or prohibiting access to the railroad car.
9. The following precautions shall be used for all work involving ladders:
 - Store ladder away from areas where physical impact, environmental degradation, excess heat, or contact with chemicals would impact, rails, steps, spreaders and manufacturer labels.
 - Inspect the ladder for material splits, broken or damaged rungs, spreaders, and feet. Manufacturer labels shall be legible and checked for any limitations regarding the intended use.
 - Ladders shall only be used within the design limitations of the manufacturer. Illegible or painted over manufacturer's labels will require that the ladder be removed from service. Metal ladders shall not be used in the vicinity of overhead electrical utilities.
 - A vehicle transporting a ladder shall use racks, if provided. Flagging shall be attached to that portion of the ladder extending past the rear of a vehicle.
 - Fixed ladders will be inspected for their suitability in compliance with OSHA 29 CFR 1910 Subpart T, *Commercial Driving Operations*.
 - Workers must use both hands, and must face the ladder when ascending and descending.
 - No more than one person may use a straight portable ladder at a time.
 - Standing on the top rung/step or above the manufacturer's safe indication is prohibited.
 - Ladders should be positioned so workers do not have to lean more than half of their body beyond the outside of either handrail.

- Ladders must not be placed in front of doors that open toward the ladder unless the door is locked and the person(s) using the ladder has the key, the door is blocked open and other persons are warned of the presence of the ladder, or a guard is posted at the door.
- Ladders must never be used as scaffolding, storage racks or shelves.
- Employees shall not be permitted to hold a ladder away from the roof while another employee pulls the material up between the ladder and the edge of the roof.
- Ladder use shall meet the requirements of OSHA 29 CFR 1910.25, *Portable Wood Ladders*, and OSHA 29 CFR 1910.26, *Portable Metal Ladders*.
- Before setting up a ladder, survey the work area and transport path to ensure nearest point of contact with an overhead utility line is at least one ladder length plus 5 feet away.
- Survey the elevated point of ladder contact to ensure that the material and surface is firm and capable of sustaining the ladder rails without dislodging or damaging materials.
- Ladders must be set on a flat, firm surface with both handrails in contact with an upper support, which is sufficiently strong and rigid.
- Straight ladders must have secure footing provided by a combination of safety feet, top of ladder tie-offs, and mud sills, or a person holding the ladder to prevent slipping.
- When middle or top sections of sectional ladders are used as bottom sections, they must have safety feet.
- The ratio of the distance to the foot of a ladder from the base of the vertical plane to its (vertical plane) height shall be no more than 1:4 and no less than 1:3. The handrails of a straight ladder must extend at least 36 inches above the landing.
- Straight ladders may not be lashed together to make sectional ladders.
- Ladder base shall be properly secured against slippage at its base. Cleats or alternate methods shall be employed to secure the ladder (see Figure 1).
- Extend side rails of ladder at least 3 feet beyond the top landing when used as an access to an elevated working area.

10. Personnel will stand clear of loading operations.
11. Personnel will not attempt to loosen “stuck” items by hand.
12. Housekeeping of above will prohibit loose tools and items from edges of trucks or boxes.
13. Items are not permitted to be dropped or thrown from above ground structures.
14. Personnel will wear appropriate PPE including Hard Hats.

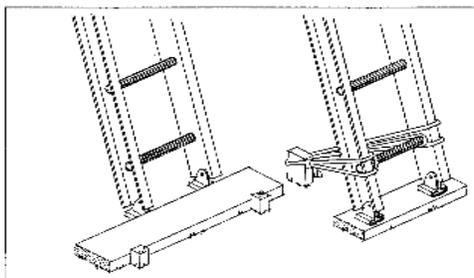


Figure 1.

References

29 CFR 1910 Subpart T, *Commercial Driving Operations*
 29 CFR 1910.25, *Portable Wood Ladders*
 29 CFR 1910.26, *Portable Metal Ladders*
 29 CFR 1910.28, *Safety Requirements for Scaffolding*
[Fall Protection](#) Subject Area