

TEAMETRO



FIELD SAFETY ORIENTATION HANDBOOK

For office staff with limited
field exposure

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FIELD SAFETY ORIENTATION HANDBOOK



**for Office Personnel
with Limited
Field Experience**

Prepared by the
RAIL CONSTRUCTION CORPORATION

February 1993

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Railroad Construction
Corporation

Field safety orientation
handbook

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POLICY STATEMENT

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The principles of safety and loss control reflect a determination by the Rail Construction Corporation (RCC) to prevent injuries to persons and to prevent damage to property and equipment.

The RCC considers no phase of construction or administration of greater importance than accident prevention and asserts that accidents which result in personal injury of employees and general public, and damage to property and equipment represent needless waste and loss. It shall be the policy of the RCC to conduct all operations safely and thereby prevent injuries to persons and damage to property.

Planning for safety shall start with the design and continue through purchasing, fabrication and construction in all phases of the Metro Rail work. All practical steps shall be taken to maintain a safe place of employment. The contractors must accept responsibility for the prevention of accidents on all work under their

direction and shall be responsible for thorough safety and loss control training and instruction of their employees.

The objective of this policy is to establish throughout the entire Metro Rail project the awareness that the prevention of accidents and protection of employees and property is most important and therefore shall receive top priority, support and participation.



EDWARD MCSPEDON, P.E.
President/CEO
Rail Construction Corporation

Date 2/16/93



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INTRODUCTION

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This handbook gives a general overview of the RCC project sites safety program as it relates to personnel involved in field visits or temporary assignments. It also outlines what the RCC expects from each employee regarding safety and what the employee may expect from the RCC. Safety is our highest priority and project safety rules must be followed.

Every employee must conduct himself/herself in a manner which will provide safety for himself/herself, other employees, the public, and property whenever he/she is on the project site.

Every employee should look out for and report any hazardous condition or unsafe work practice to the nearest supervisor, safety representative or resident engineer.

Refer any questions you may have to a project supervisor or to the safety representative on the job.

SAFETY HOTLINE



The RCC shares your concern for a safe and secure job site. If you know of a safety violation, injury, or accident and wish to report it anonymously, please call the SAFETY HOTLINE.

The hotline is operated by an independent service not affiliated with Metro Rail.

1-800-782-7463

GENERAL INFORMATION

SAFETY CONCERNS

Safety is the most important element of every project. The RCC is dedicated to provide you with a safe working environment. Just as you have expectations from the RCC, the RCC expects you to review and observe the information presented here:

- work safely,
- plan your visit/assignment,
- respect project safety rules and regulations,
- be aware of work going on around you,
- use common sense at all times, and
- report any injury/accident on the project regardless of how minor it may seem to you.

PREPARATION FOR PROJECT VISIT

Prior to visiting a project site, an employee should prepare himself/herself to deal with activities that they may have never before experienced.

The Metro Rail projects vary in many ways, as do their associated hazards and safety requirements. Therefore, it is very important to understand those requirements prior to project visitation.

Before you arrive on site, contact the project resident engineer or his/her designee. Find out about the safety requirements that apply to you.

Be prepared to provide the following information to the resident engineer:

1. Nature of your assignment.
2. Duration, if known.
3. Contact person, supervisor.
4. Number of people visiting with you.
5. Any special medical need that you or anyone in your party may require during the visit.

To prepare yourself for the visit/assignment, some of the questions you should ask of the resident engineer are:

1. Is there any special training required by the project prior to my visit?
2. What type of personal protective equipment is required? (For example - work shoes, hard hat, safety glasses/goggles, respiratory protection, hearing protection.)
3. Who will be my contact when I arrive at the project?

CONDUCT VIOLATIONS

Rules of conduct are necessary for an efficient and safe operation. These rules are established to protect all employees on the project and will be enforced fairly and impartially.

SECURITY

To maintain security on projects, all employees visiting the field should check in with a project representative at the time of their arrival. Several projects require visitors to log their names, their company name, the time they arrived and the time they left the project. To ensure that you are following the proper project security procedures, you should ask the project representative upon your arrival.

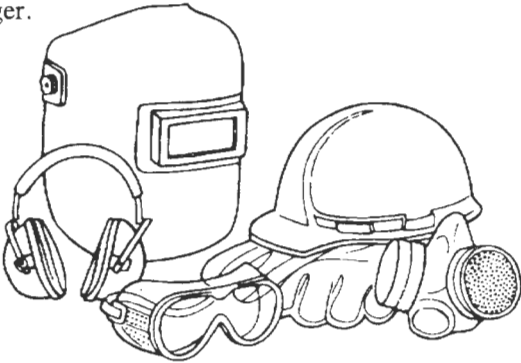
PERSONAL SAFETY

HEAD PROTECTION

During their presence on the project site, all employees and visitors are required to wear a hard hat which is approved by the RCC and is in good condition.



Long hair must be contained in a way that prevents danger.



EYE PROTECTION

Approved safety glasses with side shields are recommended to be worn by all visitors during their presence on the job site. Safety glasses are required in certain conditions and recommended in others. Additional eye/face protection such as goggles, face shields, welding shields, are required if employees/visitors are engaged in such operations as welding, grinding, handling chemicals, etc.

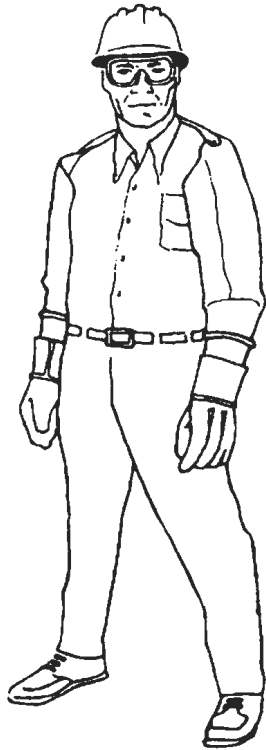
Contact lenses are not recommended to be worn on project sites.

CLOTHING

During their project visit, employees must wear clothing that fits closely about the body to avoid any contact with moving parts of machinery or equipment. Dangling neckwear, bracelets, rings or like articles must not be worn.

FOOT PROTECTION

Employees/visitors should wear shoes which afford maximum support and protection to the feet. Boots give added support to the ankles and low heels, afford firmer footing and make standing and walking comfortable and safe.



Work boots are required for visitors and employees working on job sites. Open-toed, canvas shoes, lounging shoes, high-heeled shoes and unbacked shoes are prohibited.



HEARING PROTECTION

Approved hearing protection must be worn in specified areas or when working or moving around loud machinery and equipment.



ADDITIONAL SAFETY PROTECTION

Other safety protection devices, such as respirators, may be required and must be worn in certain areas of a project. You should check with the project safety representative to inquire about such requirements.

Orange vests must be worn when visiting project sites where train movement occurs.

GENERAL SAFETY

GENERAL SAFETY

Possession or use of alcohol or narcotics on the RCC properties is prohibited.

Smoking rules vary from project to project. Ask your project representative about smoking regulations.



Visitors should be aware of what is going on around them and not get in the way of construction activities.

Never walk through, or operate equipment through, smoke, steam or other vapors that obscure the vision.

General walking precautions:

- Never walk backwards.
- Keep away from unprotected edge.
- Face ladders when climbing, do not carry material in your hands.
- Walk at a safe speed, shorten stride on slippery surfaces.
- Be alert for rough, uneven walking areas.
- Always watch for moving equipment and be alert for all activities around you.

Keep away from all dangling wires and any foreign objects in contact with any electrical conductor.

Never enter electrical power enclosures or substations unless authorized for the performance of your duty.

Obey all posted signs.

Horseplay, scuffling or fighting is prohibited.

HOUSEKEEPING

HOUSEKEEPING

Placing or leaving equipment, tools, grease or other materials on platform or walkway where it will constitute a tripping or slipping hazard, is prohibited.

Keep work areas clean.

Watch out for nails in lumber.

Avoid objects, obstructions, holes and openings to prevent tripping, slipping or turning ankle.

Dispose of trash, bottles or other refuse material in designated areas.

Keep material being moved on trucks or rollers under control.

Placing or leaving any object where it is likely to fall or be knocked off is prohibited.



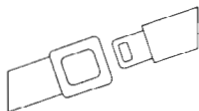
CONSTRUCTION SAFETY



VEHICLE SAFETY

If driving on project sites, follow project rules and regulations. Obey speed limit signs and watch for moving equipment.

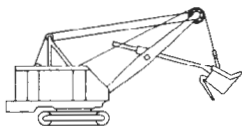
California state law mandates that seat belts be worn while using a vehicle.



Unattended motorized vehicles must not be left with the engine running.

HEAVY EQUIPMENT

Be aware when working or moving around heavy equipment - cranes, dozers, loaders, backhoes, forklifts, etc. Listen for backup alarms.



Only licensed employees are allowed to operate heavy equipment.



ARC WELDING

Avoid looking directly into the arc.

Ultraviolet radiation may cause temporary or permanent harm to the eyes.

If your job requires that you be around welding processes, wear proper protective equipment - welding hood, long sleeves, etc.



OXYGEN AND ACETYLENE OPERATIONS

Wear proper eye protection when around oxygen acetylene rig.

Avoid stepping on or puncturing oxygen and/or acetylene hoses.

LADDERS

Be aware of the different ladder types (step, straight, extension) and their appropriate uses.

Face the ladder when climbing or descending. Keep hands free of material when climbing.

Ladders must be tied off.

Inspect before use for broken rungs, siderails, etc.

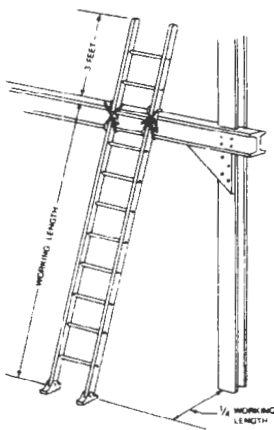
Metal ladders are electrical conductors and precautions must be taken when used on the project.

Be aware of the proper ladder angle.

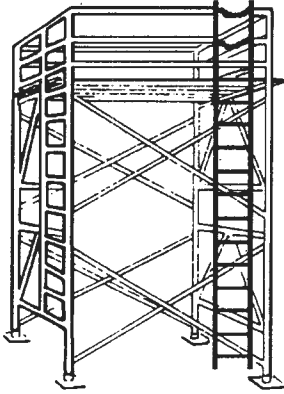
Fully extend all four legs of step ladders and lock the spreaders. Do not use a step ladder as a straight ladder.

Be sure that your shoes are free of mud, grease or any other substances that could cause a slip or fall.

Never stand on the top two steps of a step ladder.



SCAFFOLDS



Use proper access (ladder).

Do not lean on guardrail.

Fall protection is required where no guardrails are present, greater than 6 feet.

Wheels on rolling scaffold should be locked. Rolling scaffold must be moved from the ground after ensuring that no one is on scaffold.

Scaffold planking should extend at least 6 inches on each side of the scaffold.

SCAFFOLD TAG

May specify use of certain safety equipment (safety belt, respirator, hearing aid, etc.).

May advise scaffold cannot be used (repair, erection not completed, being dismantled).

SIGNS

Construction sites are full of different signs to help workers and visitors avoid danger. Sign instructions should be followed at all times. Some examples are:

- Overhead Working Signs
- Hazardous Material Warning Sign
- "Caution Radioactive"
- "Danger Caustic"
- "Caution - Confined Space Area"
- "Eye Protection Required"
- "No Smoking"



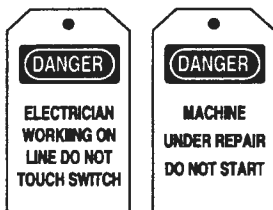
LABELS/TAGS

Pipe labels identify contents, show the flow and, in some cases, identify hazards of the contents.

Container labels are required on all storage tanks to depict the hazard of the contents (fire, corrosive, oxidizer, etc.).

Paint labels indicate contents, flammability, etc.

Danger tags are not to be disturbed by anyone other than the person placing the tag. Danger tags and lockout devices are used to prevent the operation of the equipment while being worked on.



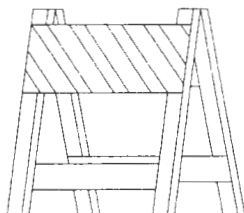
TRENCH BARRICADES

Barricades are warning barriers, not guardrails. Do not lean on barricades.

Yellow and black barricade
- Caution.

Red and black barricade
- Danger.

Yellow and purple barricade
- Radiation.



CONFINED SPACES

A confined space is an enclosure having limited means of access and exit. It is subject to the accumulation of toxic or flammable contaminants, or may have an oxygen-deficient atmosphere. Special training is required for personnel entering or working within confined spaces.

TUNNEL SAFETY

Anyone visiting or working in or around tunnels is required to take special training (i.e. respirator).

SECURED AREAS

Some area(s) in the project may be secured and only authorized personnel will be permitted in these areas. Secure areas will be posted as "No Entry" areas.

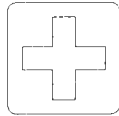
EMERGENCY EYE WASH STATION

Emergency eye wash stations and other emergency facilities are marked by signs.



FIRST AID

Each project maintains a first aid station. Ask your project representative about the location of the first aid facility.



FIRE EXTINGUISHERS

Fire extinguishers are placed at various locations on project sites. You should familiarize yourself with these locations during your visit.

WHO TO ALERT IN CASE OF AN EMERGENCY

Upon arrival on the project site, ask your project representative about project emergency procedures such as contact personnel, evacuation procedures, etc.

RAIL SAFETY



RAIL SAFETY

Getting on or off moving equipment is prohibited.

Get off at proper areas and step clear of track. Never enter or exit on the contact or third rail side of a rail car or vehicle. (See the THIRD RAIL section for definition of third rail.)

Have a secure handhold when getting on or off train or cars.

Be prepared for sudden starting, stopping, lurching or jerking when on equipment.

Before leaning beyond side of car, look in both directions for trains or cars on adjacent track, and structures or obstructions along side of tracks. When vision is obscured and you are not sure of location, stay in the clear.

Sitting or riding on hand rails, door sills, ladder rungs or train couplers is prohibited.

Standing at open side-door on moving passenger equipment is prohibited without having a secure hold on grab iron and door is securely fastened.

When stepping from trains or cars watch for equipment in motion on adjacent track.

Stepping from one car to another after they have been separated is prohibited.

Individuals must expect the movement of trains, rail cars or other self-propelled equipment at any time, on any track, in either direction. In places where a clear view cannot be obtained, extra precautions must be taken.

Individuals must keep a safe distance from passing cars or trains to avoid injury from falling objects or projections on equipment.

Individuals must avoid standing or walking on the track except when required in the performance of duty.

When crossing non-protected track, keep at least ten (10) feet away from the end of standing equipment.

Before permitting individuals to be on the track, the person in charge shall have an understanding with all persons as to where they will go when necessary to clear the track for trains.

All individuals shall clear for train movement to the same side of the track.

Individuals shall clear approaching trains by standing well clear of the track and if possible, maintaining a hand hold until the train has passed.

Individuals must be aware of the location of structures or obstructions where clearances are restricted.

Individuals must not stand on the track in front of an approaching train or car at any time.

Using short cuts is prohibited. Use established routes in and about yards, shops, stations, track, etc.

Leaning against standing cars or trains and sitting on step of car is prohibited.

When walking out of doorways which lead across tracks or around corners or obstructions, look in both directions and know that the way is clear.

Placing materials or tools in or on switch boxes and/or contact rail cover boards is prohibited.

Individuals shall avoid stepping or standing on rail protection boards, switches, guardrails, rail braces, interlocking apparatus, or connections, or other wayside apparatus, except when necessary in the performance of their duties.

THIRD RAIL SAFETY



THIRD RAIL SAFETY

TERMS

Third Rail (Contact Rail) - The rail adjacent to the running rail that provides 750-volts direct electrical current to the train.

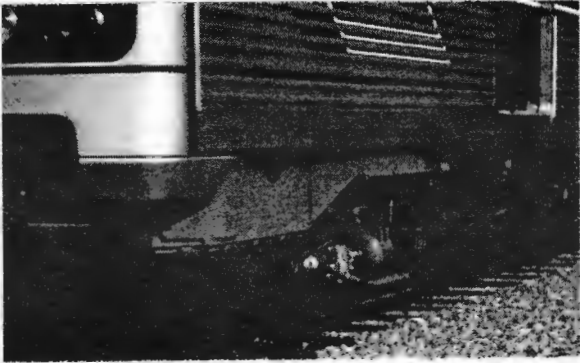


Protection Cover Board - Non-conductive materials, about 10 inches above and over the third rail. Do not step on or over the protection cover board because of the limited stepping and walking space.

Stinger - A portable device which provides traction power (750-volts) to trains for movement within the main shop building.

Contact Rail Side Approach - A mounted extension of the third rail which provides a method for lifting the collector shoe onto the third rail. Locations are clearly marked "Danger - Do Not Cross".

Collector Shoe - Collector shoe is the part that slides along the third rail to conduct primary power to the train. The contact shoe is part of an assembly painted red and located at each corner of a car. The shoe itself is black.



Blue Light Station - Designated locations of the Emergency Trip Stations (ETS). An enclosed box where a push button device, when activated, de-energizes traction power to each designated track section within the limits of the power feed. Additionally, the ETS houses an emergency telephone, fire telephone, and if in a station, the Deluge System Activation Controls (water spraying system).



GENERAL

Individuals shall not sit, walk or stand between the running rail and the third rail or on top of the third rail protection board.

Do not place clothing, lunch, tools, or other unauthorized items on or near the third rail and/or third rail protection board.

Individuals shall not allow wet clothes or raincoats to come in contact with the third rail.

Individuals shall use care when cleaning or picking up papers near the third rail and keep a sharp lookout for scrap wire and metal that can twist and contact the third rail.

Individuals standing beside the tracks shall be certain there is sufficient clearance between themselves and the third rail contact shoes.

All rail cars shall be considered powered, and the contact shoe "ALIVE" unless the car's power has been confirmed disconnected and properly locked out.

All wires and conductors are to be considered alive at all times. Our rail cars are equipped with emergency battery power and circuits, unless disabled from both the third rail and train batteries, circuits may remain alive.

When "STINGING" a car over a section of track where the third rail is not energized, it must be remembered that the entire third rail becomes energized as soon as a shoe on the car touches it.

Individuals must contact the Test Controller before entering any track area.

EMERGENCY PROCEDURES

PERSON IN CONTACT WITH THIRD RAIL

Follow standard Metro Red Line procedures, call the Test Controller and activate the nearest ETS to have the third rail de-energized.

Request medical assistance and ambulance to be dispatched.

Following confirmation that the third rail power has been de-energized and trains are stopped in the area, any trained/qualified person should immediately follow the correct procedures for CPR until the victim recovers or trained help arrives. If the victim recovers, treat for shock.

Time and safety are essential:

1. Do not let the victim or yourself be run down by a train.
2. Use safe methods in removing him/her from contact with a third rail or power feed.
3. Every moment of delay is serious. Interrupt the flow of current through his/her body and apply resuscitation with the least possible delay.

OFFICE SAFETY



OFFICE SAFETY

Although offices are comparatively safe places to work, accidents do occur. To ensure your personal safety, follow these rules:

Walk, do not run, in corridors or on stairs. Use hand rails.

Do not stand in front of closed doors; they may be opened suddenly.

Do not read while walking; stop and return to your desk. While concentrating on reading, you can become unaware of your surroundings and expose yourself to possible hazards.

Do not push or crowd at elevators, entrances, exits or on stairways.

Be careful of swivel chairs. Do not lean back in them without testing your weight gradually.

Watch for telephone and office machine cords, wastebaskets and other hazards underfoot that may cause tripping.

Use handles when closing files, desk drawers and safe or vault doors.

Keep file drawers, desk drawers and locker doors closed when not in use. Open only one file or desk drawer at a time. See that files are properly secured.

Do not allow file drawers, regular or map, to open into exitways or aiseways.

Observe all non-smoking restrictions.

Watch for and report any loose carpet, linoleum or flooring that may be a hazard.

Do not overload office area with combustible material such as boxes or paper.

Turn off all office electrical machines at the end of the business day.

Check your office furniture regularly for sharp edges, splinters and loose casters or bolts.

Keep sharp objects in their proper place. Handle carefully.

Do not adjust or clean power-driven office machines when they are in operation.

Do not attempt to make electrical repairs. Call a qualified person.

This is to acknowledge that I have received my copy of the RCC Field Safety Orientation Handbook. I will read and abide by all rules and regulations in the handbook and any additional rules and regulations pertaining to my job.

I understand that working safely, complying with and obeying any and all project safety rules, regulations or standards is required by RCC.

Should I not comply with project safety rules, regulations or standards, I am subject to disciplinary action. I understand further that this handbook and the rules and regulations it contains do not in any way relieve my employer of his/her OSHA and other safety responsibilities while working/visiting project sites.

Print Name: _____

Signature: _____

Date: _____



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