

Effective: October 1, 2007

Reviewed Date: 4-06-11

Revised Date: 1/06/17

I. PURPOSE

The purpose of this policy is to protect personnel from injury when working in or around railcars and meets or exceeds the requirements of OSHA 1910.261(m)(5).

II. SCOPE

This policy applies to all Resolute Forest Products and contractor personnel who may be working on or near railroad tracks on Resolute Forest Products property.

III. DEFINITIONS

- A. Resolute Forest Products /Operating Personnel – Resolute Forest Products personnel assigned to mill operating departments where railcar loading or unloading occurs.
- B. Blue Flag – A warning device placed in the center of the railroad track at least 50 feet away from the railcar. It is intended to stop the railroad switch crew or the mill track mobile switch crew from connecting to and moving a railcar.
- C. Chocks – A block or wedge placed under something else, such as a wheel, to keep it from moving.
- D. Connections/Dock Boards – Any means of providing access to the interior of a railcar.
- E. Contractor Personnel – Employees of companies other than Resolute Forest Products.
- F. Derailer – A safety device designed to prohibit the movement of a railcar, derailing said car or engine if not removed.
- G. Switch - The movement of railcars from one location to another.
- H. Lead Car – First car approached by railroad when entering an operational rail area.
- I. Portable Derailer – A derailer that can be moved from/to an area requiring a temporary derailer

IV. POLICY

Warning flags or signs must be mounted on the track at least 50 feet away from the car when railcars are spotted for loading/unloading or any work performed in close proximity to the track (10 ft.). Wheel chocks must be applied to front and back of the lead railcar preventing movement of the railcar in either direction. The derailer must be set to protect workers in, on, or around the car.

V. PROCEDURES

The following procedures will be adhered to:

- A. Resolute Forest Products operations personnel will contact the railroad requesting a switching of cars.
- B. Resolute Forest Products operations personnel are responsible for the blue flags, chocks, and derails.

- C. When Resolute Forest Products operations personnel engage a derail, the derailer is to be secured with appropriate lockout/tagout device.
- D. When a contractor employee is working on or around a rail track, they are required to engage the derailer and make sure the derailer is secured with appropriate lockout/tagout devices per mill policies.
- E. All blue flags will be marked alike with a blue background and white reflective letters stating "STOP".
- F. All derailers operated by Resolute Forest Products operational areas will be painted with high visibility paint.
- G. Operational areas are responsible for maintaining the appropriate number of blue flags, chocks, and derailers for their area. The departments are also responsible for inspecting blue flag signs, chocks, and derailers to ensure they are in good working condition.
- H. The blue flag, chock, and derailer must remain in place until all connections/dock boards have been removed when railcars are being loaded or unloaded.
- I. The blue flag will be removed, wheel chock removed, and derailer disengaged by a designated Resolute Forest Products department employee or contractor (if applicable) after proper notification to all affected personnel.
- J. It is the responsibility of the designated department employee or contractor (if applicable) to ensure the blue flag is in place, chocks are in place, and the derailer is engaged prior to work beginning in or around railcar.
- K. Handbrakes will be set on railcars by the switch crew to prevent movement of any cars. Resolute Forest Products personnel, and contract personnel, are responsible for setting handbrakes on railcars when operating the Resolute Forest Products track mobile.
- L. Railroad employees must check to ensure all connections/dock boards have been removed and appropriate personnel notified of the switch before switching the cars.
- M. A flagman shall direct the movement of equipment being moved across railroad tracks or roads at any point where the vision of the operator is restricted. The flagman must always remain in sight of the operator when a crane or locomotive is in motion.
- N. Vehicles, dumpsters, etc., will not park or be placed within **10** feet of the center line of the railroad track.
- O. When work is required on, above, or within **10** feet of the railroad track by either contractor or Resolute Forest Products personnel, the operating department must be notified and a blue flag placed not less than 50 feet from the construction/work area. Work should be performed in compliance with Resolute Forest Products Lock Out procedure. Employees and contractors are required to utilize their personal lock as stated in the LOTO policy.
- P. The operating department must be notified and the blue flag removed when work is complete.
- Q. No one is permitted to cross between coupled railcars. Personnel must walk around the railcars to access the other side.

- R. If a portable derailer is required, Resolute Forest Products Lock Out procedure will apply.
- S. Portable derailer instructions are to be followed when using a portable derailer.

VI. INABILITY TO PERFORM MILL RAIL SWITCHING (Due to a “blue flag”)

When switching cannot be performed by the Norfolk Southern switch crew:

- A. The NS Switch Conductor will contact NS OSS by phone or radio and ask them to call our Main Security Gate at 423-336-7230.
- B. NS OSS will inform Resolute Forest Products Security of the location where the switch cannot be performed.
- C. Resolute Forest Products Operational Area will notify NS OSS at 1-800-898-4296 as soon as possible when the area is cleared for switching.
- D. Any other emergency related to switching, Monday through Friday, 8:00 a.m.-5:00 p.m., contact:

Title: Senior Transportation Analyst

Office Phone: 423-336-7236

Weekends and Holidays: Either contact the on call person directly or contact the Resolute Forest Products Main Gate Security at 423-336-7230. They will then contact the Transportation person on call.

Effective 10/1/07

Reviewed: 04-06-11

Revised: 01-06-17

Approval Signatures:



Scott Palmer 1-23-17
General Manager



Dallas Jones
Health & Safety Manager