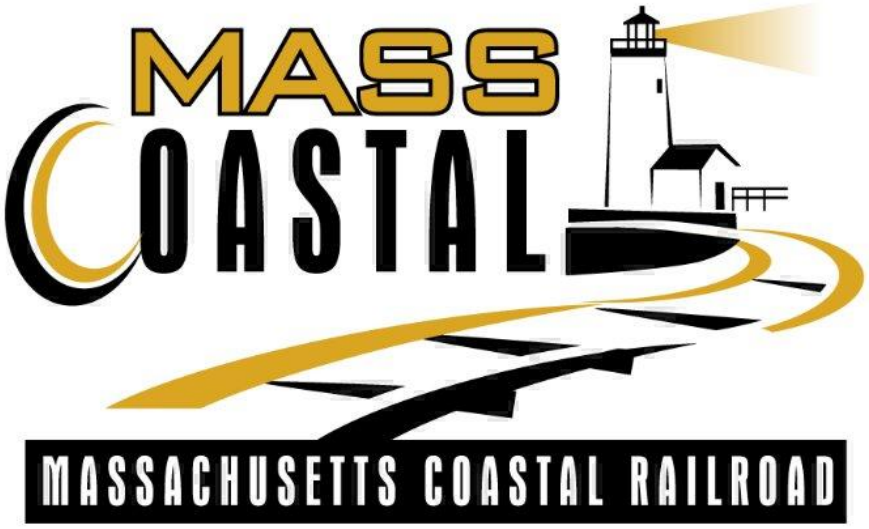
The Massachusetts Coastal Railroad, LLC.



Railroad Customer Safety Guidebook

September 2026

RAILROAD CUSTOMER SAFETY GUIDEBOOK

TABLE OF CONTENTS

JOB BRIEFINGS 4

PLANNING THE JOB BRIEFING 4
CONDUCTING THE JOB BRIEFING 4

OVERVIEW OF CUSTOMER SAFETY REQUIREMENTS 5

1.0 RAILROAD EQUIPMENT AND INFRASTRUCTURE 7

1.1 ROADBED AND TRACK STRUCTURE 7
1.2 TRACK / RAILCAR DYNAMICS – HOW ONE IMPACTS THE OTHER 8
1.3 BASIC RAILCAR DESIGN AND MECHANICS 8
1.4 RAIL CAR LOADING / LOAD BALANCE SECUREMENT 9

2.0 WORKING WITH RAILROAD EQUIPMENT 10

2.1 CAR SECUREMENT - HAND BRAKE DESIGN AND OPERATION 10
2.2 DERAILS –FUNCTION AND OPERATION 14
2.3 EMPLOYEE SAFETY WHEN WORKING AROUND RAILCARS–"SIGNS PROTECTING EQUIPMENT" 15
2.5 MOVING RAILCARS – SAFE OPERATING PRACTICES 18

3.0 CLEARANCE REQUIREMENTS, TRACK MAINTENANCE & INSPECTIONS 20

3.1 RAILROAD CLEARANCE RESTRICTIONS 20
3.2 TRACK MAINTENANCE AND INSPECTION REQUIREMENTS 21
3.3 CUSTOMER INSPECTION / AUDIT PROCESS 22

4.0 WORKING AROUND OR ON RAILROAD EQUIPMENT 23

4.1 PROTECTION OF RAILROAD TRAFFIC AND PROPERTY 23
4.2 CROSSING TRACKS 23
4.3 CROSSING OVER/THROUGH STANDING EQUIPMENT 23
4.4 CONFINED SPACES 24
4.5 TRAIN MOVEMENTS AND WORKING NEAR TRACKS 24

5.0 HAZARDOUS MATERIALS: GENERAL INFORMATION 25

5.1 HAZARDOUS MATERIALS: GENERAL INFORMATION 25
5.2 LOADING AND UNLOADING TANK CARS CONTAINING HAZARDOUS MATERIALS 26
5.3 LOADING AND UNLOADING INTERMODAL CONTAINERS/TRAILERS, BOXCARS AND COVERED HOPPERS CONTAINING HAZARDOUS MATERIALS 26

6.0 OVERVIEW, SAFETY POLICIES, AND CONTACT INFORMATION 27

MISSION AND PURPOSE

Our goal with this guidebook is to provide rail safety information to Massachusetts Coastal Railroad customers, which will assist our customers in making informed decisions regarding safety on or about industry tracks.

Massachusetts Coastal Railroad, LLC. does not assume any responsibility or liability for providing regulatory updates to our customers. It is the responsibility of the customer to remain current with all rules, regulations, and requirements that may apply to the customer, including OSHA requirements.

This Railroad Customer Safety Guidebook is an extension of our efforts to put **"Safety First"** in all aspects of our operations. As our customer you benefit from our safety improvements through:

- No injuries
- No accidents
- No incidents
- No unintentional releases of hazardous materials
- No spills
- Timely delivery
- A safer community in which to live and do business

Your business depends on efficient and safe shipment of your product. We need your help in ensuring the safety of our employees while performing switching or maintenance activities on your property. As a customer who owns or leases sidings, or loads and unloads railroad equipment, you have a direct effect on our safety performance.

DISTRIBUTION OF THIS BOOKLET IS TO ASSIST OUR
INDUSTRIAL PARTNERS IN THE SAFE HANDLING OF RAILCARS
WITHIN THE CONFINES OF THEIR FACILITIES

This guidebook is intended to highlight the many ways a customer affects safe operations, and to emphasize our willingness to share knowledge and experience to achieve our **"Think Safety – Work Safely"** railroad safety philosophy. We trust you will find this guidebook helpful in educating your employees on the proper method(s) for engaging in rail-related operations, and for raising the level of awareness of issues that impact the safety of your employees and ours.

Education, communication, awareness and prevention are necessary elements of a successful safety program. Strong safety programs reduce the risk of injury and train accidents on or about tracks owned, maintained, and/or used by customers. Therefore, we encourage all of our customers to use this guidebook as part of their own safety programs.

THANK YOU for your continued support, and you have our assurance that we will take every effort necessary to make our common work areas as safe as we possibly can.

P. Christopher Podgurski
President & CEO

JOB BRIEFINGS

A Job Briefing is: A communication tool used by 2 or more employees engaged in a task, to ensure that all individuals engaged in a task know what is to be done, know how it is to be done safely, and is ready and focused to perform the task for which they are responsible.

Safe and productive work is the result of a well thought out and well communicated job plan. On jobs involving 2 or more employees, a job briefing must be held to ensure that all employees have a clear understanding of: the task to be performed, each employee's individual responsibility, and the type of protection required to carry out the work. This Job Briefing must take place prior to beginning a task, during the task as conditions change, and upon completion of the task. Job briefings include the identification of existing or potential safety hazards that are or may be associated with the work to be performed.

Planning the Job Briefing

Develop your own work plan by:

- Determining the steps to be taken
- Planning the action for each step
- Reviewing the work or tasks to be done
- Checking the job location and work area
- Breaking the work down into manageable steps
- Identifying proper personal protective equipment needed for the task
- Determining the tools, equipment, and materials required to complete the task

CAUSES OF POTENTIAL HAZARDS:	
Job location and weather conditions	Time of day when the work is to be done
Type of work to be done	Safety or personal protective equipment required
Tools, equipment, and materials to be used	Working at night, (tripping and falling, and risk of fatigue)
Buried/overhead power cable along the right of way	Consider how the work will be assigned: Group or Individual
Traffic conditions and visibility	Individual abilities and experiences

Conducting the Job Briefing

Explain the work or tasks to all employees:

What is to be done? **Where is it to be done?**
Why is it to be done? **How it is to be done?**
When is it to be done? **Who is to do it?**

Details during the discussion may include:

- The type of protection employees should have in place
- Responsibilities of each employee
- Any known hazards or situations that could jeopardize personal safety
- How equipment is to be operated, and the method of communication to be used
- Any additional requirements that will affect their job
- All known unusual conditions or situations that may affect the job assignment
- Safety Briefings should be repeated when the nature of the job changes, or when workers leave or join the work party during the course of the job.

OVERVIEW OF CUSTOMER SAFETY REQUIREMENTS

Safety is accomplished through teamwork. Massachusetts Coastal Railroad strives to arrive at the customer siding in a timely manner and without damage to the product, while always protecting the personal safety of our employees and the safety of our operation.

It is the responsibility of all partners to ensure that railroad equipment is handled correctly, and secured properly. Industry track must be maintained to a standard which includes minimal side and overhead restrictions, and customers' property is absent of debris, stored materials, spillage, and accumulations of snow or ice.

There are five key areas where we need you to continue to partner with us to ensure the safety of all railroad operations.

1. Track Maintenance

The following are the leading causes of train accidents on industry tracks:

- Objects on or in the foul of track, which create a "close clearance" or form an obstruction
- Product spillage, ice, snow or mud that has accumulated in the wheel flangeways
- Wide gage
- Broken rails
- Switch or Derail problems

Winter months increase the potential risk of derailments on private sidings. In most cases these derailments are caused by the accumulation of snow and ice on and around the tracks.

Winter Plan Focus
1. Keep flangeways of tracks which run through private or public roads clear of ice at all times.
2 Clear snow accumulation caused by vehicles crossing over the tracks.
3. Clear snow which has slipped from adjacent roof tops onto the siding track.
4. Inspect the siding prior to service.
5. Keep all switches in the plant free of snow and ensure correct drainage.
6. During severe snow storm conditions, please communicate as needed with our employees, if necessary to verify that your facility has been cleared of snow. This will help to ensure timely service during adverse weather conditions.
7. The specifics for responsibility for snow removal are defined in your private siding agreement.

Spring Plan Focus
1. In Spring, have a track maintenance contractor inspect your trackage/facility and schedule routine repairs and maintenance as well as highlight the need for long-term capital upgrades.
2. This planned, proactive work reduces the potential for derailments and injuries as well as ensures our ability to provide continued service.

2. Movement and Securement of Equipment:

It is critical that safety rules related to securing and moving equipment be followed. Equipment that is not properly secured can have a negative impact on the safety of railroad operations and on the safety or your employees that work on, in, or around cars being loaded/unloaded. Equipment moved on customer trackage must be done in a manner that is properly controlled and protected. Please review the important safety points as mentioned in SECTION 2 with your employees who are responsible for handling and securing railroad equipment, to ensure they understand the safety principles that apply to these activities.

3. Walking Hazards:

Throughout the railroad industry across the nation, the number one cause of all personal injuries to railroad employees is: Slips, Trips and Falls. Often, these injuries could/would be avoided with proper housekeeping which identifies and resolves footing and tripping hazards. It is crucial for you to ensure that your trackage and facility are free of walking hazards including debris, spillage, uneven surfaces, and snow and ice.

4. Restricted Clearance Hazards:

The number one cause of very serious injuries to railroad employees in customer facilities is restricted clearances. It is crucial that your facility remain free of side and overhead clearance restrictions as much as possible. Where there are restrictions, they must be communicated to Massachusetts Coastal Railroad to protect the condition and install warning signage as may be required.

Before making any temporary or permanent changes to your facility that may create rail clearance restrictions, please communicate any proposed changes with Massachusetts Coastal Railroad managers.

5. Spillage/Wheel Contamination:

Please ensure that your facility is free from product contamination. Elimination of spillage also reduces the chance of railroad equipment wheel contamination. Wheel contamination from consumer products like flour, canola oil, cornstarch and other similar substances can cause operational problems for the railroad, including a reduction of the effectiveness of the braking system of the car. If railroad equipment was rolled through a contaminated area, you must ensure the wheels are given an air pressure or water pressure cleaning.

RECIPE FOR SUCCESS - We believe the above partnership and action plans will contribute to ensuring our continued safety success. Thank you in advance for your focus on safety through teamwork.

SECTION ONE

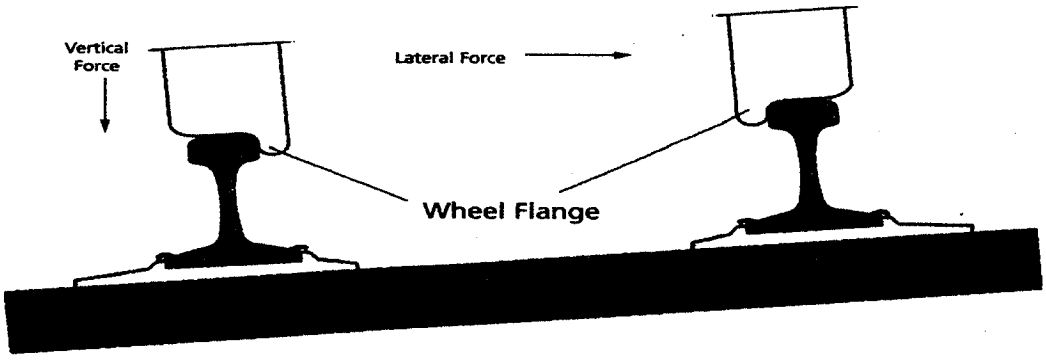
1.0 RAILROAD EQUIPMENT AND INFRASTRUCTURE

The opening section of this guidebook details safety issues related to railroad equipment and infrastructure. This section provides an understanding of the principles involved in keeping railcars on the track and how loading, balance, weight and securement practices impact railroad safety. Items to be discussed include:

- ⇨ Roadbed and Track Structure
- ⇨ Track/Railcar Dynamics
- ⇨ Basic Railcar Design and Mechanics
- ⇨ Rail Car Loading/Load Securement

1.1 Roadbed and Track Structure

The track structure and supporting roadbed play a major role in preventing derailments. The roadbed is designed to support the weight of the car while the track structure ensures the rails are properly spaced to remain parallel. The track structure is carefully engineered around curves to "bank" the outside rail and counter the lateral forces. This maintains an even weight distribution to both rails.



The wheels of a railcar are flanged to prevent the railcar from sliding off the rail. An improperly balanced load causes the wheel on the heavier side to push inwards and may force the flange on the lighter side up and over the rail. The relationship between lateral and vertical forces determines whether the wheels;

a). stay inside the rail,
b). climb up over the rail, or
c). push (spread) the rail out of gage.

Standard gage between the inside faces of two rails is 4 feet 8½ inches (56.5 inches) If the distance between rails is or becomes greater than 4 feet 10 inches (58 inches), the wheel(s) may fall between the rails and contact the ground. This is referred to as a “wide gage derailment”.

Overloads: The track structure is engineered to handle the regular forces of railcar weight and movement. Improperly loaded or overweight cars place excessive stress on the equipment and the track that may cause damage and possible derailment. Shippers are required to observe the load limit stenciled on the car and to ensure that the gross weight of car and lading does not exceed the maximum weight capacity for the route to be traveled. Massachusetts Coastal Railroad can assist with information on maximum weight capacities for your intended route.

1.2 Track / Railcar Dynamics – How One Impacts the Other

Customer loading practices play a critical role in railroad safety. A properly balanced and secured load directly effects how the car performs in train service. There are various standards, circulars, guidelines and requirements detailing proper railcar loading.

The Association of American Railroads (AAR) establishes General Rules governing loading requirements for railcars. The AAR also publishes Best Practices for loading a variety of commodities. Customers are required to follow the loading rules that have been established for the type of lading and railcar they are using. Specific instructions and car loading requirements are contained in AAR Circulars, Best Practice and General Information Series. Specific information regarding loading procedures can be obtained through Massachusetts Coastal Railroad Customer Service. The safety of your load and our operations rely on adhering to these procedures.

1.3 Basic Railcar Design and Mechanics

The frame or body of a railcar sits on two center plates, one on top of each truck assembly. This lubricated surface allows the truck to rotate beneath the body and permits rail equipment to turn without excessive force on the gauge between the rails. Neither the car body, nor the wheels are fastened to the trucks. Each component sits in place, primarily by weight. Massachusetts Coastal Railroad Mechanical Department personnel must be called to inspect any car that has been lifted or severely impacted to ensure it is correctly seated on the center plate and bearings. Shippers must never lift railcars.

Damaged Wheels and Bearings: The condition of the wheels on a railcar is very important to safe railroad operations. At each location where freight cars are loaded or unloaded there is the possibility of inflicting damage to freight car wheels and/or bearings. Whenever a freight car is set off for a customer, it often must be moved for loading. Although most locations have adequate means of moving and spotting cars, there is always the possibility of contacting the freight car wheels or journal bearings with equipment such as forklifts or other large machinery.

Any time a car is derailed the wheels and bearings must be carefully inspected by Massachusetts Coastal Railroad Mechanical Department personnel. If the car derailed at a speed of less than 10 mph at a distance of less than 200 feet the wheels, axle and bearings will be inspected for damage. Wheels are condemned and require replacement if derailed over 10 mph or for a distance greater than 200 feet.

Customers should be alert for other potential damage to bearings. Anytime a bearing has been submerged in water it must be replaced.

Under the heavy weight of the car and at increasing speed, any slight damage to the wheel or bearing may progress to the point of catastrophic failure and result in train derailment.

Any contact to a freight car wheel or bearing by a forklift or any other machine or device MUST be reported so that the car can be inspected by railroad personnel before the car is allowed to be moved within a train.

Safety Note

It is very important that customers contact Massachusetts Coastal Railroad mechanical department to report all occasions where a car has been derailed so a proper inspection can be arranged.

1.4 Rail Car Loading / Load Balance Securement

Each freight car regardless of size, type or design must be properly loaded to within the specifications of each car. Any load in excess of the specified weight or any load improperly positioned or secured on the car will increase the risk of causing a derailment.

Each freight car is supported by two truck assemblies one at each end of the car. By design, each car has a limited amount of side-to-side movement to allow for even distribution of wheel to rail contact regardless of track geometry. Therefore, it is imperative that all loads are properly positioned & secured to allow for the mechanics of the car to function as intended.

Any load improperly positioned or improperly secured can force the car to become off balance when it is moved within a train. An out-of-balance condition, combined with track dynamics, could cause a derailment. Prior to releasing a car after loading or unloading, customers must ensure the load is properly blocked and secured and that all loose material is removed from the car deck. Any banding, chains, or cables must be removed or

If a freight car is subjected to excessive, extreme, or violent rocking during the loading or unloading process:

- ***The frame of the car may become unseated from the top of the truck.***
- ***The springs may work out of the side frame of the truck.***

When this occurs, the Massachusetts Coastal Railroad Mechanical Department must be contacted in order to complete the necessary repair(s).

SECTION TWO

2.0 WORKING WITH RAILROAD EQUIPMENT

This section emphasizes safety hazards that may exist when working with railroad equipment. At Massachusetts Coastal Railroad, we have adopted safe work practices to protect people from injury when working around railcars. Key components to moving equipment include:

- Knowing the route being used is clear.
- Verifying switches or derails being traversed are lined for the intended movement.
- Protecting the leading end of the movement for the duration of the movement.
- Not leaving equipment in the foul of other tracks.
- Moving at a speed that allows controlling and stopping the equipment.
- Securing the equipment upon completion of the movement.

Massachusetts Coastal Railroad recommends the development of safe work practices for the following aspects of rail related activities:

- ⇨ Car Securement–Hand Brake Operation
- ⇨ Derails–Function and Operations
- ⇨ Worker Protection–Signs Protecting Equipment
- ⇨ Railcar Doors–Safe Operation
- ⇨ Moving Railcars–Safe Operating Practices

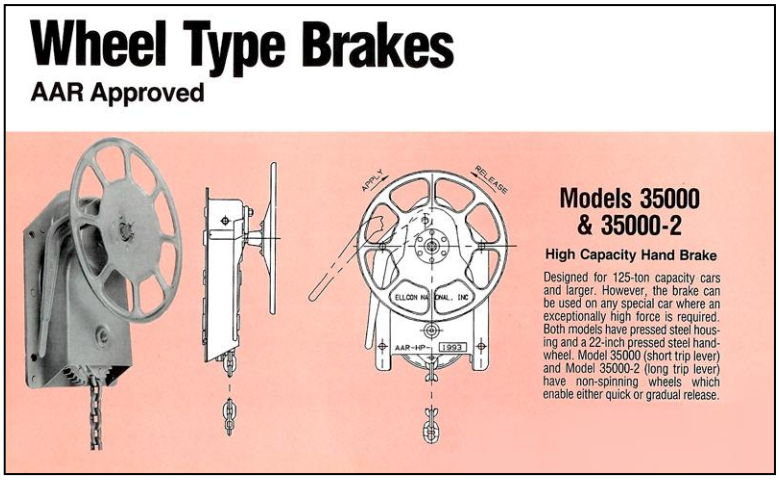
2.1 Car Securement - Hand Brake Design and Operation

A railcar is equipped with two braking systems. The air brake system operates when cars are connected to a locomotive. Air brakes are designed for train control and are not intended for long term car securement. Air brakes will release over time. **Air brakes must never be depended upon to hold standing equipment.**

A railcar is also equipped with a hand brake (see picture) to secure the car in place and prevent unintentional movement when it is not coupled to a locomotive or train.

The hand brake applies force against the wheels by taking up slack on a chain which is linked by a series of rods, levers and gears to brake shoes. Once a hand brake is properly applied, it takes considerable force to move that piece of equipment.

Diagram of Hand Brake designed for 125-ton or larger rail cars



Customer Safety Impact: A key safety concern in the rail industry is ensuring that a sufficient number of hand brakes are applied to each string of cars to prevent movement. Some hand brake riggings are linked to brake shoes on both ends of the car while others only apply force at one end or one side. In some cases when loading heavy material or on a grade, extra measures must be taken to prevent movement, such as blocking wheels.

Federal regulations require equipment to be secured with a "a sufficient number of hand brakes" to hold the equipment. To assist our customers, Massachusetts Coastal Railroad has developed the following guidance as the minimum number of brakes required in relation to the total cars that are coupled together. CAUTION: This chart indicates the **MINIMUM** number of hand brakes to be applied.

# OF RAIL CARS	MINIMUM # OF HAND BRAKES TO APPLY
1-2	All
3-9	3
10-19	3
20-29	4
30-39	5
Please note the important information below:	
❖ A single railcar must ALWAYS be left with a single hand brake applied.	
❖ More than two cars ALWAYS require at least THREE hand brakes.	
❖ If a railcar has a defective hand brake, call Customer Service and ensure the car is coupled to another car with an effective hand brake and/or wheels are blocked	
❖ Individual blocks of cars must be secured with hand brakes on each block	
❖ Hand brakes must be applied on cars at the low end of a downward sloping track	

In many instances, due to grade, total number of cars, cars empty or loaded, and hand brake force applied, more brakes may be needed. If a customer's operation includes the movement of railcars, whether by cable, track unit or any other means, the customer must regard this standard as a minimum requirement, and apply more hand brakes as needed.

Customer Safety Impact: A railcar should NEVER be moved while a hand brake is fully applied. A hand brake can apply sufficient force against the wheels of a railcar so that the wheels do not turn when the car is pushed or pulled. This results in a wheel skidding along the rail. Skidding a wheel as little as 6 inches can cause small cracks on the tread of the wheel. These small cracks lead to shelling, where little pieces of the tread fall out, and to cracking deeper into the structure of the wheel. This structural damage can go undetected until the wheel, under the weight and stress of train operations, suddenly breaks apart.

It is very dangerous to leave a hand brake partially applied. If this condition is not corrected before the railcar is moved, excessive heating could damage the wheel. If a shipper or customer is moving a railcar, they must comply with procedures to prevent damage to the wheels.

Customer Safety Impact: A hand brake should only be operated by a qualified customer employee who thoroughly understands the operation of the hand brake. If a qualified customer employee is not available, do not attempt to operate a hand brake or move a rail car.

Safety Note

A rail car should NEVER be moved, except by qualified personnel, who have proven knowledge of how to safely move, control speed, stop and secure equipment.

Safe Operation of a Hand Brake

There are many different types of hand brakes, calling for different methods of operation. Any hand brake may be operated safely if handled properly. The following are general operating considerations for ALL hand brakes:

- Be on guard against sudden car impacts. Anticipate starts and stops. Be aware of other equipment in the area. Observe lading for tonnage and type of load, alert to the possibility of a surge or shift of load. For example, a loaded tank car will have a surging effect due to lading moving back and forth inside even though car has physically stopped.

- ALWAYS operate hand brakes from a proper position on the car. EXCEPTION: Standing equipment with low side-mounted brake may be operated from the ground.

- Observe condition of ladders, steps, grab irons and brake step before mounting a car.

- ALWAYS be alert while climbing up on a car, while operating hand brake, and while climbing down from car.

- Observe the type and condition of the hand brake, including the hand wheel or lever and chains, before attempting to operate it.

- ALWAYS maintain three-point-contact when applying or releasing a hand brake.

- NEVER use more than one hand to operate a hand brake. Always maintain a grip with one hand on the car. This grip reduces the risk of falling if the car unexpectedly moves or if the hand brake malfunctions.

- When applying a hand brake, ALWAYS grip the hand brake wheel with the thumb on the outside. Grasp the rim of the wheel for maximum leverage.

- NEVER reach through the spokes of a brake wheel as the wheel may spin. Keep hands and finger in the clear of wheel when releasing wheel-type hand brakes.

- Do not use a brake club or other leverage device on a geared hand brake.

- NEVER operate a hand brake while standing on a draw bar head or other coupling mechanisms.

- If a hand brake is difficult to operate, defective, or damaged in a way that it does not function properly, NEVER attempt to operate it by placing yourself in a position that could lead to an accident or injury. Seek assistance if needed. Always report the defective hand brake so that it may be repaired or replaced. The life of the next person on this car may depend on the hand brake functioning properly.

To Apply A Hand Brake

1). Place the release lever or pawl (if so equipped) in the "ON" position by reaching with the right hand behind the brake wheel, never through the wheel spokes.

2). Turn the brake wheel clockwise with your right hand to take up the slack in the brake chain.

3). After slack is taken, place your right hand at about seven o'clock position on the rim of the wheel and apply lifting pressure toward you in short pulls.

4). Keep your back straight and use leg muscles to apply hard pressure by pushing downward with your right leg, as you pull upward on the brake wheel with your right hand.

Factors To Consider Before Releasing A Hand Brake

- Has a Job Briefing taken place ?
- Is there anyone working on or around the equipment?
- Is the equipment on a slope, such that it may start to roll if the hand brake is removed?
- Are there dock plates, loading chutes, hoses or other attachments connected to cars?
- Are there hoses, cables or extension cords laying across rails, or other obstruction(s)?
- Is the route of any movement clear?
- Can the car(s) be safely moved, stopped and hand brake(s) re-applied?
- Are the operators familiar with safe methods of car movement?
- Is there a derail in the vicinity?

To Release Hand Brake

1). Assume the same stance as you would when applying the hand brake.

2). Place the release lever or pawl in the "OFF" position.

3). Be sure to keep clear of the wheel as some types of wheels will spin when the release lever or pawl is moved to the "OFF" position.

4). If the hand brake is not equipped with a release lever or pawl, grasp the wheel at about the one o'clock position and turn the wheel counterclockwise until the brake is completely released.

2.2 Derails –Function and Operation

As the name implies, a derail is a device designed to stop free rolling, uncontrolled railroad cars and equipment. It does this by guiding the flange of the wheel up and over the rail, deflecting the wheels laterally so they drop onto the ties and ballast. As damaging as this is to the wheels and the track, derails are installed to protect people and operations from unattended railcar movements. A derail, along with a sign protecting equipment, can also be used to provide positive protection for employees that are working on, under, and around railroad equipment.

Portable Derail with Staff

Fixed Derail

<u>RAILROAD CONTROLLED DERAILS</u>: A derail that is installed, locked, and controlled by Massachusetts Coastal Railroad must only be applied and removed by an employee of Massachusetts Coastal Railroad. If the design of the derail permits, and if permitted by Massachusetts Coastal Railroad in writing, a customer may apply a customer lock to a railroad-controlled derail in the derailing position, to protect customer employees from the activities of the railroad.

<u>CUSTOMER CONTROLLED DERAILS:</u> A customer may utilize derails on a customer-controlled track as needed to protect customer employees from the activities of the railroad.

While it is being used to provide positive protection for customer employees, a derail used by a customer must be kept secure with a customer's padlock.

Massachusetts Coastal Railroad personnel will not remove a customer's lock from a derail to access the industry. It is the customer's responsibility to ensure that all customer locks are removed prior to the arrival of the Massachusetts Coastal Railroad to service the industry.

When not in use by a customer to provide protection for customer employees/activities:

- A fixed derail must be locked in the non-derailing position with a customer lock.
- A portable derail must be secured off and away from the track structure. It must not be left lying on the ground in a manner that creates a tripping hazard. It must not be left where it could be placed on the rail as an act of vandalism.

Customers and their employees who are involved with railcar movement must be familiar with the location of derails on the tracks they use. Signage must indicate the location of a derail.

When possible, equipment must not be allowed to approach or be left within 100 feet of a derail that is set in the derailing position. Equipment must not be placed on the same track in a manner that will reduce or block the view of the derail or its signage.

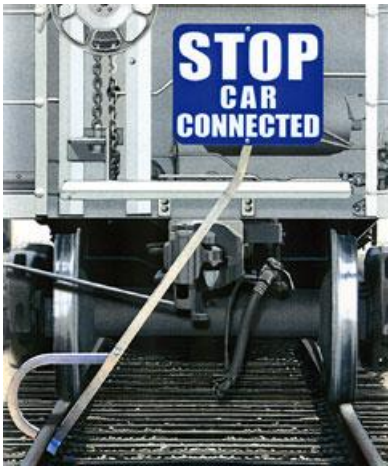
2.3 Employee Safety When Working Around Railcars–"Signs Protecting Equipment"

RAILROAD CONTROLLED BLUE SIGNALS: As required by Federal Railroad Administration (FRA) regulation. when a Massachusetts Coastal Railroad employee is required to perform maintenance on, under or between railcars at the customer's facility, the railroad employee must utilize "Blue Signal Protection". This "Blue Signal Protection" must only be removed by an employee of Massachusetts Coastal Railroad. Other railroad equipment must not be placed on the same track in a manner that will reduce or block the view of the Blue Signal.

CUSTOMER CONTROLLED SIGNAGE: Railcar loading and unloading operations require that specific protection be put in place to ensure equipment is not moved while customer employees are working on or near it. Within the railroad industry, "Signs Protecting Equipment" are used by customer personnel to indicate when they are working on or near railroad equipment. The use of signs must be accompanied by a procedure to ensure the track is locked at both ends to prevent other equipment from gaining access to that track. These signs, used in conjunction with fixed derails, are to be used to provide positive protection for customer employees while they are working on, under, or near equipment, or are in the process of moving railcars.

Common Examples of "Signs Protecting Equipment"

STOP –TANK CAR CONNECTED	STOP –MEN WORKING
EMPLOYEES WORKING	SERVICE CONNECTIONS



Customer Safety Impact: The use of signs is required on tracks where customer employees are working. When a sign or a similar warning is displayed on a track or car, the car must not be coupled to or moved. Other equipment must not be placed on the same track in a manner that would block or reduce the view of the sign.

NOTE: Railroad regulations prohibit railroad employees from removing, placing, or moving signs that are protecting equipment. It is required that customers handle their own signs at their facility. Signs protecting equipment must be removed and stored prior to Massachusetts Coastal Railroad servicing the facility.

2.4 Railcar Doors–Safe Operation

Operating Rail Car Doors

The rail industry has dedicated considerable attention to safety issues around the operation of standard and plug-type boxcar doors, and bottom outlet gates on rail cars. The AAR publishes loading instructions and safety advisories related to the safe opening and use of rail car doors.

Customer Safety Impact: Massachusetts Coastal Railroad has a concern about customers leaving railcar doors in an open position. When railcar doors are left open or unsecured, railroad safety can be impacted, trespassers can potentially climb into cars, and locomotive fuel efficiency is decreased. Please take the necessary time and precautions to ensure railcar doors are closed and properly latched/secured prior to transport by our train service employees.

Safety Note

Contact Massachusetts Coastal Railroad Mechanical Department for specific instructions anytime you receive a car type you are not familiar with.

Use of Box Car Doors, including Plug Doors

- Prior to operating any rail car door, an inspection must be made to ensure that the hinges are secure in the track both top and bottom.
- The gear mechanism on plug doors can cause handle to spin suddenly and forcefully, resulting in employee injury.
- A shifted load against a door may cause the door to jump outwards when released. Lading may fall out when opening doors of any type.
- Plug doors must be securely closed prior to any movement of the car.

Safety Note

All standard and plug-type doors must be closed and secured prior to releasing cars for movement. Cars with open plug doors cannot be moved. A train crew will not close a door.

Use of Covered Hopper Car Bottom Outlet Gates

- Prior to operating a bottom gate, an inspection must be made.
- Ensure that gate locks (except those equipped with self-locking locks) are released prior to opening gate. This will ensure the gate shaft & opening mechanisms are not bent and/or damaged.
- The gate opening device must be well into the capstan prior to opening gate in order to prevent damage to the capstan such as rounding of the square drive socket.
- After unloading the hopper, it is recommended that inside ledge of hopper is cleaned to ensure ease of closing, and locking of door. An open/unlocked gate can fall between the rails while in transit and result in damage to property or cause a derailment.
- When loading hoppers, ensure the gates are securely closed and locked to prevent any spillage such as grain.

Customer Safety Impact: In addition to safety issues around the operation of bottom gates, there is an environmental reason for ensuring the gates are closed properly and the cars are loaded carefully.

Spills of grain and other commodities have been attributed to defective bottom gates, improper closing of bottom gates, and loose grain or material that's been left on the top of the car after loading. A spill may create a walking/tripping or environmental hazard. Grain that spills along the railroad can attract animals to the track and in the path of oncoming trains.

Covered Hopper with Outlet Gate partially opened.

HELPFUL HINTS

- ❖ Take extra care when filling hopper cars to avoid spillage on the top of cars;
- ❖ Inspect the top and side sills of the car and sweep away any commodity;
- ❖ Identify and repair defective hopper gates, and;
- ❖ Ensure all hopper gates are closed.

Closing Doors

All doors/gates should be closed and secured prior to releasing cars. This includes both bottom doors and top hatch covers.

2.5 Moving Railcars – Safe Operating Practices

Massachusetts Coastal Railroad has developed safe work procedures to govern the activities associated with switching rail cars. These are based on our operating rules and general operating instructions. These procedures relate to the use of on-track equipment such as locomotives or other types of equipment used for moving cars.

Car Movement by a Customer

Massachusetts Coastal Railroad discourages a customer from moving a railcar by allowing it to "free roll" without a method of positive control.

The movement of railcars by mechanical methods, (i.e., trackmobile, cables, winches, pulleys, etc.) requires the development of safe work procedures specific to each operation. Customers are encouraged to develop and document the training provided to their employees in these methods.

The movement of a freight car by a customer must occur in a safe manner to prevent personal injuries, damage to railroad equipment, and damage to railroad track structure.

Key Requirements For All Car Movement Using Any Method

- Conduct a Job Briefing before initiating any movement.
- Hand brakes must not be released until it is clearly identified how the movement will be controlled and stopped.
- Ensure the track is clear of obstructions for the distance the car is to be moved.
- Procedures must ensure that no car can or will be moved while people are working in or around that equipment. These procedures should also include the requirement to walk around and inspect for the removal of all dock plates, loading/unloading equipment, connecting hoses or cables or obstructions of any kind.
- Procedures must clearly indicate the method of controlling, and the method of communication that will be used, during car movement activities.
- Before moving or leaving a string of cars on a track, it must be confirmed that all cars wished to be moved are coupled together.
- Someone must always be in a position to observe the leading end of the movement and relay signals to the equipment operator.
- Railcars must never be moved within the foul of Massachusetts Coastal Railroad main tracks, sidings or other tracks.
- All railcars must be left at least 100 feet from a derail if possible.
- Cars must not be moved with the brakes fully applied or wheels skidding.
- Do not lift railcars in any way.
- Do not push or pull on the car by the handrail, ladder or any other part of the car not designed for that purpose.
- Always leave cars with sufficient hand brakes applied.
- A Trackmobile or other equipment used to move railcars must not operate within 25 feet of the nearest rail of any Massachusetts Coastal Railroad main track or siding.

If coupling to equipment as part of movements

• Ensure couplers are lined up before pushing cars together.
• Ensure all cars are coupled together. A slight pull or push should be conducted to confirm.

After moving rail equipment:

- Apply the required number of hand brakes. Visually observe that the brake shoes are tight against the wheels.
- If possible, push or pull the car(s) slightly to verify the brakes are providing a sufficient retarding force.
- Observe the cars to ensure they are completely at rest.

If Using a Trackmobile

In addition to the "Key Requirements" listed for any/all method of movement, when using a Trackmobile, couple or connect the trackmobile to the car to be moved prior to releasing the hand brake on the car(s). If so equipped, connect and utilize the air brakes during movement.

Examples of Typical "Trackmobiles"

SECTION THREE

3.0 CLEARANCE REQUIREMENTS, TRACK MAINTENANCE & INSPECTIONS

In this section, you will find information related to other critical railroad safety concerns.

- ⇨ Clearance Restrictions with Structures & Obstructions
- ⇨ Track Maintenance & Inspection Requirements
- ⇨ Massachusetts Coastal Railroad Customer Inspection/Audit Process

3.1 Railroad Clearance Restrictions

The term "railroad clearances" refers to the distance from the track to the nearest obstruction. Vertical clearances are measure parallel to the plane of the top of rails. Lateral clearances are measured from the track center and at right angles to the plane of the top of rails.

Safe Clearance Distances
No temporary structure, material or equipment shall be permitted closer than 12 feet to the nearest track centerline without prior approval in writing from Massachusetts Coastal Railroad.

Restricted Clearances
Clearance restrictions have been developed to protect the safety of people and equipment when moving railcars. Customers must comply with two clearance envelopes in their operations:

- Those pertaining to spurs and industrial track; and
- Clearance distances pertaining to main tracks and sidings.

Spurs and Industrial Track
In general, all equipment or obstructions of any kind must be kept a minimum of 12 feet away from the nearest track centerline of any industrial track. This includes temporary piles of stock, refuse containers, parked vehicles or other equipment, buildings or obstructions. In order to provide proper warning or instruction to affected railroad personnel, Massachusetts Coastal Railroad must be notified immediately if any of the following conditions or situations exist on your trackage:

- When any emergency situation causes an obstruction within the 12 feet clearance envelope laterally, and 22 feet vertically;
- If any alterations are made to track-side loading platforms or change of location to loading ramps, unloading augers and other equipment; and
- If there are any holes, trenches and other ground obstructions.

Main Track and Sidings
Machinery and equipment cannot be operated within 25 feet of a Massachusetts Coastal Railroad main track or siding without Massachusetts Coastal Railroad authority and protection. This applies to all manner of equipment, including snow-clearing equipment. Contact Massachusetts Coastal Railroad in advance to arrange protection.

Customers and their contractors must keep in mind the requirement for clear sight lines at railroad crossings. Snow piles, materials, equipment or other obstructions must not be left where they can affect the ability to see approaching train traffic at public or private rail road crossings.

Customer Infrastructure Affecting Clearances
In situations where a customer is altering infrastructure within the clearance envelope, a qualified railroad Roadway Worker In Charge may be required on-site to provided the required protection for ensuring the safety of the railroad and the customer. In these instances, the customer must contact Massachusetts Coastal Railroad a minimum of one week in advance so that the planned alterations obtain review, and protection requirements may be determined and arranged for.

Please notify Massachusetts Coastal Railroad of your plans and actions to arrange for appropriate protection for altering railroad infrastructure.

Customer Safety Impact: Railroad employees have been seriously injured and even killed while performing switching operations in areas where less than a standard clearance or a restricted clearance exists. Many accidents of this sort take place on a customer track or industrial spur. Less than standard clearance locations are primarily identified in three ways:

- Job Briefings
- Customer notification to Massachusetts Coastal Railroad on the applicable restricted clearance; and
- Restricted clearance signage at customers' sidings.

3.2 Track Maintenance and Inspection Requirements

There are government regulations and detailed Massachusetts Coastal Railroad specifications and procedures pertaining to the maintenance and inspection of track structure. Customers should inspect their track regularly for signs of defects and notify Massachusetts Coastal Railroad immediately of any changes, damage or problems. Massachusetts Coastal Railroad Engineering personnel also inspect customer sidings on an occasional basis and may specify necessary improvements. Depending on the nature of a customer's siding agreement, and unless other arrangements are made, associated costs are the responsibility of the customer.

Customer Safety Impact: A key safety concern and customer responsibility is the accumulation of snow, ice, vegetation or debris at customer sites. It is vital for the safety of shipping and railroad personnel that tracks are maintained in a safe condition free of walking and operating obstructions which may cause a slipping hazard or a car to derail. It is especially important that flangeways at road crossings be kept free of ice and debris.

Standing and flowing water are great hazards to track stability. Drainage systems are designed to channel water away from the track structure. Blocked culverts, water undercutting the track or standing pools of water adjacent to any track must be reported to Massachusetts Coastal Railroad immediately.

3.3 Customer Inspection / Audit Process

Massachusetts Coastal Railroad will work with customers to audit compliance to safety standards. This will continue on a selected basis as resources permit or specific needs dictate.

These audits cover five key areas, including:

1. track conditions
2. movement and securement of railroad equipment
3. walking hazards
4. restricted clearance hazards
5. spillage/wheel contamination

The audit process will be initiated by the Massachusetts Coastal Railroad managers and performed jointly with the customer (when and wherever possible). All audit results will be forwarded to the customer. Should the results indicate a need to improve compliance, a meeting will be requested as soon as possible to develop an action plan to address improvement opportunities. If an item of non-compliance requires the customer to take immediate action, Massachusetts Coastal Railroad will make formal contact with the customer immediately.

This audit process will provide us, working in partnership, an opportunity to correct conditions and practices before they cause injury, derailment or disruption in service. If you, the customer, wish to initiate the audit process, please contact Massachusetts Coastal Railroad.

SECTION FOUR

4.0 WORKING AROUND OR ON RAILROAD EQUIPMENT

The operation of railroad equipment can be dangerous if proper safety rules are not followed. Safe working practices must be adhered to at all times. Below are suggestions to be included in your facility's safety policies and procedures.

4.1 Protection of Railroad Traffic and Property

Signs, signals and flags necessary for the safe operation of the railroad shall not be obstructed, removed, relocated, or altered in any way without proper authorization.

As stated in section 2.3, "Blue Signal Protection" on tracks signifies railroad employees are on, under or between rolling equipment. Blue flags are important safety devices and must not be moved, removed, or obstructed.

Customer Safety Impact: Customers and anyone other than qualified Massachusetts Coastal Railroad employees are prohibited from handling main track switches, derails, electric locking mechanisms or other appliances. Customers are prohibited from operating on any Massachusetts Coastal Railroad trackage, unless such trackage is specifically intended for use by the customer and is isolated from the general railroad system through the use of switches and/or derails equipped with a railroad lock.

4.2 Crossing Tracks

When crossing railroad tracks, watch for movement in both directions prior to crossing. When crossing railroad tracks:

- Do not stand or walk between the rails of any track.
- Never step or stand on a rail while crossing tracks.
- Watch for pinch points at switch locations.
- When walking around the end of a car or locomotive, keep at least 25 feet of clearance from the equipment to protect yourself from sudden or unexpected movement.
- To cross tracks, look both ways, and if the tracks are clear, walk single file at a right angle to them, crossing in the most direct route as possible.

4.3 Crossing Over/Through Standing Equipment

In some cases, you may have to cross over to the other side of a car. The best precaution is to walk around. However, if you have to cross over on a car, or need to mount a car to apply or release a handbrake, use extreme caution, and consider the following:

- Always use safety appliances such as ladders, handholds and crossover platforms when crossing equipment.
- Never try to cross over moving cars.
- Never cross under a car or cross over equipment while putting your feet on moveable components such as couplers, sliding center sills, or uncoupling levers.
- While crossing over equipment always maintain a "three-point contact" (two hands and one foot, or one hand and two feet) with the equipment and safety appliances.

4.4 Confined Spaces

Confined spaces are defined by the United States Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR) Part 1910.146 “Permit-required confined spaces”. A space is "confined" that:

- Is not designed or intended for human occupancy except for purpose of performing work
- Has a restricted means of access and egress, and
- May become hazardous to any person entering it owing to its design, construction, location or atmosphere, the materials or substances in it, or other conditions relating to it.

A confined space program and entry procedures may be required to enter certain railroad cars including covered hoppers and tank cars.

4.5 Train Movements and Working Near Tracks

Be alert to train movement. Expect the movement of trains, engines, cars, or other equipment at any time, on any track, and in either direction, even cars on sidings that appear to be stationary or in storage. Stay at least 25 feet away from the ends of stationary cars when crossing the track, and never climb under or between cars.

The following are general operating considerations for working near tracks:

- Never rely on others to protect you from train or car movement. Watch for yourself!
- Do not stand on the track in front of an approaching engine, car or other equipment.
- Be aware of the location of structures or obstructions where clearances are close.
- Never stand or walk on railroad tracks, either between the rails or on the ends of ties, unless it is necessary for the task being performed.
- Stay clear of tracks whenever possible. Trains and equipment can approach with little or no warning. You may not be able to hear the approach of trains or equipment due to atmospheric conditions, terrain, noisy work equipment, or passing trains in multiple track territory.
- Never move equipment across the tracks except at established road crossings.
- Stay away from railroad tracks when visibility is poor, such as during fog or blizzard conditions.

SECTION FIVE

5.0 HAZARDOUS MATERIALS: GENERAL INFORMATION

In this section you will find important safety information related to loading and unloading dangerous commodities:

- Hazardous Materials: General Information
- Loading and Unloading Tank Cars Containing Hazardous Materials
- Loading and Unloading Intermodal Containers/Trailers, Boxcars and Covered Hoppers Containing Dangerous Goods

5.1 Hazardous Materials: General Information

In the United States, the Hazardous Materials Regulations of the Department of Transportation (CFR Title 49) must be complied with when handling cars containing dangerous commodities. The safety and security of hazardous material shipments is regulated by the Federal Railroad Administration (FRA) and the Transportation Safety Administration (TSA).

Informational and instructional publications commonly used to facilitate compliance include, but are not limited to:

- Emergency Response Guide (ERG) as issued by the Pipeline and Hazardous Materials Safety Administration.
- United States Hazardous Materials Instructions for Rail as issued by the Association of American Railroads (AAR), Bureau of Explosives.

The territory operated by Massachusetts Coastal Railroad is not within a High Threat Urban Area (HTUA) as defined by the TSA. Therefore, the requirements for Positive Control and Transfer of Custody procedures do not apply when the railroad delivers or accepts a hazardous material shipment.

Although Positive Control and Transfer of Custody procedures do not apply to hazardous material shipments on Massachusetts Coastal Railroad, the smooth and efficient transfer of hazardous material shipments, including empty/residue cars, requires the following:

- The railcar that contains or last contained hazardous materials must be properly placarded as required to match documentation and shipping papers.

- There are no signs of railcar damage.
- There are no indications that the railcar is leaking.
- All documentation is provided.
- The overall condition of the railcar is acceptable for transportation.

Customers that offer placarded cars for shipment are reminded that our train crews are required to go through a basic check list before accepting a regulated substance. Please enable us to safely and efficiently move your traffic by ensuring that all regulated shipments are properly placarded and that the appropriate documentation is available for the train crew prior to their arrival.

For specific guidelines and regulations for offering Hazardous Materials for transport, please refer to Hazardous Materials Regulation of the Department of Transportation (CFR Title 49).

5.2 Loading and Unloading Tank Cars Containing Hazardous Materials

When loading or unloading cars, comply **SECTION TWO** of this guidebook.

Any person loading, unloading or transferring dangerous goods shall be trained under the Transportation of Hazardous Materials Regulations and be experienced and knowledgeable of safety requirements for the specific loading and/or unloading operation being performed. This includes knowledge of tank cars and their fittings, the type of product being loaded or unloaded, and marking, labeling and/or placarding requirements.

Display "STOP – TANK CAR CONNECTED" or similar signage to warn train crews that cars are attached to hoses for loading and unloading. Prior to allowing a train crew to access a car for movement, customers must remove all hoses, clamps, derails, and colored flags, check for leaks on top and bottom of cars, and make sure all fittings are tight and secure before releasing tank cars from their sidings.

All consignors, consignees or their representatives must ensure the correct documentation for loaded, partially loaded or residue shipments is provided to Massachusetts Coastal Railroad.

5.3 Loading and Unloading Intermodal Containers/Trailers, Boxcars and Covered Hoppers Containing Hazardous Materials

When loading or unloading cars, comply **SECTION TWO** of this guidebook.

Ensure the railroad container is in sound mechanical condition and that the container conforms to the following:

- weather tight/leak proof
- interior floor in good condition (no holes) interior walls in good condition
- doors and locking mechanisms in good condition, closed properly and sealed
- safety appliances such as ladders, steps, railings are not broken
- any other conditions which don't appear normal.

For closed car loading including intermodal containers/trailers and box cars, blocking and bracing must be applied to prevent shifting of load in transit. Train forces are such that end doors are not to be used for blocking and bracing. Loads must have additional blocking and bracing independent of the end doors.

FOR ALL HAZARDOUS MATERIAL SHIPMENTS:
See 49 CFR 174 Subpart C – General Handling and Loading Requirements (Sections 174.55 – 174.81) for further information.

SECTION SIX

6.0 OVERVIEW, SAFETY POLICIES, AND CONTACT INFORMATION

6.1 Overview of the Customer Safety Requirements

A. Track area must be kept free of tripping and derailment hazards such as snow, ice, vegetation and debris.
B. Notify us immediately of any of the following conditions or situations:
   - Derailment of any railcar
   - Changes to any structure, ramp, loading dock, ground conditions, or temporary piles, parked vehicles etc. within the clearance envelope (12 feet from center of track)
   - Damage to any switch, derail, railroad sign, track, track structure, or lock.
   - Excessive water accumulation near tracks.
   - The presence of any equipment or obstruction on our property or right of way of any main track.
   - Damage to any railcar, including ladders, doors, couplers, etc.
   - Leak or suspected leak of any tank car or other dangerous commodity.
C. Emergency contacts and telephone numbers for the customer plant site should be provided to the railroad and updated regularly.
D. Customers are encouraged to establish a process for providing feedback to the rail carrier.
E. Load and secure lading in compliance with AAR standards, guidelines, circulars or other instructions.
F. Notify us in advance of any changes to structures, obstructions or clearance within 12 feet of any industrial track on which our employees operate.
G. Allow no equipment, machinery, or other vehicle to operate, nor perform any other activities on the right of way including main track or siding, without prior notification, written authorization and protection.
H. Do not move any railcar while the hand brake is fully applied or wheels are sliding.
I. Do not remove any hand brake without clear procedures for controlling car movement.
J. Follow safe, written procedures for moving railcars.
K. After moving railcars, ensure that sufficient hand brakes are applied to all cuts of railcars left standing (see minimum hand brake chart, page 6).
L. Always leave hand brakes fully applied or released, never partially applied.
M. A switch or derail controlled by the railroad must not be operated by the industry.
N. Ensure all doors, blocking, banding, etc. are properly secured before releasing railcar.
O. Operating rules, instructions and safe work procedures should be developed to protect employee safety during all aspects of your rail operations.
P. Conduct job/safety briefings prior to beginning any work activity.
Q. Ensure that all doors and hatches are closed and all tie down cables or chains are secured before releasing railcars.
R. Do not load railcars in excess of the weight limits stenciled on the railcars or the weight limit for the intended route.
S. Never lift a railcar.

6.2 Safety Policies for Customers on Massachusetts Coastal Railroad Property

Railroad facilities and operations can be dangerous. To reduce the risks, our safety standards apply to all people on our property. This is a brief summary rules that apply to customers while on our property:

Safety Glasses
Safety glasses with side shields are required in all areas except offices, lunchrooms and highway vehicles.

Safety Shoes
Safety shoes are required on our property except when within a vehicle or office.

Seat Belts
Use of seat belts is required in all company vehicles.

Hearing Protection
In unusual situations, such as working in confined spaces or when the workplace is too noisy, customers may need special protection (i.e. ear plugs, respirators, etc.)

Policies, Standards and Guidelines
Details on our safety rules and the appropriate policies, standards and guidelines are available from Railroad Supervisors, your Customer Service Representative or by contacting our Safety Department.
See the contact numbers on page 17 of this booklet.

Our Employees on Customer Property
Our employees will comply with the more restrictive of either our, or the customer's safety rules.

6.3 Contact Information for Massachusetts Coastal Railroad

SITUATIONS REQUIRING IMMEDIATE NOTIFICATION OF THE RAILROAD

These are Critical Railroad Safety Issues that may affect employee or public safety. If you encounter any of these situations, contact us immediately. All calls may be made through the office of the Train Dispatcher. The Train Dispatcher will take action as needed to protect the unsafe condition, and will provide notification to other personnel as required.

CRITICAL RAILROAD SAFETY ISSUES	RAILROAD EMERGENCY CONTACT

• Derailment of any railcar
• Leak or suspected leak of any tank car or other dangerous commodity on our property
• Equipment or materials within close clearance of the Main Track or siding
• Damage to any switch, derail, sign, rail, or track structure
• Any other condition or situation which might cause injury, damage or derailment
• Trespassers, vandalism, property damage on railroad property
• Railroad Crossing concerns, violations, or accidents
• Damage to any railcar, including ladders, doors, couplers, etc.
• Changes to any structures, ramps, loading docks, ground conditions, temporary piles, parked vehicles, etc., within the Track clearance envelope for Industry Track:
  ○ Height 22 feet above the top of the rail
  ○ Side clearances 12 feet from the nearest track center line of track above the top of the rail
• Before engaging in any activity or work on Massachusetts Coastal Railroad property
	MASSACHUSETTS COASTAL RAILROAD
	TRAIN DISPATCHER
	24 HOUR EMERGENCY NUMBER
	888-783-4316
	Or
	(508) 291-2116 followed by "1"

6.4 Railroad, Industry, and Workplace Safety Materials & Resources

Customers are encouraged to use the resources listed below to obtain information or materials related to railroad, industry, and workplace safety.

United States Department of Labor
Occupational Safety and Health Administration (OSHA)

United States Department of Transportation
Federal Railroad Administration (FRA)
Transportation Safety Administration (TSA)

Association of American Railroads
www.AAR.org

American Short Line & Regional Railroad Association
www.aslrra.org

GLOSSARY OF TERMS

Brake Wheel	An iron wheel attached to the upper end of the brake shaft which is manually turned to apply brakes.
Car Stop	A device for stopping motion of a car by engaging the wheels, as distinguished from a bumping post which arrests motion upon contact with the coupler of a car.
CFR	Code of Federal Regulations (Pub. by Federal Government Agencies & Departments)
Clearances	The limiting dimensions of height and width for cars in order that they may safely clear all bridges, tunnels, station platforms and other structures as well as equipment on adjacent tracks.
Container Car	A flat or open top car, such as a gondola, which containers of freight are loaded.
Coupler	An appliance for connecting cars or locomotives together. Government regulations require that these must couple automatically by impact and must be able to be uncoupled without going between the cars.
Derail	A track safety device designed to guide a car off the rails at a selected spot as a means of protection against collisions or other accidents; commonly used on spurs or sidings to prevent cars from fouling the main line.
Flangeways	The gap between the rail on a roadway or crossing surface which allows clearance for railcar wheel flanges to pass through without lifting the wheel or cutting into the crossing surface.
Hand Brake	The brake apparatus used to manually apply the brakes on a car or locomotive.
Hopper	An open top car with hinged trap doors and inclined floors which permits quick unloading of bulk commodities.
Knuckle	The pivoting hook like casting that fits into the head of a coupler and rotates around a vertical pin to either the open position (to engage a mating coupler) or to the closed position (when fully engaged).
Narrow Gage	When the distance between the heads of the rails is less than 4 feet 8 inches.
Plug Door	A door on refrigerator or boxcars which is flush with side of car when closed. to open, it is swung out and rolled to one side. Also call sliding flush door.
Private Siding	A side track owned or leased by an individual, industry, business, or firm.
Skate	A metal skid placed on rail which can prevent cars from rolling.
Spot	To place a car in a designated position or specific location, usually for loading or unloading, such as at a warehouse door.

THANK YOU FOR HELPING TO MAKE OUR WORKPLACE SAFER

MASSACHUSETTS COASTAL RAILROAD EMERGENCY CONTACT NUMBER

888-783-4316

or

508-291-2116

followed by "1"