

CONTRACTOR SAFETY ACTION PLAN



Contractor Safety



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The BNSF 24-hour Emergency Phone Number is 1-800-832-5452

1. INTRODUCTION

The purpose of a Safety Action Plan (SAP) is to facilitate and organize employer and employee actions and be prepared in event of a workplace emergency. Well-developed plans and proper employee training that helps employees understand their roles and responsibilities will result in fewer and less severe employee injuries and less equipment damage. Putting together a comprehensive SAP that deals with those issues specific to your worksite is not difficult. It involves workplace evaluation and describing how employees will respond to different types of emergencies, taking into account your specific worksite layout, structural features, and emergency systems.

BNSF Railway **CONTRACTORS ARE REQUIRED** to complete this Safety Action Plan, which is available for download at www.bnsfcontractor.com.

The number of SAPs submitted by a supplier will vary based on factors such as number of work locations and the nature of the work to be performed.

General Contractors may submit one Safety Action Plan to include sub-contractors on a project, or require each sub-contractor to submit their own completed Safety Action Plan form. The General Contractor must clearly indicate on a Safety Action Plan form that sub-contractors are included in coverage, when applicable.

Variations of Safety Action Plans:

Example 1: Service contractors, utility firms and department of public work groups that work at fixed locations during a year would only need to submit one Safety Action Plan per calendar year, unless key information changes during the year.

Example 2: Engineering construction contractors and public project contractors would submit project specific Safety Action Plans. It is possible that a large contractor may have several projects underway at the same time across the BNSF system requiring one Safety Action Plan per project.

Example 3: Fiber optics firms and service contractors, who are constantly on the move during the work week, or during the course of the project, would need to indicate this in the Safety Action Plan form that emergency response information is updated as necessary, maintained onsite and communicated with daily job briefings.

The Safety Action Plan must be available as follows:

1. Uploaded to Contractor Orientation at www.bnsfcontractor.com
2. Provided to the BNSF Project Manager or Employee in Charge (EIC)
3. Maintained with each work group on BNSF property

2. GENERAL INFORMATION

| | |
|--|--|
| Your Name: | |
| Title and contact information: | |
| Company Name: | |
| Company contact information: | |
| Your employee in charge (EIC) onsite: | |
| EIC contact information: | |
| Work site location: | |
| Type of work being performed: | |
| Primary BNSF point of contact: | |
| General or subcontractor: | |
| Other: | |

Current copies of Safety Data Sheets (SDSs) for hazardous materials **must** be provided to the BNSF Project Manager or EIC **and** be maintained on-site.

3. COMPANY INJURY HISTORY

Contractors must provide the “*Frequency and Severity Rates*” for each of the **previous three calendar years**. Frequency and severity rates data is used to estimate the organizational performance on safety.

Frequency Rate = # of Reportable Injuries x 200,000 divided by the Hours *Worked for BNSF*

Severity Rate = # of Lost Days x 200,000 divided by the Hours *Worked for BNSF*

| Year | Frequency/Incident Rate | Severity/Lost Workday Rate |
|------|-------------------------|----------------------------|
| | | |
| | | |
| | | |

CORRECTIVE ACTIONS FOR PAST INJURY EXPERIENCE

The safe operations and prevention of incidents and injuries is a top priority in the BNSF culture. Contractors must have a system in place to identify the lessons learned and implement effective actions to prevent incidents.

ATTACH AN ADDENDUM OF CORRECTIVE ACTIONS TO THIS SAP.

4. EMERGENCY PREPAREDNESS

ON SITE EMERGENCY INFORMATION

Written Emergency Preparedness information must be at the job site with work groups.

- Work groups performing work on project(s) in a fixed work location must complete the information below for the fixed location.
- Work groups that will be on the move during the course of a project must update this information as necessary and retained and maintained with each work group.

BNSF 24-hour Emergency line is 1-800-832-5452

Emergency preparedness plans must be developed by the contractor and communicated to the contractor’s/subcontractor’s employees. In some cases, contractors may need to interface with BNSF Railway Project Manager or EICs to obtain specific addresses, the names of local, responsible fire/medical/police agencies.

The Safety Action Plan is not considered complete if any section below is left blank.

The following information must be communicated during job briefings.

| | |
|---|--|
| Work location: | |
| Primary onsite contact: | |
| Who is CPR qualified? | |
| Who is First Aid qualified <u>and</u> where is First Aid Kit? | |
| What are the numbers for emergency services <u>and</u> estimated response times? | |
| Medical | |
| Fire | |
| Police | |
| Is there cellular, radio and/or land-line contact? (If not, establish this contact.) | |
| Who is responsible for making the emergency call? (include contact information) | |
| Provide written directions to job site (latitude/longitude recommended) | |
| Who is assigned to meet emergency response personnel? (include contact information) | |

5. SAFETY ACTION PLAN ELEMENTS

The below statements in each row must be checked and implemented within your safety plan; by checking these statements you affirm that the training will be accomplished. If these elements do not apply put an "X" in the OPT Out column.

The Safety Action Plan is not considered complete if any section below is left blank.

| Program in place ✓ | Safety Program Element | Regulatory Reference | Opt Out ✓ |
|-----------------------|--|--|--------------|
| | Asbestos | OSHA 1910.1001 & 1926.1101 | |
| | Arc Flash/Electrical Worker | NFPA 70E & OSHA Subpart S | |
| | Confined Space Entry | OSHA 1910.146 | |
| | DOT Training | DOT – 390-399 | |
| | Environmental/Hazardous Waste | OSHA 1910.120 | |
| | Excavation (Trenching & Shoring) | OSHA 1926.650-652 | |
| | Fall Protection/Bridge Worker Safety | OSHA 1926.500-503 & 1926.760; FRA 214.101, .103, .105, .107 & Subpart B | |
| | FRA Roadway Worker Protection On-Track Safety | | |
| | Hazard Communications | OSHA 1910.1200 | |
| | Hearing Conservation | OSHA 1910.95 | |
| | Lead Safety | OSHA 1910.1025 | |
| | Lockout/Tagout (Hazardous Energy Control) | OSHA 1910.147 | |
| | Radiation Safety | OSHA 1910.97 & 1910.1096 | |
| | Respiratory Protection | OSHA 1910.134 | |
| | Personal Protective Equipment | OSHA 1910.132, .133, .135, .136, .137, .138; FRA 214.111, .113, .115, .117 | |
| | Other: | | |

6. EMPLOYEE TRAINING

TRAINING PROGRAMS & REGULATORY COMPLIANCE

This section must cover the potential work your company has contracted to perform for BNSF or its General Contractor(s), including *Competent or Qualified Worker* training.

- Your company is responsible for this determination in compliance with your contract.
- Safety Training must be conducted by/through the Contractor's Company.
- Non-compliance will result in removal from BNSF property.
- Copies of training programs do not need to be provided to BNSF Railway.
- BNSF does not conduct safety training for personnel other than BNSF employees.

The Safety Action Plan is not considered complete if any section below is left blank.

| Safety Programs | N/A ✓ | Training Completed ✓ | Competent/Qualified Person Name |
|--|----------|-------------------------|---------------------------------|
| Asbestos | | | |
| Arc Flash/Electrical Worker | | | |
| Confined Space | | | |
| DOT Training | | | |
| Environmental/Hazardous Waste | | | |
| Excavation (Trenching/Shoring) | | | |
| Fall Protection | | | |
| FRA Bridge Worker Safety | | | |
| FRA Roadway Worker Protection - On-Track Safety | | | |
| Hazard Communications | | | |
| Hearing Conservation | | | |
| Lockout/Tagout | | | |
| Lead Safety | | | |
| Respiratory Protection | | | |
| Personal Protective Equipment | | | |
| Other Safety Training Programs | | | |

Additionally, the following 2 items must be completed:

1. Contract company must provide current **and** applicable BNSF Safety Rules to employees.
2. Contract employees must annually complete the BNSF Contractor Safety Orientation Program at www.bnsfcontractor.com, both requirements include any subcontractors.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Your Company's contract may require a variety of work and tasks in different environments. Contractor employers must ensure that all employees have the proper PPE to use for the tasks that they will or may be involved in on BNSF property.

*PPE Compliance is strictly enforced as per **Section 21 of BNSF Safety Rules.***

S-21.7 Safety Footwear

A. Safety Boots

Safety boots must meet the following criteria:

- Leather or leather-like upper.
- Sturdy non-leather sole that will resist puncture.
- 3/8- to 1-inch defined instep.
- Above ankle (5-inch height as measured from inside boot).
- Minimum ASTM F2412-05, ASTM F2413-05-75-pound (100 pounds in Canada) impact and compression class toe.
- Lace-up.

B. Anti-Slip Winter Footwear

Employees will wear anti-slip winter footwear when working in icy and or snowy conditions. Only BNSF approved winter footwear may be worn.

All employees must have appropriate PPE to perform the tasks that are contracted for; including:

- Eyewear & Face Protection
- Steel-toed boots/anti-slip footwear
- Hard Hat
- Hearing Protection
- Gloves/Hand protection
- High-Visibility, ANSI Class II or III vest (based on type of work performed)
- Other specialty PPE as identified/required by BNSF Safety Rules for task at hand

8. JOB SAFETY BRIEFINGS

The Contract employer **must** ensure their employees receive Job Safety Briefings at the start of each work shift **and** as needed during the course of the day; e.g. personnel changes, weather changes, and/or changes in assignments.

- Job Safety Briefings will include Emergency Preparedness Information and summarize the findings of Risk Assessment activities.
- In addition to critical safety and response preparation, BNSF Job Safety Briefings provide information on potential exposures in the work environment, discussion about the best ways to minimize risk to exposure, and potential cues to pause the work.

To hold an effective Job Safety Briefing, follow these steps:

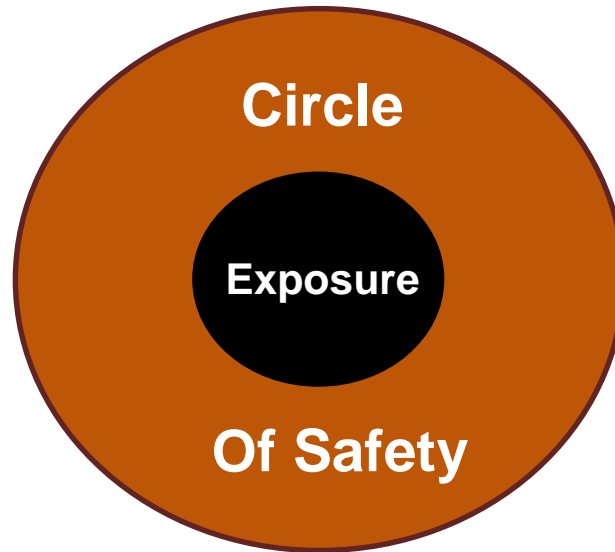
Begin each shift with a **JOB SAFETY BRIEFING**

| | | | |
|--|--|--|--|
| DISCUSS THE TASK AT HAND How will weather conditions, crew experience levels, equipment and processes affect the task to be performed? | IDENTIFY THE EXPOSURES PRESENT What are the exposures present for the tasks to be performed? | DISCUSS THE BEST WAYS TO MINIMIZE RISK TO EXPOSURE How do we control risk for each exposure? | IDENTIFY CUES FOR PAUSING THE WORK What are the cues for pausing the work to re-brief? |
|--|--|--|--|

Consider the exposures illustrated below and how you might protect yourself and your workers.



Always consider the Circle of Safety to protect yourself from exposures.



The Circle of Safety

is the distance from a potential exposure that involves a level of risk to be considered or controlled.

9. FIRE PREVENTION

Hot work can be defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat.

Will “Hot Work” activities be performed on BNSF property? YES NO

If “YES” then all of the following items must be implemented.

1. Risk Assessment activities and Job Safety Briefings will identify procedures/strategies, and equipment available for fire prevention and suppression, as well as, locations where suppression equipment will be staged.
2. In right-of-way areas, the local fire agency is contacted to check for hot work bans or restrictions, and determine ability of local agency to provide emergency assistance.
3. In right-of-way areas, the BNSF Railway Right-of-Way Fire Prevention Risk Assessment form will be completed and maintained on the job-site.
4. All right-of-way fires are to be reported to the responsible BNSF Project Manager/EIC.
5. List fire prevention and suppression equipment on-site.

10. SAFETY AUDITING

Briefly describe how safety audits will be conducted for work performed on BNSF.

| | | |
|--|--|--|
| Person(s) responsible for audits (include name, title, and contact information) | | |
| Frequency of audits | | |
| Locations of audits | | |

Safety audits must include assessments of work behavior, as well as the identification of physical hazards. Documentation must be made available for review by BNSF employees.

11. SAFETY COMMUNICATIONS PLAN

Briefly describe how safety-related information is coordinated within your organization.

| | | |
|------------------------------------|--|--|
| Communications audience | | |
| Topics communicated | | |
| Frequency of communications | | |
| Method of communications | | |

12. ROADWAY WORKER PROTECTION / ON TRACK SAFETY

Will any contractors performing **Roadway Worker duties** be within 25' of track center-line? **Roadway Worker duties** include inspection, construction, maintenance or repair of track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities or roadway maintenance machinery on or near track or with the potential of fouling a track, and other personnel directly involved with their protection.

YES NO

If “YES” then all of the following items must be implemented.

1. The contract employer is responsible for training all of its employees.
2. Each contract employee must be able to provide training documentation upon request.
3. Each contract Roadway Worker In-Charge must maintain a current copy of your Roadway Worker Protection/On Track Safety manual and have it readily accessible.

The following section serves as your company's Compliance Affirmation to this document:

Name

Title

Date

Thank you for completing your Safety Action Plan!

Please ensure to:

1. Upload to Contractor Orientation at www.bnsfcontractor.com
2. Provide to the BNSF Project Manager or Employee in Charge (EIC)
3. Maintain a current copy with each work group on BNSF property