

## **Individual's Role in Safety**

**Supervisors:** All supervisors shall enforce safety rules and practices and provide the necessary orientation and training in safe work practices. Supervisors are responsible to act promptly on all reported incidents, accidents, and/or injuries and shall initiate appropriate collective action.

**Employees:** All employees are responsible for their personal safety and that of coworkers. They are to maintain safe working conditions and wear appropriate personal protective equipment. Employees are required to report any unsafe condition, equipment or act to their immediate supervisor, as well as workplace illness and injuries (*TAM 7*).

### References:

- WisDOT Safety and Health Manual
- WisDOT Employee Handbook
- Comm. 32
- OSHA 29CFR 1910 & 29CFR 1926 Standards

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## **WisDOT Safety**

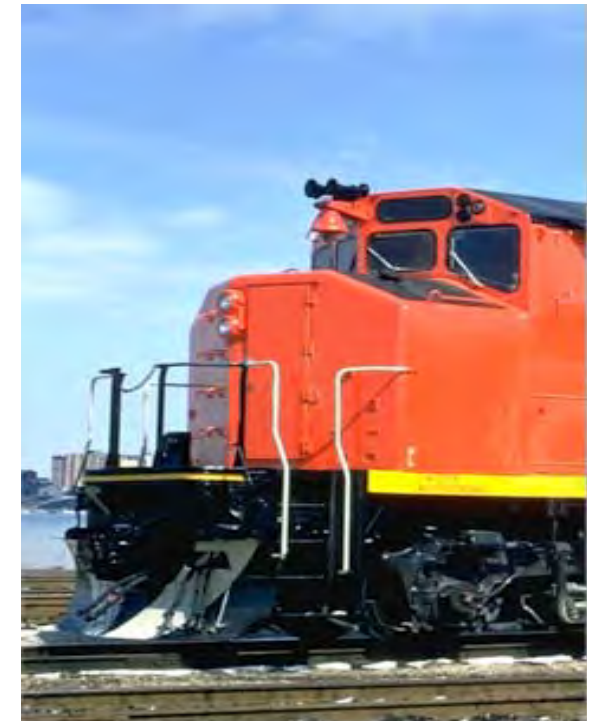
It is the intent of the Wisconsin Department of Transportation to conduct its operations with the highest regard for the safety and health of its employees. As a WisDOT employee, you play an important role in the variety of WisDOT functions critical to Wisconsin residents. Your presence on the job is essential. Because of this, safety should be foremost in your mind at all times. The goal of the Risk, Safety and Health Section is to prevent injuries. Toward that end, we offer information, training and services on the following:

- Accident & injury reports
- Asbestos awareness
- Back injury prevention
- Body mechanics and lifting techniques
- Confined space entry
- Ergonomic evaluations, on-site assessments
- Ergonomic training
- Employee security & evacuation plans
- Fall protection
- Hazard communication
- Hazardous waste/material disposal procedures
- Hearing conservation program—noise measurement, audiograms
- Indoor air quality assessments
- Job hazard assessments
- Job task analyses
- Lead awareness
- Lockout/Tagout evaluation and procedures
- New employee safety training
- On-site safety audits
- Personal protective equipment
- Powered industrial truck training
- Renovation/construction safety
- Respiratory protection—training and respirator fit testing
- Safety & The Supervisor training/seminars
- Slips, trips and falls

## **WisDOT Risk, Safety & Health Section Division of Business Management**

### **Safety Guide for WisDOT Employees Working on Railroad Right of Way**

**LOOK,  
LISTEN  
and  
LIVE!**



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## ***Safety is Everyone's Responsibility***

WisDOT believes that employees are its most important asset, and places a high priority on their health and safety. WisDOT's goal is to create and maintain a safe working environment for all Department employees. WisDOT's safety policies and procedures, and a safety organizational structure, are included, or referenced in the department's Safety and Health Manual. The policies and procedures contained in the Safety and Health Manual will have the same emphasis and authority as if published in the Transportation Administrative Manual (TAM 7).

WisDOT's Safety and Health regulations are mandated by the Department of Commerce, Comm. 32, along with OSHA 29CFR 1910 & 1926. WisDOT is mandated to adhere to all pertinent directives in providing employee safety training and safety equipment. Safety requirements at a project site are governed by state and federal regulations.

Employees must follow this safety guide and the work rules in the employee handbook. Employees will not be assigned and must not work where unsafe conditions exist.

### **Working Within a Railroad Right of Way.**

When individuals are working near railroad tracks and on railroad right of ways, they are required to wear the appropriate WisDOT approved personal protective equipment (PPE). WisDOT will provide the required PPE/safety equipment at no cost to represented and non-represented employees unless specified differently under union contracts.

The PPE required while working on railroad right of way includes:

- **Eye/Face Protection, SD36:** Approved safety glasses, goggles or face shields will be provided by the department and shall be used whenever employees are exposed to flying particles, splashing metal or injurious radiant energy.
- **High Visibility Clothing, SD57:** Safety vests meeting current department specifications are to be worn at all times while working on or near railroad right of ways.
- **Head Protection, SD51:** Hard hats are required and shall be worn where there is possible danger of head injury from impact, falling or flying objects.
- **Fall Protection, SD58:** Fall protection is required when working on an unprotected work surface that is six feet or more above a lower surface.
- **Foot Protection, SD30:** All construction and survey personnel working or visiting locations shall wear approved safety toe footwear.
- **Hearing Protection:** Hearing protection shall be worn while inspecting pile driving operations, while in the vicinity of crushing and excavation operations, and when exposed to train horns at close range. Hearing protection will be provided to anyone who feels noise levels at their work site is bothersome or annoying.
- **Personal Clothing:** It is the employee's responsibility to report to work with the appropriate clothing to provide a reasonable degree of comfort and protection against the elements. Long pants are required as protection against cuts, scrapes, abrasions or noxious plants. Employees must wear a shirt at all times. Wearing apparel that advertises a private business or shows obscene or inappropriate messages is prohibited.

### **General Safety Procedures for Working on Railroad Right-of-Way**

Before entering a railroad right of way, the person in charge shall conduct a safety briefing and review this section with all employees

who will be working on the railroad right of way. Plan, organize and understand what needs to be done. Develop a work plan. Designate someone to look out for trains when conditions warrant it.

1. Safety should be first and foremost in your mind at all times.
2. Be aware of moving equipment on tracks. Trains, or other equipment may operate on any track, in either direction, at any time.
3. In close quarters identify, in advance, areas where refuge may be taken when a train or other moving equipment is approaching.
4. When a train is approaching or passing by, seek to stand at least 50 feet from the track.
5. In multiple track territory, do not stand on or close to one track while a train is passing on another track.
6. Avoid walking or standing on a track. If it is necessary to walk or work on a track, do so along the outside of the track wherever possible and keep a sharp lookout in both directions. Look back frequently for on-track equipment that may overtake you.
7. Look in both directions before stepping onto a track, crossing a track, or walking around visual obstructions near a track.
8. Do not step or walk on top of rails, frogs, switches, or guard rails, etc.
9. Keep at least 20 feet from standing equipment. Do not cross between cars standing on the same track unless they are separated by at least 50 feet.
10. Do not sit on, lie under, or cross between railroad cars or other on-track equipment.
11. If the railroad is providing a flagger, know the limitations on the protection that is being provided.
12. Arrange for a railroad flagger when the situation warrants it. Some examples are: a) when equipment, such as a soil boring rig will be operated within 25 feet of a track, b) when surveying operations will take place where visibility is limited and train operations warrant it, c) where frequent train movements take place, such as in a switching yard. Comply with flagger's directives.
13. LOOK, LISTEN and LIVE!