**RAIL SAFETY PROGRAM**

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# PURPOSE

The purpose of the Rail Safety Program is to establish a system for managing safety and protecting workers from the hazards of rail operations at the Saskatchewan potash mining sites and to ensure compliance with applicable regulatory requirements.

# SCOPE

This program applies to employees and contractors engaged in rail operations and activities associated with rail operations at the Saskatchewan potash mining sites.

# APPENDICES

The following appendices are associated with this Program:

| **Appendix** | **Appendix Title** |
| --- | --- |
| A | Hand Signals |
| B | Railway Accident/Incident Report Form |
| C | Railway Safety Management Plan (RSMP) |
| D | Site Procedure Index |

# DEFINITIONS AND INTERPRETATION

## Key terms and acronyms used in this program are defined below.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Active Track | A track that is active at least every 30 days. |
| Bad Order | A rail car with a mechanical defect or contamination. |
| Blue Flag | A clearly distinguishable blue flag or illuminated blue flag/light (for visibility in the low light conditions), used to protect employees working on equipment (eg. derailer location). |
| Fouling a Track | Placement of an individual or an item of equipment, including another rail car, in such proximity to a track that it could be struck by a moving train. |
| Ground Person | Person who directs rail car movement by communicating with the Railcar Mover Operator and performing other ground activities for the movement. |
| Kicking Cars | The act of pushing a rail car ahead or behind a railcar mover and then releasing the car under its own momentum. |
| Locomotive Engineer | Qualified individual who operates and controls train locomotives. Railcar movers are not considered locomotives. |
| Protecting the Point | When a designated person is at the lead end or in visual control of any cut of cars being pushed by a railcar mover or locomotive. |
| Push/Pull Brake Test | A test conducted to confirm that a sufficient number of handbrakes have been applied on a rail car and/or string of cars to prevent accidental movement. |
| Qualified Rail Inspector | A person who is qualified to inspect railway tracks in accordance with the *Track Safety Rules* and must be in possession of a certificate stating they have been trained. |
| Railcar Mover  (RCM) | A road-rail vehicle or device fitted with couplers to move a small number of railcars. Includes Shuttlewagons and Trackmobiles. |
| Railcar Mover Operator  (RCM Operator) | Qualified person who operates and controls a railcar mover, and who may also act as the Ground Person for railcar mover operations. |
| Rail Yard Supervisor | Individual who oversees and co-ordinates communication for rail and loading activities (typically Loadout Supervisor or designate). |
| Red Flag | A clearly distinguishable red flag or illuminated red flag/light (for visibility in the low light conditions), used to provide visible notification that the track is out of service for repairs. |
| Reportable Accident | An incident resulting in one of the following:   1. A fatality or serious injury as a result of getting on or off or being on board a rolling stock or from coming into direct contact with any part of the rolling stock or its contents; 2. The rolling stock or its contents involved in a collision or derailment, sustaining damage that affects the safe operation of the rolling stock, causing or sustaining a fire or explosion, or causing damage to the railway that poses a threat to the safe passage of rolling stock or to the safety of any person, property or the environment; or 3. An accidental release on board or from a rolling stock consisting of a quantity of dangerous goods. |
| Reportable Incident | An incident where:   1. A risk of collision occurs between rolling stock; 2. An unprotected track switch is left in an abnormal position; 3. A railway signal displays a less restrictive indication than that required for the intended movement of rolling stock; 4. Rolling stock occupies a track or track work takes place in contravention of the rules or any regulation (ie. unauthorized occupancy of track); 5. Rolling stock passes a signal indicating stop in contravention of the rules or any regulation (ie. movement exceeds limits of authority); 6. Unplanned and uncontrolled movement of rolling stock; or 7. An employee whose duties are directly related to the safe operation of the rolling stock is unable to perform their duties as a result of physical incapacitation which poses a threat to the safety of persons, property, or the environment. |
| Rolling Stock | A locomotive, engine, motor car, tender, snowplow, flanger, and any car or railway equipment designed for movement on its wheels on the rails of a railway. |
| Spiking a Switch | Physically driving a spike into the tie so the switch is maintained in a defined position. |
| Switching | Moving rail equipment from one track to another in the rail yard. |
| Three-point protection  (With railcar mover) | Prevents the unintentional movement of equipment by:   * Applying the parking brake * Placing the throttle in idle and transmission in neutral, and * Operator’s hands are off the controls (leaves the cab and stands on ground level) |

# ROLES AND RESPONSIBILITIES

## The following table contains a list of personnel that hold responsibilities within the program:

|  |  |
| --- | --- |
| **Position** | **Responsibilities** |
| General Managers | * Ensure implementation of and compliance with the program at their facility. * Ensure integration of the program into the Mosaic Management System (MMS). |
| Senior Managers,  Mill Operations | * Ensure that employees involved in rail operations are aware of program requirements at their facility. * Ensure compliance with the program requirements at their facility. |
| Superintendents/Leads,  Loadout and Mill Operations | * Ensure that employees involved in rail operations are aware of program requirements at their facility. * Ensure compliance with the program requirements at their facility. * Incident reporting as required to the provincial authority as per Section 12. * Investigation of railway accidents/incidents. |
| Loadout Supervisors | * Ensures that employees involved in rail operations have completed all training requirements. * Ensures that employees are fit for duty when performing work. * Complies with program requirements. * Reporting requirements for incidents and safety concerns are adhered to. * Safety concerns are addressed or escalated as necessary. |
| Loadout Operators | * Complete all rail and loadout training. * Identify and report safety concerns and incidents. * Notify supervisor of any fit for duty concerns. * Follow all rail and loadout procedures. |
| Site Health and Safety | * Support program implementation and compliance |
| Rail Contractor | * Compliance with regulatory and site rail safety requirements * Inspection and maintenance of tracks and railcars, and document retention of same |

# INSPECTION AND MAINTENANCE

## Track Inspection and Maintenance

### All active and serviceable tracks shall be inspected monthly (with a minimum of 20 days between) by a Qualified Rail Inspector.

### Results of inspections shall be documented and retained by the Rail Contractor conducting the inspection and will be made available to Mosaic upon request.

### Repairs shall be completed by the Rail Contractor based on inspection results as per the Remedial Action Chart in the *Saskatchewan Track Safety Standards*.

### Any track not active, but being returned to service, shall be inspected prior to returning it to service.

## RCM and Locomotive Inspection and Maintenance

### RCMs shall have a documented inspection completed by the operator prior to use or at the beginning of each shift.

* If deficiencies are found, they will be documented and reported in order to initiate repairs.
* The RCM Operator will make the determination whether the RCM is safe to operate or must be tagged out until repairs are completed.

### Locomotive inspections shall be completed by the Rail Contractor operating the locomotives*.*

## Rail car Inspection and Maintenance

### All rail cars will be inspected visually for damage and contamination.

### Any rail car with defects and/or contamination shall be tagged “Bad Order” and placed on the appropriate track for handling or repair.

### All rail car repairs must be performed by a qualified Rail Contractor.

# OPERATIONS AND USE OF RAIL EQUIPMENT

## Equipment on rail has the right of way over vehicular traffic.

## RCMs and locomotives shall have:

### Functional illuminated alerting systems such as lights or strobes, and

### Functional audible alerting devices such as horns or whistles.

## Railway tracks, derailers, switches and other devices, signs and markings shall be kept free from debris, spillage, vegetation, snow and ice.

## Locomotive Engineers and RCM Operators shall always sound the whistle (horn) then pause before moving.

## Locomotive Engineers and RCM Operators shall maintain control of the equipment while it is in motion.

## All operators of equipment on tracks shall adhere to the speed limits set at each facility and must use caution and reduce speed in areas where the track conditions have deteriorated.

### RCM speed when operating on tracks will be limited to 5 MPH.

### Operating speeds shall be consistent with conditions of roadways, tracks, grades, clearance, visibility, traffic, and the type of equipment used.

## Communication of a daily plan will be completed between all parties involved in rail operations, including Mosaic personnel, rail contractors, and any other personnel or contractors working within proximity to rail. Updates to rail yard activities and authorizations including but not limited to use of multiple tracks, multiple pieces of equipment operating on the same track, maintenance, etc. will be completed between all parties as they occur.

## A designated person must be at the lead end or in visual control of any cut of cars being pushed by an RCM or locomotive and must remain in a position to visually determine that the lead end is clear (protect the point).

## Designated and marked crossing areas for pedestrian and vehicular traffic shall be established and used wherever feasible.

### A distance of at least 50 feet (approximately one rail car length) shall be maintained between parked rail cars and vehicular or pedestrian crossings.

## When crossing tracks:

### A designated crossing will be used whenever possible.

### A minimum safe distance of at least 25 feet will be maintained from the end of standing cars or locomotives when crossing.

### There can be no locomotive or switch activity on the track(s) at the time of crossing.

### Walking between the rails of the track is not allowed.

### **Note:** Rail crews or authorized rail repair workers whose duties require crossing/working on tracks may operate outside these parameters while conducting the work provided that proper protection, isolation, and communication is in place.

## Persons shall not cross over a rail car knuckle or move from one side of the car to the other side of the car by going over, under, or between rail cars. The end platform of the rail car may be used to cross from one side to the other.

## A continuous clearance of at least 8 feet from the centerline of the track shall be maintained.

## Rail cars shall not be left on sidetracks unless there is enough clearance provided for traffic on adjacent tracks

## Track foul markers shall be used to indicate where a rail car can be safely placed on a track with secure brakes applied. Rail cars must not extend beyond the marker into the track fouling point.

## Rail cars shall be stopped and securely braked one (1) railcar length back from the track foul marker.

## Stop blocks, derail devices, wheel chocks, or other devices that protect against moving or runaway rail equipment shall be installed wherever necessary to protect workers.

## Any fixed locations (eg. loadout buildings, offloading structures, etc.) that have less than 6 feet of side and overhead clearance shall be marked as hazardous or no clearance areas using a Restricted Clearance marker. Riding a car is forbidden in restricted clearance areas.

# MOUNTING / DISMOUNTING / RIDING RAIL EQUIPMENT

## Mounting or dismounting moving rail equipment is prohibited, except in an emergency situation.

## Before mounting equipment, it must be visually scanned for defects or conditions that could cause injury (eg. damaged or missing steps, ladder rungs, grab irons, and handrails).

## Personnel whose duties require them to ride on cars must be on guard to protect themselves against sudden stopping and starting of equipment.

## When riding rail equipment, a worker must:

be authorized and trained to do so,

be positioned on the side ladder,

receive acknowledgement from the RCM Operator that they are aware of the intent to ride,

face the direction of travel with their body turned towards the equipment being ridden,

maintain three-point contact at all times,

ride the leading end of the car,

ride on the RCM Operator’s visual side.

## When riding rail equipment, a worker must NOT:

ride through restricted clearance areas or past foul markers,

ride between cars,

ride on the inside cage of equipment, the crossover platform or the end ladder,

ride through gates or doorways or into, out of, or within enclosed buildings.

## Coupling shall be completed from the ground after movement has stopped. Making a joint while riding is prohibited.

## No one shall occupy the roof of a moving rail car under any circumstances.

## Persons whose job duties require them to occupy the roof of a rail car may do so only when the equipment is stationary, secured, and by utilizing fall protection.

* + **Warning**: Working at Heights requirements must be adhered to.

## To move from the top of one rail car to the top of another car, a worker shall return to the ground and use a ladder or platform to climb on to the next car. No worker shall step from the top of one rail car to the top of another.

# SWITCHING AND SPOTTING CARS

## The Rail Yard Supervisor or designate will serve as the contact person and will coordinate communication such that contractor rail crews and loadout personnel are aware of rail equipment and car movement.

## Before coupling to or moving cars on tracks where cars are being loaded or unloaded, car-puller hooks, derailers, dock boards, tank couplings and similar connections must be removed and placed in the clear.

## Except while being turned, each switch must be secured with a keeper or an approved device.

## When a switch point lock is provided, it must be locked when the switch is left in normal position.

## A switch must not be turned while any part of a car or RCM is between the switch points and the fouling point of the track to be used.

## Prior to handling a switch, all movement on the track must have come to a complete stop, the switch inspected for any obstructions, and foreign material removed from between the switch point and rail.

## Ground Persons and RCM Operators must be certain the switches align correctly, train path direction is confirmed, and that the rail cars are properly coupled before a train is moved.

## RCM Operators shall only move rail cars in response to proper communications from a Ground Person. Upon loss of sight or sound signal, the RCM Operator shall stop movement immediately.

## RCM Operators must use caution and good judgement in starting and stopping trains and cars to minimize slack action.

## No attempt shall be made to adjust knuckles until rail car movement is completely stopped, with 50’ between rail cars and three-point protection in place. Workers shall not make knuckle locks fall in position by placing a finger or fingers on the bottom thereof.

## Couplings shall be made at a speed of not more than 2 MPH (slow walking speed), stretching the slack to ensure that all couplings are made.

## Positive protection (brakes or wheel chocks) shall be applied to prevent rail cars from being moved while being loaded or waiting to be loaded.

## Air brakes are only to be used for train control and are not to be used for long term car securement.

## When hand brakes must control or prevent car movement, the brakes must be tested to ensure that they are operating properly before using them.

## After applying hand brakes, a push/pull test must be performed to test effectiveness, and additional hand brakes applied if necessary.

## Ground Persons and RCM Operators leaving loaded cars on a track must set sufficient hand brakes to prevent them from moving. The minimum number of handbrakes to apply on loaded rail cars is:

|  |  |
| --- | --- |
| Number of Full Rail Cars | Minimum Number of Handbrakes |
| 1 | 1 |
| 2 – 9 | 2 |
| 10 – 19 | 3 |
| 20 - 29 | 4 |

## If a car is bad ordered with a defective hand brake, it must be coupled to a car with an operable hand brake.

## Sites will establish and adhere to a site-specific procedure for holding loaded cars at the end of a loading track, outlining the number of cars and brakes required.

## No attempt shall be made to open or close doors/gates, adjust couplings or set brakes on any rail car while the car is in motion.

## A main track switch shall not be returned to the normal position until movement is clear of the main track.

## Switch targets facing the operator will display a normal or diverging position.

* Normal: a train travelling over a track switch will keep the same track ahead.
  + A green target means normal position

Diverging: a train travelling over a track switch will diverge. A diverging route on a turnout are the curved rails including the points of the turnout.

* + A yellow target means diverging left or right.
  + A red target is a main track switch or a switch that leads to main track switch.

## Crossover switches must be left in normal position unless being used for crossover movement. Both switches of a crossover must be opened before a crossover movement starts, and movement must be complete before either switch is returned to normal position.

## At times, it is necessary to spike a switch (hold switch point in place by a railway spike). Personnel are not to drive or pull the spike into a switch until authorized by the Rail Yard Supervisor. RCM Operators shall not spike a switch or remove a spike without authorization.

## If a switch is run-through or partially run-through (ie. passed through in other than the direction of intended travel) it must be protected by spiking the switch. An engine or car that partially runs-through a switch must continue movement over the switch. The engine or car must not change direction over a damaged switch until it has been either spiked or repaired.

## A switch that is damaged or defective shall be removed from service and reported to the Rail Yard Supervisor. The switch will be tagged out until it can be inspected or repaired.

## Kicking cars is permitted only in designated areas when it will not endanger employees, equipment, or contents of cars. If a site does permit kicking cars, it must have a site-specific procedure that includes:

### Designated areas of the railyard where kicking cars will be permitted and,

### Step-by-step instructions that include risk mitigation.

# SIGNALS AND COMMUNICATION

## When rail car movement is under the direction of a Ground Person and the RCM Operator cannot clearly recognize the Ground Person’s signals, the RCM Operator shall immediately stop movement.

## The RCM Operator shall only move the RCM in response to a proper signal from a Ground Person.

## Ground Persons and RCM Operators shall have working radios available for communication and will use hand signals in the event of radio communication interruption.

## Hand Signals

### Hand signals used to signal railroad movements shall conform to the *Canadian Railway Operating Rules* (see Appendix A).

### Hand signals must be known by all personnel involved in rail operations.

### Hand signals must be given from a point where they can be seen clearly, and they must be given in such a way that they cannot be misunderstood.

### Hand signals must be given sufficiently in advance to allow time to comply.

### When there is a low level of light, hand signals shall be given with a flashlight/lantern.

### Employees giving signals must be constantly alert to prevent any unintentional movement of their hands or flashlight/lantern that might be misconstrued as a signal to move.

### If there is any doubt about the meaning of a signal or for whom it is intended, it shall be regarded as a stop signal, and no further action taken until the signal is fully understood.

### When backing or slowing a train, locomotive, or cars, the disappearance from view of the employee giving signals, or light by which signals are given, must be interpreted as a stop signal.

## Horn Signals

### RCM Operators and Locomotive Engineers shall sound a warning (horn) that is audible above the surrounding noise level:

Prior to going over any road crossing,

Prior to movement if the equipment has been motionless for more than 15 minutes,

When approaching pedestrians, crossings, or other trains on adjacent tracks, and

Any place the operator’s vision is obscured.

### RCM Operators will sound the horn twice as the RCM leaves the loadout building.

## Radios

### Radios used in connection with rail operations shall be tested at the start of each shift.

# RAIL ISOLATION (LOCKOUTS AND SECURING)

## When activities such as track or rail car maintenance, cleaning, loading/unloading, or other activities within the yard that may obstruct or foul a track(s) are being undertaken, the track shall be secured using site-specific isolation procedures, which may include but are not limited to locking switches, using derailers or rail stops, having the tracks locked out, the nearest railcar having its brakes set, and appropriate communication and notifications between affected parties.

## Permanently mounted derailers must be locked in both the derailing and non-derailing position.

## If the track/area on which work is to be performed is unable to be locked out, portable derailers must be applied.

## When either permanent or portable derailers are in use, a blue or red flag shall be erected to indicate the derailer is in use.

## A minimum of 50 feet shall be maintained between a derailer and the personnel or cars being protected.

## Wheel chocks shall be used:

when loading or unloading materials

when conducting car repairs,

in any other circumstance where a site specific procedure requires it.

## If personnel are in an area where they can be struck by moving equipment, additional protection must be provided using three-point protection with an RCM. Three-point protection must be confirmed by personnel prior to entering the area and they must clear the area prior to cancelling.

## No vehicles or mobile equipment are to be driven over the railway tracks at Loadout unless at a designated railway crossing. If not crossing at a designated railway crossing, the track switches must be locked out and permission granted to cross.

# INCIDENT AND EMERGENCY MANAGEMENT

## Emergencies involving the railway shall be managed according to the Emergency Action Plan (EAP) for each site.

## In the event of an emergency, an initial emergency radio transmission shall be preceded by the word “emergency” repeated three (3) times. An emergency transmission shall have priority over all other transmissions and the frequency or channel shall be kept clear of non-emergency traffic for the duration of the emergency communication.

## Incident Reporting – Internal

### All incidents shall be reported and investigated as per the Mosaic Incident Management Program.

### Incidents shall be documented, and records retained within the Mosaic Incident Management System.

### Incident Reporting – External

### Reportable Accidents and Reportable Incidents as defined in Section 4 shall be reported to the provincial authority as follows:

Reportable Accidents shall be reported verbally to the minister within 24 hours. A preliminary written report shall be made within 48 hours and a final report submitted no later than 30 days after the accident.

Reportable Incidents shall be reported to the minister in writing no later than by the end of the calendar month following the month of the incident.

### Accidents and incidents shall be reported using the [Provincial Railway Accident/Incident Report Form](https://www.saskatchewan.ca/residents/transportation/rail/report-a-shortline-rail-incident-or-accident) and according to the Minister’s Order dated December 13, 2019 (see Appendix B).

### Copies of all external reporting documents shall be retained within the Mosaic Incident Management System.

# FITNESS FOR DUTY AND MEDICAL ASSESSMENT

## Employees involved in rail operations shall comply with the Mosaic Fit for Duty Program (Canada) and Mosaic’s Drug and Alcohol Policy (Global).

## Employees involved in rail operations shall undergo a general medical assessment using the Saskatchewan Government Insurance (SGI) Commercial Driver’s License Medical Report once every three years.

Employees 66 years of age or older shall undergo the medical assessment annually.

# SIGNAGE AND RAIL CROSSINGS

## Signs or signals that warn of hazardous conditions shall be placed at appropriate locations at each facility, including:

### Flags to identify hazardous work areas:

* A blue flag is used to protect employees working around equipment. Equipment protected by a blue flag must not be coupled to or moved.
* A red flag located between the rails indicates the track is out of service due to an unsafe condition or track work. Rail movement must not pass a red flag.

### Markers at foul points

### Markers where derailers are located

### Markers at restricted clearance areas

### Signs at designated pedestrian and vehicle crossings

### Rail crossing signage shall be posted at crossings as per the provincial *Public Crossing Standards*.

### All signs, signals and crossings shall be kept visible and free of snow, ice, or other debris.

# TRAINING

## The following table outlines the training requirements for this program:

| **Audience** | **Training Elements / Topics** | **Frequency** | **Method** |
| --- | --- | --- | --- |
| Loadout employees / employees involved in rail operations | * Rail safety - hazards, mitigation, and reporting * Loadout / Rail Yard Operating Procedures * Loadout/Rail Emergency Procedures * Ground Person training | Initial | Instructor Led Training (ILT)  Or  Computer Based Training (CBT) and On the Job training with Competency Check |
| Refresher every 3 years | ILT or CBT |
| Railcar Mover Operators | * Rail safety - hazards, mitigation, and reporting * Loadout / Rail Yard Operating Procedures * Loadout/Rail Emergency Procedures * Ground Person training * Railcar Mover training | Initial and every 3 years | Instructor Led Training (ILT)  Or  Computer Based Training (CBT) and On the Job training with Competency Check |
| Refresher every 3 years | ILT or CBT |

## Retraining

### In addition to the above, an employee shall receive additional training (or retraining) if any of the following conditions exist:

* Program requirements change;
* Changes in the workplace render previous training obsolete;
* Inadequacies in the employee’s knowledge is of concern.

## Contractors performing rail work at Mosaic facilities must be qualified to perform their assigned duties and shall be able to provide proof of competency.

## Training records

### Training records shall be maintained as per *Mosaic Document and Record Control* policy.

 **Reference**: *Mosaic Document and Record Control policy*

# PROGRAM REVIEW AND RECORD RETENTION

## The Rail Safety Program will be reviewed a minimum of every seven years or more frequently if one or more of the following apply:

in the event of a significant safety incident,

when a program specific safety concern is identified, or

following a specific incident that may have resulted from a gap in a policy/procedure.

## Site self-assessments and MMS Compliance Audits of the program shall be conducted in accordance with MMS requirements.

## Records shall be maintained as per *Mosaic Document and Record Control* policy.

 **Reference**: *Mosaic Document and Record Control policy*

# REFERENCES

| **References** |
| --- |
| The Railway Act, Saskatchewan |
| Saskatchewan PRG 1005 – Safety Management Plans Guideline |
| Saskatchewan PRG 5001 – Fit for Duty and Training |
| Saskatchewan PRG 1006 – Accident and Incident Report / Minister’s Order (Dec. 13, 2019) |
| Saskatchewan RRD1000 - Track Safety Standards |
| Saskatchewan RTS 2001 – Public Crossings Standard |
| Transport Canada Rail Operating Rules |
| Transport Canada Track Safety Rules |
| Railway Accident/Incident Report Form |
| Mosaic Fit for Duty Program – Canada |
| Mosaic Drug and Alcohol Policy – Global |

# REVISION LOG

| **Rev. No.** | **Rev. Date** | **Revised By** | **Reason for Revision** |
| --- | --- | --- | --- |
| 0 |  | PMO | Initial release |
|  |  |  |  |
|  |  |  |  |