

RAILROAD SAFETY PROCEDURE

Blue flags and derailleurs are used to alert railroad switching crews of personnel working on or within 8 ft. of railroad tracks, in order to avoid personnel injury and property damage. In addition, derailleurs provide physical protection from railroad switching activities. The International Paper Transportation Dept. shall be notified of the installation of blue flags and portable derailleurs.

1.0 Purpose

The purpose of the Railroad Safety Procedure is to ensure that proper precautions are taken whenever personnel must work in or around railcars or must perform work on or across rail tracks. By following this procedure, employees will reduce the risk of injury to themselves and others.

2.0 Scope

2.1 This procedure applies to all International Paper Franklin Mill employees, including Sheet Converting and Fiber Recycling Plant, and to employees of all contractors performing work at the mill complex.

2.2 Departments with permanent derailleurs will establish written standard operating procedures to address the specific requirements associated with the operation of those derailleurs.

3.0 Responsibilities

3.1 Personnel whose work places them on or within 8 ft. of the centerline of railroad tracks shall install blue flags/derailleurs in accordance with this procedure.

3.2 Personnel installing blue flags/portable derailleurs shall notify the International Paper Transportation Dept. of the location of the blue flag/portable derailer, and the time in which these protective devices will be installed and removed.

3.3 Supervisors shall ensure that training has been conducted for personnel under his direction on the requirements of this procedure. Employees are responsible for attending training sessions and implementing all requirements of this procedure.

4.0 Definitions

4.1 **Blue Flag** - a combination flashing blue light with a blue metal sign with white wording "STOP - MEN AT WORK" or "STOP - TANK CAR CONNECTED" as appropriate.

4.2 **Derailer** - a device placed on a rail track to cause railcars to exit the tracks.

4.3 **Derail Sign** - a round blue metal sign with the word "DERAIL" that designates the location of a derail. This sign does not satisfy the requirement for a blue flag.

4.4 **Tag** - a means of providing identification concerning who has placed the blue flag/derailer.

5.0 References

5.1 Franklin Mill "Lock, Tag, & Try" (ZES) Procedure

6.0 Procedures

6.1 Blue Flag Policy

6.1.1 General Requirements

6.1.1.1 The blue flag shall be used when working on or near tracks and track crossings, or when positioning equipment on tracks when possible injury or equipment damage may result from unexpected or unauthorized movement on the track.

6.1.1.2 As a reference, the blue flag shall be used whenever personnel, material, or equipment interferes with the 8 foot from track centerline clearance required for railroad operation.

6.1.1.3 Blue flags are the responsibility of the person assigned the work, not the railroad personnel. They are to be in position before workers or equipment is allowed in, on, or near railcars or tracks protected by these devices.

6.1.1.4 In some cases, blue flags may be necessary on both sides of the worksite if train movement could occur from either direction.

6.1.1.5 The blue flag should be turned at a right angle to the track, making the warning clearly visible to the switching crew.

6.1.1.6 If any area becomes hazardous for the locomotive crew, the department concerned should place blue flags to keep them from entering the area until the condition is corrected.

6.1.2 Blue Flag Procedure

6.1.2.1 Notify the International Paper Transportation Department Rail Technician of the planned use of the blue flag giving location and time of installation.

6.1.2.2 Place the blue flag on the railroad track no less than 150 feet from the work activity. The blue flag should not be placed so that it blocks a roadway. If railcars sitting on the track do not allow adherence to the 150 foot minimum, place the blue flag in front of the car(s) blocking its originally desired placement position.

6.1.2.3 After completing the work, remove the blue flag and notify the Rail Technician that the track is clear.

6.2 Portable Derailers

In some cases when significant injury or equipment damage could occur as a result of accidental switching, additional protection beyond a blue flag may be needed. In these cases, personnel shall be required to use a portable derailer in addition to the blue flag.

Factors affecting this requirement include duration of work, location of work, illumination, general visibility, response time, and potential extent of injury or damage. The following procedure shall apply for installation of portable derailleurs:

6.2.1 Notify International Paper Transportation Department Rail Technician of the planned use of the blue flag and portable derailer giving location and time of installation.

6.2.2 Place portable derailer no less than 100 feet from the work activity, but not blocking roadways. Mark derailer location with a derail sign. Place the blue flag no less than 50 feet in front of the portable derailer. If rail cars sitting on the track do not allow adherence to the 100 and 50 foot minimums, move the portable derailer an/or blue flag in front of the car(s) blocking their originally desired placement position(s).

6.2.3 Engage and lock the portable derailer. The Franklin Mill Lock, Tag, and Try (ZES) Procedure shall apply.

6.2.4 After completing the work, remove the blue flag and portable derailer and notify the Transportation Department Rail Technician that the track is clear.

6.2.5 In some cases, portable derailers may be necessary on both sides of the worksite if train movement could occur from either direction.

6.2.6 Due to the close proximity of mill equipment and the maintenance shops, and that rail switching is restricted to specific times in this area, portable derailers will not be required on the Paper Mill track (area of track between the Chemical Recovery and Power Plant extending down to between #1 and #2 Paper Machines).

6.3 Permanent Derailers

6.3.1 Departments with permanent derailers shall have written standard operating procedures to govern their use. These procedures shall include the requirements of this procedure, and provisions for locking the derailer (the Franklin Mill "Lock, Tag, & Try" (ZES) procedure does not have to be applied to permanent derailers, but the derailers have to be secured by a lock.)

6.3.2 Permanent derailers shall be capable of accepting additional locks (for applying the Lock, Tag, & Try (ZES) procedure) so that the permanent derailer may be used in lieu of a portable derailer when work is performed on or around a railroad track.

6.3.3 Permanent blue flag/derailers are located in Power & Recovery, Fibers, Fiber Recycling, and PS&D Departments.

6.3.4 Only International Paper personnel authorized by their departments will use permanent blue flag/derailers.

6.3.5 The Transportation Department does not need to be notified when permanent blue flag/derailers are positioned.

6.3.6 Permanent derailers shall be in the derail position (on the track) anytime a blue flag is being used to protect the activity for which the derailer was installed.

6.4 Blue Flag/Derail Equipment

6.4.1 The following railroad safety equipment is available in the Mill Storeroom or Tool Room:

* Right-handed portable derail with round blue metal "DERAIL" sign - Item No. 29404 (Tool Room)

* Left-hand portable derail with round blue metal "DERAIL" sign - Item No. 29405 (Tool Room)

* Rectangular blue metal railroad sign with wording "STOP-MEN AT WORK" - Item No. 29407 (Tool Room)

* Rectangular blue metal railroad sign with wording "STOP-TANK CAR CONNECTED" - Item No. 39740 (Storeroom)

* Flashing blue light - Item No. 29408 (Storeroom)

6.4.2 Permanent derailleurs are not a Storeroom inventory item and should be ordered with assistance from the Transportation Department.

7.0 Documentation

Not applicable.