

# Safety Topics

## General

### Contractor Safety Oversight

BNSF Railway routinely has contractors perform work on BNSF property. As a leader in railroad safety, BNSF recognizes a safe and secure network is essential to all our stakeholders. When a company hires contractors, both organizations play a role in minimizing risk and protecting the interest of both parties, whether work is performed in the same area as BNSF employees or separately.

The Supplier Safety Program outlines consistent expectations and requirements for safe contractor operation across the BNSF system. It is important for both BNSF employees and contractors to understand key roles and responsibilities regarding contractor safety oversight to help ensure everyone returns home safely at the end of the workday.

### Supplier Safety Program Overview

The Supplier Safety Program applies to all contractors, their employees and visitors who perform work at — or visit — BNSF.

#### eRailsafe

- **All contractors** are required to complete the eRailsafe background verification prior to entering BNSF property at [www.everifile.com](http://www.everifile.com).
- This system performs background checks on individuals and provides the contractor with a badge featuring a photo ID.
- When on BNSF property, each contract employee is required to wear the provided eRailsafe badge on clothing so that it is visible.



#### Contractor Orientation

- Contractor Orientation is required for **all contractors, except crew vans\*** and outlines railroad safety requirements, available online at [www.bnsfcontractor.com](http://www.bnsfcontractor.com).
- Contractor Orientation completion requires contractors to upload a copy of their Safety Action Plan into [www.bnsfcontractor.com](http://www.bnsfcontractor.com) and provide a copy to their BNSF Project Manager or Employee in Charge (EIC).
- A BNSF Contractor badge is provided upon completion showing the orientation modules completed and a QR code, displaying eligible work status (red/green) when scanned.
- An online library is also provided for contractors to access BNSF's Safety Rules, Supplier Safety Program, and other pertinent safety communications.
- \* BNSF utilizes Travelliance to provide orientation and training for crew van drivers.



#### Browz Process

- **Contractor companies working within 25 feet of track** or identified by BNSF must be registered in Browz.
- Process prequalifies and registers contractors by screening prior and current safety performance. Performance is compared to Regulatory (OSHA, FRA, EPA) and BNSF safety and contract expectations.
  - BNSF System Safety is notified of exceptions and works with contractors to ensure corrective action planning.
  - Once performance review and corrective action planning is complete, the contractor is prequalified.
- Each supplier's Safety Management System (SMS) is reviewed for Regulatory and BNSF Safety Rules alignment.
- Once a contractor's performance criteria and SMS are accepted, the contractor is registered.

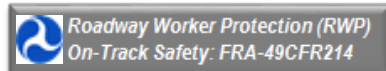
## Roles/Responsibilities

### □ What key requirements must a BNSF supervisor/project manager ensure are completed to verify a contractor is compliant with the Supplier Safety Program?

- Ensure contractor has engaged and completed the eRailsafe Verification, BNSF Contractor Orientation, and Browz Registration processes (as applicable to their service).
- After contractor has completed Orientation, obtain a copy of their **Safety Action Plan (SAP)** from the BNSF Contractor website ([www.bnsfcontractor.com](http://www.bnsfcontractor.com)) or receive a printed copy from the contractor.
- The contractor shall meet with BNSF Engineering and the affected Operations Manager — as well as the BNSF Manager of Safety or their representative — **before starting any work** in order to discuss any specific safety precautions to be taken by the contractor relating to the particular BNSF facility, its processes and operations such as train movement, confined space procedures, special machine functions, and electrical installations.

### □ What are some additional requirements that must be verified for contractors working within 25 feet?

- Contractors and subcontractors who will be performing work activities on BNSF property **within 25 feet of the centerline of the track** must provide roadway worker protection/on-track safety training for their employees. This training is reinforced at the job site through Job Safety Briefings.
  - FRA Roadway Protection (RWP, AKA On-Track Safety) is required for those working within the restricted distance of the track. For the FRA, that is four feet from the nearest rail. For BNSF, that is 25 feet from the center of the track.
  - RWP Training is separate from BNSF Contractor Orientation and must be delivered by the contracting company to its own employees.
- Contractors must be able to produce a Certificate of Training provided by their company. This can be a form/card provided by their company or a copy of the Contractor's Certificate of Safety Training (see example at right), found in the BNSF Supplier Safety Program Document.
- In cases where work is done on/near the right of way, within 25 feet of track, but no EIC is present, an orange construction fence must be placed no less than 10 feet from the nearest rail.

A sample of a Contractor Certificate of Safety Training form. The form is titled 'Contractor Certificate of Safety Training' and 'Certificate of Safety Training'. It contains fields for the contractor's name and employer, a statement of training completion, a signature line for the trainer, and a checklist of training topics. The checklist includes items like Asbestos, Hazardous Waste, Hazards Communication, Hearing Conservation, Respiratory Protection, BNSF Safety Rules & Personal Protective Equipment, Bridge Worker Safety, Fall Protection (Other), Confined Space, Lockout/Tagout, Excavation (Trenching & Shoring), DOT Training, and On-Track Safety (FRA RWP). The form also includes instructions to keep the card in possession while on duty and to know emergency procedures.

### □ What are the requirements for contractor companies using subcontractors?

All subcontractors must have eRailsafe and BNSF Contractor Orientation completed. They then work under the General Contractor's Safety Action Plan.

### □ How can BNSF employees assess contractor compliance on the job?

- **Visual Observation:**
  - eRailsafe badge visible on person?
  - Appropriate PPE utilized?
  - If within 25 feet of track, has proper authority been obtained?
- **Documentation with Contractor:**
  - BNSF Contractor card available upon request?
  - Safety Action Plan onsite with work group?
- **Learn Through Conversation:**
  - Job Safety Briefing occurred?
    - Exposures discussed?
  - Work limits understood?
  - Who is the BNSF contact or Employee in Charge?

### □ For questions regarding BNSF Contractor Safety, please email [contractorsafety@bnsf.com](mailto:contractorsafety@bnsf.com)