

## WORK & SAFETY RULES FOR VOLUNTEERS



**Friends of the Cumbres & Toltec Scenic Railroad, Inc.**  
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Revised November 1, 2007

The Friends of the Cumbres & Toltec Scenic Railroad, Inc., a New Mexico non-profit corporation ("Friends") perform historic preservation, restoration and other museum related work on the Cumbres & Toltec Scenic Railroad ("Railroad") pursuant to an agreement with the Cumbres & Toltec Scenic Railroad Commission ("Commission"), owner and operator of the Railroad. The Friends have adopted the following mandatory work and safety rules for its members who participate in the historic preservation of, or perform other work on, the Railroad.

Volunteer members of the Friends ("Volunteers"), when participating in work on the Railroad, are the guests of both the Commission and the company which operates or manages the Railroad for the Commission ("Operator"). Volunteers are subject to all Railroad and Friends rules for operating safety, and when working on Railroad property are subject to the direction of the officers, directors and employees of the Operator and Friends' officials.

These rules are promulgated to promote work and operating habits that will provide maximum safety to Volunteers, railroad personnel, passengers and the public. **Safety is of first importance in the course of any work or other activity involving the Railroad.**

Only Friends members who have completed the applicable registration forms and paid the applicable fees, and whose participation has been approved by the Friends, may serve as volunteers and participate in the Friends work on the Railroad. Every volunteer working on the Railroad property shall be provided with a copy of these work and safety rules. Being a volunteer and participating in the work sessions is an acknowledgement that you have received a copy of the Work & Safety Rules for Volunteers, have read the Rules, and agree to abide by them.

### General Matters

A. Courtesy. Participation in the Friends work projects demands intelligent and courteous performance of the tasks and responsibilities we have agreed to undertake. The public judges the Railroad by the appearance and conduct of those who work on it, and we, as Friends volunteers, are part of the railroad family. Courteous, considerate treatment of the public, volunteers and Railroad employees is important.

B. Compliance. Volunteers must comply with the Railroad and Friends' safety rules at all times when on Railroad property or in the course of performing any volunteer work for the Friends involving the Railroad. When a volunteer is in doubt as to the meaning of a rule, he/she should confer with a Site or Team Leader for an explanation. Attendance at Friends' safety meetings is mandatory for all Volunteers. Failure to comply with Friends' or Railroad safety or operating rules may subject a Volunteer to discipline by the Operator or the Friends, or both.

C. Team Leader Responsibilities. Team Leaders must be knowledgeable about the safety rules for the project they are directing and shall promote the safety of their project. Site or Team Leaders have the authority to redirect any Volunteer engaging in unsafe behavior.

D. Hazard reporting. Unsafe or hazardous conditions which, in the judgment of a Volunteer, present a risk of injury to Volunteers, railroad personnel, or the general public should be promptly reported to a Team Leader, the Site Leader, or the Operator.

E. Public assistance. Volunteers should expect to see visitors from the general public in the yards, stations, or along the right-of-way and must assume that these visitors may be unfamiliar with railroad operation procedures and signals. Volunteers must treat these visitors with extra care, and assume that they may be preoccupied and unaware of ongoing train movements or volunteer work. Volunteers should make a concerted effort to courteously warn visitors of any present or potential danger.

F. Drugs, Alcohol and Medication. The Friends has a ZERO TOLERANCE policy regarding drugs and alcohol. The use of illicit drugs, alcohol, prescription medications or other substances that may impair a volunteer's actions or performance while on Railroad property, or while performing work or activities for the Friends or the Railroad is strictly prohibited. A volunteer deemed to be so impaired will be dismissed from the property. **NOTE:** Prescription medications are permitted as long as their use does not interfere with the safe work performance of the volunteer or the volunteer's co-workers, or cause an undue risk to Friends or Railroad equipment or property.

G. Injury Reporting. Volunteers should immediately report all injuries to the project Team Leader, Site Leader or the Operator.

H. Public Information. Information concerning accidents or personal injury should be given only to a Team Leader, Site Leader, or an authorized representative of the Railroad, and then only when known to be authentic, excepting such information given, as necessary, to medical and emergency personnel, when required for aid to the injured and for safety.

## Work Rules and Regulations

1. Membership in the Friends. All Volunteers must be members in good standing of the Friends and also must have paid the Friends established work registration fees and completed applicable registration forms.

2. Release and Waiver. All Volunteers must sign a Release, Waiver and Certificate of Compliance before performing any volunteer activity. This document releases the Commission, the Operator, and the Friends from liability and makes the Volunteer responsible for his/her own safety at all times. Volunteers cannot look to the Railroad, the Operator or the Friends for assistance with medical expenses resulting from accidents or injuries.

3. Medical Insurance. Each Volunteer must have health insurance to cover the cost of medical services in the event of injury.

4. Children. No person under the age of thirteen (13) years shall be permitted to perform regular Volunteer work as a Friends member. (Special approval may be granted for Junior Volunteers age 10-12). Teenage Volunteers must be accompanied and supervised by an adult Volunteer after a Release, Waiver and Certificate of Compliance has been signed by the teenager and his/her parent or guardian.

5. Consent to Supervision. All Volunteers must, and are deemed to, consent to total supervision, direction, and control by agents of the Operator, and all Volunteers must vacate the premises under any condition if requested to do so by an agent of the Operator. However, it is understood and agreed by the Volunteer that the Operator is not required to provide such supervision, direction, and control.

6. Physical Requirements. There are no specific physical requirements for Volunteer work and Volunteers with physical limitations are welcome. However, some projects involve tasks that are physically very demanding. If there is any doubt as to whether or not you can safely perform a task, ask for advice or assistance. It is the Volunteer's responsibility to know their individual limits and work within them. Always be aware of the effects of physical activity when working at 7,500+ feet above sea level. Dehydration and over-exposure to the sun occur quickly and without warning.

7. Work Attitude. Volunteers who disobey safety rules or are careless regarding the safety of themselves or others, indifferent to the task(s) being undertaken, discourteous, dishonest, or otherwise behaving in a manner which would subject the Friends, the Operator or the Commission to criticism or liability, may be subject to Friends and/or Operator disciplinary action, including dismissal from the property and/or the Work Session.

8. Due Care. All volunteers must use due care around the Railroad properties at all times.

### Operating Rules

1. Operation of railroad equipment. No Volunteer may operate any motor or steam driven equipment on the rails of the Railroad. This includes MOW equipment, locomotives, motorcars, track cars, speeders, or self-propelled track equipment.

2. Use of Radios. Volunteers may be designated to use radios provided by the Railroad or the Operator for specific project support purposes provided the use has been authorized by the Operator and is done in such a way as to not interfere with normal Railroad radio traffic. Railroad communications shall take priority over Friends communications, unless the Friends communication is of an emergency nature.

3. "Blue Flag" Protection. A blue flag (or at night, a blue light) is used to protect workers who are inspecting, testing, repairing, and servicing rolling equipment. Because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment. At a minimum, a blue flag or blue light must be displayed at each end of the rolling equipment being worked on, and in some instances other measures are required. Rolling equipment must not be coupled to or moved while blue flag protection is in effect. Blue flag signals may be removed only by the person who placed them.

TEAM LEADERS AND THE FRIENDS' SITE LEADER ARE RESPONSIBLE TO WORK WITH THE OPERATOR AND ITS DESIGNATED EMPLOYEES TO MAKE SURE THAT BLUE FLAG AND OTHER APPROPRIATE PROTECTION IS IN PLACE AT ALL TIMES WHILE ANY ROLLING EQUIPMENT IS BEING WORKED ON BY VOLUNTEERS.

THE BASIC RULE FOR EVERY VOLUNTEER IS TO VERIFY, WITH HIS TEAM LEADER, THAT PROPER BLUE FLAG PROTECTION IS IN PLACE BEFORE, AND AT ALL TIMES WHILE, WORKING ON ANY ROLLING EQUIPMENT.

4. Operation of motorized off-rail equipment. Volunteers may operate motorized off-rail equipment such as fork lifts, end loaders, or backhoes only with the consent of the site leader and after completion of a safety and training course and issuance of a "Certificate of Operation" by the Operator.

5. Access to Engine Shop. Visiting the Engine Shop in Antonito and Chama is restricted. Engine shops may be closed to visitors. If open, a visitor's pass issued by the Operator may be required. During Friends work sessions, the Volunteer's name tag will serve as a visitor pass and allow access to the shop but only when necessary to use or borrow a piece of equipment or a tool, and then only with an employees' permission. Casual visits to the shop to see what is going on are prohibited.

6. Authorization for shop work. The names of all Volunteers who are required to work in the shop areas and have access to shop machinery for each work session must be approved in advance by the Operator. When these Volunteers are on duty in the engine houses, they must have safety glasses, steel-toe shoes, and a hard hat at all times.

7. Operation of switches. Under no circumstances will a switch be operated by a Volunteer, except under the direct supervision and presence of an authorized Operator employee and only then if the volunteer is trained in safe switch operation.

8. Signals. All Volunteers should become familiar with the common universal hand and whistle signals governing train movement. At no time, however, should a Volunteer use these signals unless an emergency condition dictates their use, or the Volunteer is directed to do so by an authorized Operator employee.

The most important hand signal is "STOP". This signal is performed by moving either hand in a horizontal motion perpendicular to the tracks. This signal should be given only when personal injury or property or equipment damage is imminent due to the motion of any train or other moving equipment.

### Whistle Signals

Train moving forward: -----  
Train stopped: o  
Train backing up: -----  
Grade crossing warning: ----- o -----

Key: ----- = Long whistle; o = Short whistle

### Hand Signals

Stop - Hand, flag, or other signal waved perpendicular to the track.  
Forward - Hands in a circular motion; top of circle **toward** the signaler.  
Reverse - Hands in a circular motion; top of circle **away** from the signaler.

9. Train movement and track hazards. Volunteers are prohibited from boarding moving equipment. Volunteers must not step or stand on rails or stand in front of an approaching engine or car. Keep watch for debris or tripping hazards along the tracks and in other public areas. Volunteers must expect the movement of trains, locomotives, cars, or track equipment at any time, in either direction.

10. Fouling the Right-of-Way. Fouling the right-of-way, i.e., obstructing the track so as to impede the movement of trains, is expressly forbidden without the prior notification and approval of the Operator and as shown within the daily train operating schedule published by the Operator. OTHERWISE, KEEP ALL TRACKS CLEAR. The Team Leader of the project involved is the responsible person. He or she has to inform the designated Railroad employee daily of the location and/or milepost, when (by time) the track might be fouled. He or she has to insure this information is in the daily operating schedule and must have a copy of the schedule in possession at the worksite. The Team Leader must check in at the Railroad office the day before, or early on the morning of every day involved.

11. Fires. Extreme care must be exercised to guard against the accidental setting of fires. Any fire discovered on or near the Railroad right-of-way or any structure or rolling stock, regardless of cause, should immediately be reported to the Railroad in Chama (1-505-756-2151) or Antonito (1-719-376-5483) by the fastest means available. The volunteer(s) should attempt to extinguish the fire only if they feel they can handle the situation themselves with the equipment at hand.

### Clothing and Safety Apparel

Volunteers working on C&TSR property should wear the following attire:

1. Footwear. Shoes or boots made of leather or other appropriate protective material and which cover the ankle are required for field and yard work. Running, walking or other casual shoes are not acceptable in these circumstances. This requirement does

not apply to docents or others engaged in light duty or administrative work. Steel-toe or "safety" shoes are recommended for field and yard work and may be required on crews where foot injury is a high risk.

2. Hard hats. Hard hats of an approved type shall be worn at all times by all Volunteers on the Railroad property, unless specifically exempted by the Team Leader or Site Leader.

3. Trousers. Pants of sufficient length to cover the leg to the top of the boot are required for all field and yard work; shorts and cutoffs are not permitted. This requirement can be waived by the Team Leader or Site Leader for volunteer work assignments where the extra leg protection afforded by long pants is not required.

4. Gloves. Volunteers should carry work gloves at all times and use them as necessary. Leather or other appropriate protective material is recommended.

5. Special Safety equipment. Team Leaders or the Site Leader may require volunteers to use eye protection, ear protection, dust masks, or other devices as needed for the safe execution of a task. Specialty safety and protective equipment will generally be available for volunteer use at work sites. Protect yourself at all times.

6. Other. Volunteers, particularly those working at remote locations or in areas without vehicle access, should have sufficient clothing at hand (i.e., coats, raingear, etc.) for inclement mountain weather. Use of sunscreen is essential and mosquito repellent is recommended

### Safety Practices

1. Know your tools. Learn the applications and limitations, as well as the specific potential hazards, related to any power or other tool you need to use, and request assistance on the use of any tool with which you are not familiar..

2. Keep work areas clean. Cluttered work areas invite accidents.

3. Store idle tools. When not in use, tools should be stored in a dry place-out of the reach of children and the public.

4. Do not force tools. A tool will do the job better and safer when working in the manner and at the rate for which it was designed.

5. Use the right tool. Do not force a small tool or attachment to do the job of a heavy-duty tool. Do not use a tool for a purpose for which it was not designed.

6. Use safety glasses with all power tools. Suitable eye or face protection such as goggles or face shields should be worn whenever chiseling, grinding, or hammering. The main cause of job related eye injuries is flying foreign objects or particles striking the eye. Always match the eye safety equipment used to the degree of hazard present and remember that street-wear eyeglasses or sunglasses are not safety glasses and should never be used as such.

7. Secure work. The use of a clamp or vise is usually safer than holding by hand because it frees both hands to operate the power tool.

8. Maintain tools with care. Keep tools sharp and clean at all times.

9. Remove adjusting keys and wrenches. Form the habit of checking to see that adjusting wrenches are removed from a tool before turning it on.

10. Flammable Materials. Never use grinders or other power tools near flammable materials or where the arcing from within the power tool motor might ignite volatile fumes.

11. Stay alert. Watch what you are doing and use common sense. Do not operate a tool when you are tired. Do not rush.

12. Check for damaged parts. A guard or other part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function. Check for misalignments, binding of moving parts, broken parts, loose mounting, and other conditions that may affect the safe operation of the tool. A guard or other safety item that is damaged should be properly repaired or replaced before the tool is operated.

13. Off/on Switch. Do not use a power tool with a defective off/on switch.

14. Use of Tool and Drugs, Alcohol, Medication. Do not operate any tool while under the influence of drugs, alcohol, or medications.

15. Loose Clothing, Hair or Jewelry. When working around machinery or power tools wear protective hair covering to contain long hair. Do not wear loose clothing or jewelry that can be caught in moving parts.

16. Ladders and scaffolds. Check the condition of each ladder before use. Set up the ladder so that the base of the ladder is one fourth of the distance from the base of the ladder to where it touches the wall. Face front and use both hands when climbing. Never reach from a ladder so that your waist goes beyond the uprights.

17. Lifting. To avoid back injury follow proper basic lifting procedures: (1) size up the load before trying to lift it by testing the weight by moving only a corner or a part, (2) be sure you can carry the load where you want it to go before attempting to lift, (3) bend the knees in order to lift with the legs and not the back, (4) do not twist or turn the body once the lift has been made, (5) set the load down properly by bending the knees to let the legs do most of the work, and (6) always push, not pull the object whenever possible as this places less stress on the back.

18. Foot safety. Sharp or heavy falling objects are the primary source of foot injury. Where ever possible wear suitable protective footwear and exercise special caution when working around objects that can cause foot injury.

19. Fall Protection. All rail yard activities, including simple walking, present an increased risk of falls and tripping, and special care must be exercised; watch your step at all times. In addition, work above ground or normal activity elevation presents special

risks. The Site and Team Leaders will assess each work activity involving work above ground level and determine what special safety equipment and precautions are required, if any. For example, when working on the sides or tops of rolling stock, use the supplied safety appliances, e.g., ladders, scaffolding, etc., when gaining access to elevated locations.

20. Hantavirus. As a precaution against hantavirus infection, in any enclosed area where mouse excrement exists that can become airborne and inhaled with dust caused by sweeping or other disturbance, an ordinary garden sprayer containing a strong solution of household laundry bleach (50% or more) and water should be used to wet down the work area beforehand.

21. Environment. Always keep in mind the effects of altitude, dehydration, heat, cold, and exposure to the sun, and take precautions to minimize their consequences.

22. Ear Protection. Locomotive whistles, power tools and other rail yard activities can be very loud and may cause ear damage. Where ear protection as needed, but not to the extent where your ability to stay alert and aware of dangers is compromised.

23. First Aid. Familiarize yourself with the location of first aid kits near your work site and make sure a first aid kit is available close by when working at any site more than 500 yards from the location of the first aid kits.