



**CANADIAN  
PACIFIC**

## **FLAGGING PROTECTION PROTOCOL**

Further to Canadian Pacific's *Operational Constraint for Work On, Above or Below Railway Right of Way*, and *Minimum Safety Requirements for Contractors Working on CP Property in Canada*, the following details pertaining to CP's *Flagging Protection Protocol* should be noted.

Railway Flagging protection involves the use of a CP Qualified Employee (Flagperson) to assist in the protection of works on or about the railway's track and property. A railway Flagperson could utilize one or more forms of positive track protection including, a Track Occupancy Permit (TOP), or a rule 842 track protection. Due to the complexity in determining what Flagging protection is best suited for the work, Canadian Pacific, with input from the Third Party, will determine the method of Flagging protection.

### **A. Protection of works by a CP Flagperson**

#### **1. Track Occupancy Permit (TOP) :**

- a. A TOP is taken from the Rail Traffic Controller by the qualified CP Flagperson. A TOP prevents any trains or engines from directly entering the limits of the TOP without obtaining additional permission from the proper authority. Typically a TOP is granted for shorter durations and dependent entirely upon the current train traffic and other site factors. A TOP is primarily used when other forms of protection are not feasible or when the work can be completed in shorter durations and track blocks are not feasible or available.

#### **2. Rule 842 :**

- a. Rule 842 protection involves the use of General Bulletin Orders and colored flags in the field, to alert approaching trains and engines of work on or about the track.
- b. A Rule 842, allows for the passage of trains and engines into the work site and past the coloured flags when authorized by the Flagperson that it is safe to do so. Rule 842 protection requires that the Flagperson have either direct line of site of the work or a very high level of confirmation that the *Minimum Safety Requirements for Contractors Working on CP Property in Canada* is being adhered to and all work is confirmed clear of the track. Rule 842 protection is typically used when the infrequent passage of trains can be accommodated on account of the work taking place away from the track or the work and equipment can easily be cleared from the track.

## **B. Track Blocks**

Aside from Railway Flagging protection, a Track Block (also known as Work Block) may also be required when it is impossible or unsafe to pass trains across the tracks. Track Blocks apply to works which affect the integrity of the track, its base and/or its structure.

Canadian Pacific will evaluate and approve Track Blocks based upon actual train traffic and the annual Track Block schedule for the subdivision where the work is being executed. It is essential that Track Block requirements be communicated to Canadian Pacific as far in advance as possible to allow for railway work and train schedules to be evaluated. In no case will a Track Block be approved if the written notice is received less than 45 days before the proposed start date. The Track Block request must include a detailed breakdown of the work activities laid out in 15 minute intervals and overall timelines. It should be noted that a submittal of a Track Block request does not guarantee approval of the Track Block. Track blocks are of significant operational and financial impact to Canadian Pacific and each one will be evaluated based upon several factors. It will be up to the Railway to decide whether a Track Block is warranted for the proposed works.

## **C. Flagging Protection Requests**

Further to the requirements outline in the *Operational Constraint for Work On, Above or Below Railway Right of Way*, Flag Protection must be requested in writing to the Railway by Third Parties, a minimum 3 months (90 days) in advance of the proposed start date. Included within the request for flagging protection should be the required duration that the protection is required. The advanced notice will allow the Railway to coordinate manpower as required and evaluate any Track Block requirements (if deemed necessary).

## **D. Flagging Protection Hours**

CP employees providing flag protection require time provisions during their shift for the following activities:

- i. Travel from headquarters to job site – at the start of each shift;
- ii. Set up on site – job briefings, installing flags, obtaining permits etc. (as applicable);
- iii. Travel from job site to headquarters – at the end of each shift.

Depending on the distance travelled and actual set up time, these activities may require up to 2 hours or more to complete. This can reduce the total work hours for activities on or in proximity to the Railway right of way. In order for the Contractor to obtain an effective work day of more than six (6) to seven (7) hours, two (2) flag persons may be required / requested for the project. The flag persons' hours will overlap allowing for a longer effective work day. The ability to obtain two (2) flag persons is not guaranteed, and is dependent on actual workload and availability. Table 1 of this protocol outlines the possible regular hour shifts for flag protection. Due to CP's *Overtime Policy*, regular working hours should be allocated at all times.

**Table 1 – Possible Regular Hour Shifts for Flag Protection**

OPTION	ESTIMATED NUMBER OF FLAGPERSONS	DAYS ON/ DAYS OFF	ESTIMATED FLAGPERSON HOURS/DAY	CONTRACTOR HOURS/DAY (APPROX.)	POSSIBLE START DAYS (NO OVERTIME REQUIRED)	NOTES
A	1	5/2	8	<b>6-7</b>	Monday / Tuesday	typical, site closed 2 consecutive days
B	1	4/3	10	<b>8-9</b>	Monday / Tuesday	site closed 3 consecutive days
C	1-2	7/7	11.25	<b>9.25 -10.25</b>	Any day (includes Sunday) *15.5% premium charged on hourly rate	requires 2 Flagpersons on alternating 7/7 work cycle, site closed 7 consecutive days if 1 Flagperson used
D	1-2	8/6	10	<b>8-9</b>	Any day (includes Sunday) *15.5% premium charged on hourly rate	requires 2 Flagpersons on alternating 8/6 work cycle, site closed for 6 consecutive days if 1 Flagperson is used. Flagpersons' shifts will overlap for 2 days if 2 Flagpersons are used

\*Premiums are subject to change according to the active union Wage Agreement.

**Notes:**

1. Contractor Hours: Time allotted to flag person for report to and from site/headquarters (varies but could exceed 1 hour estimated);
2. For Options A and B : Two Flagpersons may be obtained for overlapping shifts to gain longer work hours per day. However, the ability to obtain two flag persons on one job is not guaranteed and is dependent on workforce availability and scheduling;
3. Evening Hours : Evening hours are charged at a shift differential premium. Shifts starting between the hours of 1400hrs and 2159hrs are subject to an additional \$0.75/hr premium. Shifts starting between the hours of 2200hrs and 0559hrs are subject to an additional \$1.00/hr premium.