



## Rail Safe Training's Railroad Winter Preparedness Checklist

### Preparing an Action Plan

#### GEAR

- Footwear – Insulated, Water-resistant boots, Adjustable spikes for ice.
- Winter ready PPE – fog resistant safety glasses, insulated gloves, head gear that fits over hats/hoods, high visibility vests that fit over heavy clothes.
- Lighting – more work performed during dark hours

#### HEALTH

- Break plan and location – more frequent, in warm, dry place
- Hydration – cold dry air means fluids still important
- COVID – mask, shields and distancing protocols

#### EQUIPMENT

- Snow clearing – shovels, plows, salt spreaders
- Equipment starters - Fuel treatments, block heaters
- Roof clearing – Ice dam prevention, roof rakes

# Preparing your Tracks and Loading Area

## BEFORE WINTER

- Establish Communication Protocol to notify customers if shipments will be delayed.
- Check buildings and structures near the track for blocked drains and leaking gutters which may result in icicles.
- Check lighting.
- Inspect walkways, clearing debris and clutter.
- Check for drainage around switch and rails.
- Clean all switches, derails, frogs and flangeways.
- Clean around and below switch handles (using a broom).
- Ensure rods are clear and operable.
- Ensure flangeways through road crossings are clear of debris.
- Ensure all snow and ice removal equipment is in good condition.
- Train employees on safe equipment operation.
- Ensure you have enough de-icing supplies.
- Establish a designated and safe location for removed snow piles.
- Test and service switch heaters, prefill fuel supply.

## DURING A MAJOR WINTER EVENT

- Establish Company contact locations and phone numbers.
- Establish Command Center Protocol for Winter Emergency Operations.
- Inspect walkways, clearing snow and ice.
- Ensure switches and derails are clear and operable and that they are not frozen and clean out all around them (using shovels and brooms).
- Ensure switch rods are clear and operable.
- Check and clear flangeways, especially in areas where cars, equipment and even foot traffic may compact the snow and ice.
- Check all gates, locks and movable bridges and make sure the crews can easily operate.
- Remove any snow piles that could interfere with visibility and rail vehicle traffic should be placed at least 12 feet away from tracks and crossings.
- Do not pile snow in such a manner that it restricts visibility.
- Plow snow away from any track structure or equipment that is necessary to maintaining switching operations within your plan.
- Ensure additional surge resources in the event of a catastrophic snow/ice event. This could include snow and ice removal equipment and manpower.

## COMMUNICATION WITH RAILROAD OPS

- Establish Company contact locations and phone numbers.
- Holiday operations – closures, change in schedules, etc.
- Freeze/thaw hazards – track heaves, etc
- Snow event .Does the railroad have a way to notify you as crew approaches?
- If no service, who and how will it be communicated

## Missed switches and the demurrage game

- Report ALL missed service in online systems
  - This data is used to provide service credit days in demurrage systems
  - Railroad resourcing analysts use the data to determine where to add crews and equipment
- Keep a log every day service is missed to support disputes and request credits
  - List of All cars in railyard or constructively placed
  - List All cars in plant
  - List of all cars ordered in
- Audit the demurrage bills and dispute quickly
  - Releases not recorded
  - Spotted cars not recorded
  - Credit for cars not placed because no room

## SNOW and ICE COVERED EQUIPMENT

- Greater risk of injury
- Fall protection for loaders.
- Slip/fall when mounting equipment. Pulls and strains freeing hatches, brake wheels, etc.
- Over weight cars due to snow accumulation
- Ice falling from roofs. Direct injury
- Accumulation in loading area
- Frozen pressure valves or vents. Ice plugs

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