



Procedures For Stuart Mesa Third-Party Contractor(s)

INTRODUCTION: In the interest of safety and with today's environment, it has become more prevalent to establish Best Management Practices to properly identify all individuals within a workplace. Therefore, when it becomes necessary for third-party contractor(s) to perform work at the Stuart Mesa Maintenance Facility, it is critical that all personnel involved are identified along with the scope of work to be performed and the duration of time involved. Additionally, prior to the commencement of any work, a railroad safety job briefing must be conducted before work is performed.

PURPOSE: To establish procedures and controls to ensure compliance with NCTD'S System Safety Program Plan (Section 26), for all third-party contractors performing work at the Stuart Mesa Maintenance Facility. To have an established documented trail consistent with the SMMF Emergency Evacuation Plan that identifies when third-party contractors are on-site and where work is to be performed so that accountability can be established of all personnel in the event of an emergency.

PROCEDURES: Prior to conducting any work at SMMF, third-party contractors must be approved by NCTD'S Facilities Maintenance Manager or designee. Upon approval by NCTD, third-party contractors must be instructed to report into the main offices at SMMF. NCTD'S approving manager must e-mail, confirm via phone or fax to the attention of Joe Yannuzzi, Dustin Davis and/or Joyce Billinger at SMMF and advise as to the identification, type of work being conducted and reporting instructions to the third-party contractor.

When a third-party contractor reports to SMMF as instructed, all workers will be required to sign-in on the Contractors Protection Log that will be located in the Lunch/Training room. Upon signing in and before commencement of work, the contractor(s) will be instructed on:

- Railroad Yard Etiquette
- Personal Protective Equipment
- Train Movements
- Emergency Evacuation Procedures
- Sign-Out Procedures

Upon completing the above, contractor(s) will be permitted to commence work. SMMF personnel reviewing the above instructions with contractor(s) will notify all SMMF managers of third-party contractors on-site.