

Document Health and Safety	Published 08/01/2015	Valid for Escanaba Mill
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## Blue Flag & Derail Equipment Policy

### I. Purpose

The purpose and goal of this program is to protect employees while working in or on railroad cars, unloading trucks or while working on or near railroad tracks.

### II. Extent

All permanent rail spur locations where rail cars or trucks are entered or worked upon by employees are covered by the provisions of this program. Temporary work locations that are on or near rail tracks are also included within the scope of this program. The temporary blue flag and derailer units are located with Loss prevention at the Back Gate.

### III. Definitions

**Permanent Blue Flag** A blue flag placed with a derail at a permanent rail car spotting location or from the entrance to a building within which rail cars are spotted. These designated areas can also be used to unload trucks.

**Temporary Blue Flag** A blue flag warning sign with a derail placed on the open side(s) of the rail tracks to serve as a warning signal to protect employees and contractors for any oncoming railroad engine or other rail traffic. Blue flag warning signs and derailer shall also be utilized for those work locations that are in close proximity to rail tracks such that if rail traffic passes by, the job will be interrupted and worker injury may result.

### IV. Execution

1. For all permanent rail car spotting locations, derail equipment and blue flag warning signs shall be installed on rail tracks in locations that will protect employees working in or on stationary railcars or trucks against collision from rolling railcars. The derail equipment shall be locked in the on or derail position and the blue flag warning sign set in the upright position while personnel are working in or on cars.
2. When switching of cars becomes necessary, the blue flag warning sign shall be set down and the derailer shall be unlocked and set in the off position. During the period in which the track is left unprotected, employees shall not work in or on the railcars or trucks left unprotected.
3. Departments receiving the railcars are responsible for control and setting of the blue flag signal and derail equipment.

Document Health and Safety	Published 08/01/2015	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

## **Blue Flag & Derail Equipment Policy**

4. For all temporary work locations that are on or near rail tracks, blue flag signs and derailleurs shall be placed on the open side(s) of the rail tracks to serve as a warning signal for any oncoming railroad engine or other rail traffic. Prior to installing any temporary derail equipment, the employee(s) or contractor(s) shall report to the Back Gate.

### **V. Procedures – Permanent Locations**

#### ***Proper Placement of Derail Equipment and Accompanying Blue Flag Warning Signs for Protection of Spotted Car or Truck Locations***

1. Derail equipment and accompanying blue flag warning signs shall be placed not less than 50 feet from the end of a permanent rail car or Truck spotting location or from the entrance to a building within which rail cars or Trucks are spotted.
2. Derail and blue flag equipment shall not be installed in locations where they would present a hazard to normal vehicle, bicycle, or pedestrian traffic (i.e., in a paved road).
3. If the track is open in both directions from a spotted car or truck work location, then derail equipment and accompanying blue flag warning signs shall be installed at an appropriate distance from each end of the car(s) or truck(s) work location.
4. When two or more rail cars or trucks are spotted near one another on the same track, the derail and accompanying blue flag equipment shall be placed beyond the first rail car or truck toward the open end of the track.
5. When a spotted rail car or truck is near a curve on the railroad track, the derail and accompanying blue flag equipment shall be placed far enough along the curve toward the open end of the track to assure that it will be visible to the switching crew from at least one car or truck length beyond the beginning of the curve.

#### ***Setting and Removing Derail Equipment and Accompanying Blue Flag Warning Signs for Protection of Spotted Car or Truck Locations***

1. Department's working under the protection of the derail equipment shall be responsible for controlling, setting, communicating, and removing derail equipment and accompanying blue flag warning signs.
2. After a rail car has been spotted by switch crew personnel and the switch engine has left the area, or a truck is in place, the derail device can be set in the on or derail position and locked in place. The blue flag warning sign shall then be set

Document Health and Safety	Published 08/01/2015	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

## **Blue Flag & Derail Equipment Policy**

- in an upright and visible position. After the derail equipment and blue flag warning sign is set, the Loss Prevention at the Back Gate must be notified. They in turn will notify the Switch Crew and work may be initiated in or on the spotted rail cars or trucks.
3. When switching of railcars becomes necessary or truck is ready for departure, the blue flag warning sign shall be set down and the derail device shall be unlocked and set in the off position. During the period in which the track is left unprotected, employees shall not work in or on any cars or trucks that are unprotected. Also, Loss Prevention at the Back Gate must be notified when work or unloading is complete and blue flag and derail equipment removed.
  4. If necessary, the key release procedure included within the facility's Control of Hazardous Energy Policy shall be followed.

## **VI. Procedures – Temporary Locations**

### ***Setting and Removing Blue Flag Warning Signs for Protection of Temporary Work Locations***

1. For all temporary work locations on rail tracks, blue flag warning signs and derailleurs shall be placed on the open side(s) of the rail tracks to serve as a warning signal for any oncoming railroad engine or other rail traffic. Blue flag warning signs and derailleurs shall also be utilized for those work locations that are near rail tracks such that if rail traffic passes by the job will be interrupted and worker injury may result.
2. The blue flag warning sign and derailer shall be placed in an upright position not less than 50 feet from the work location prior to beginning work and notifying Loss Prevention at the Back Gate.
3. When the work location is near a curve on the railroad track, the blue flag sign and derailer shall be placed far enough along the curve toward the open end of the track to assure it will be visible to the railroad's switching crew from at least a car's length beyond the beginning of the curve.
4. Upon completion of the work, the blue flag warning sign and derailer shall be removed, and Loss Prevention at the Back Gate notified. The blue flag and derail equipment must also be returned to the Back Gate for check-in.

### ***Obtaining Blue Flags and Derailers for Temporary Work Locations – Must Visit Back Gate***

1. All employees and contractors must obtain a temporary blue flag and derailer from Loss Prevention at the Back Gate.
2. Sign out temporary blue flag and derailer from LPO at the Back Gate, to include date, name, company, sign-in/sign-out & location flag and derailer will be placed.



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Document Health and Safety	Published 08/01/2015	Valid for Escanaba Mill
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## **Blue Flag & Derail Equipment Policy**

The LPO will issue the blue flag and derailer and contact the Switch Crew with your work location and time.

3. Once job is complete return blue flag and derailer to Loss Prevention at the Back Gate and sign out.



Document Health and Safety	Published 08/01/2015	Valid for Escanaba Mill
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## Blue Flag & Derail Equipment Policy

<b>Billerud Escanaba</b>			
<b>Effective Date: May 1, 2008</b>		<b>Pages: 5</b>	
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<b>Revision History</b>			
REVISION	PAGE(S) AFFECTED	DATE	DESCRIPTION OF CHANGE
01	Page 3 – Section VI. Procedures – Temporary Locations	01/08/08	1. Verbiage/Section Added - Obtaining Blue Flags for Temporary Work Locations – Must Visit Back Gate.
02	Page 3 – Section VI. Procedures – Temporary Locations	02/09/14	2. Verbiage/Section Added - The LPO will issue the blue flag and contact the Switch Crew with your location and time.
03	Entire Policy	8/30/2022	3. Verbiage Added – Unloading trucks added to be treated the same as railcars. Also, temporary blue flag now includes a temporary derailer.