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1.0 INTRODUCTION

1.1 Purpose

The purpose of the Rail Safety Standing Instruction is to ensure that proper precautions are taken whenever Marathon personnel or contractors must work in or around railcars and railroad tracks at Marathon LAR. By following these requirements, employees will reduce the risk of injury to themselves and others.

1.2 Scope

This procedure applies to all Marathon employees, contractors, vendors and visitors to the LAR.

2.0 REFERENCES

2.1 Government

- 2.1.1 49 Code of Federal Regulations (CFR) Subchapter C Hazardous Materials Regulations.

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2.2 Marathon Standards

- TSHS 016 Safe Rail Operations
- 75-5439 Railcar to Railcar Transfer at Butane/Pentane Loading/Unloading Tank Car Rack
- 74-5213 Railcar Operation Communications
- 74-5222 Crossing over Rail Equipment

2.3 Industry Codes and Standards

- General Code of Operating Rules (GCOR)

3.0 DEFINITIONS

Table 1 Definitions

Term	Description
Blue Flag/Sign	A blue metal sign with white wording with "Stop – Crew at Work", "Stop – Tank Car Connected" or similar wording as appropriate.
Derailer	A device placed on a rail track to cause railcars to exit the tracks.
Derail Sign	A blue metal sign with white wording "DERAIL" that designates the location of the derail. This sign does not satisfy the requirement for a blue flag.
Exclusion Zone	An area delineated by barricades that indicate rail movements are taking place and personnel are not to enter the area.
Tag	A means of providing identification concerning who has placed the blue flag/derailer.



4.0 RAIL SAFETY

4.1 General Requirements

- 4.1.1 Do not step on the rail when crossing the railroad tracks. The rails can be slippery and may cause you to slip and fall.
- 4.1.2 When crossing the railroad tracks you must be at least 25' away from standing rail equipment.
- 4.1.3 When crossing in front of approaching rail equipment, you must be at least 3 railcars or 210' away. If there is not this distance between you and the oncoming movement, wait until the equipment has passed before crossing.
- 4.1.4 Always expect movement on any track, in any direction, at all times and look carefully in both directions before crossing.
- 4.1.5 Do not walk between the rails or within 4 feet of the nearest rail.

5.0 BLUE FLAG / SIGN OR LIGHT SAFETY

5.1 General Requirements

- 5.1.1 The blue flag, sign and light shall be used when working on or near tracks and track crossings, or when positioning equipment on tracks when possible injury or equipment damage may result from unexpected or unauthorized movement on the track.
- 5.1.2 The blue flag or sign shall be used whenever personnel, material or equipment interferes within eight (8) feet six (6) inches from the center line of rail track operations.
- 5.1.3 Blue flags are available through the Traffic Office by contacting the Train Crew lead.
- 5.1.1 High visibility blue lights are required when working during the evenings and bad weather conditions to ensure the signal is visible.
- 5.1.2 Blue flags or signs are the responsibility of the person performing the work, not the Train Crew.
- 5.1.3 They are to be in position before workers or equipment is allowed in, on or near railcars or tracks protected by these devices.
- 5.1.4 In some cases, blue flags may be necessary on both sides of them worksite if train movement could occur from either direction.
- 5.1.5 The blue flag should be turned at a right angle to the track, making the warning clearly visible to the train crew.
- 5.1.6 If any area becomes hazardous for the locomotive crew, the department concerned should place blue flags to keep them from entering the area until the condition is corrected



5.2 Blue Flag Procedure

- 5.2.1 Notify Train Crew of the planned use of a blue flag. This notification will include the location and time duration of the installation.
- 5.2.2 Place the blue flag on the railroad track no less than 150 feet from the work activity. The blue flag should not be placed so that it blocks a roadway. If railcars sitting on the track do not allow adherence to the 150 foot minimum, place the blue flag in front of the car(s) blocking its originally desired position.
- 5.2.3 After completing the work, remove the blue flag and notify the Train Crew that the track is clear.
- 5.2.4 If a maintenance team member, contractor or vendor does not know how to set a blue flag on the rail road track ask a train crew member for assistance.

6.0 WHEEL CHOCKS

6.1 Requirements

- 6.1.1 Wheel chocks are required anytime railcars are connected for loading or offloading.
- 6.1.2 When railcars are being loaded at one of the loading racks, this is the responsibility of the loader.
- 6.1.3 When this involves a rail car in other locations, it is the responsibility of the person performing the work.
- 6.1.4 If a maintenance team member, contractor or vendor does not know how to set the wheel chocks on the rail road car ask a train crew member for assistance.

7.0 DERAILERS

7.1 Portable Derailers

- 7.1.1 In some cases when significant injury or equipment damage could occur as a result of accidental switching, additional protection beyond a blue flag may be needed. In these cases, personnel shall be required to use a portable derailer in addition to the blue flag. Factors affecting this requirement include duration of work, location of work, illumination, general visibility, response time and potential extent of injury or damage. The following procedure shall apply for installation of portable derailleurs:



- 7.1.2 Notify the Train Crew of the planned use of a blue flag and portable derailer giving location and time of installation.
- 7.1.3 Place portable derailer no less than 100 feet from the work activity, but not blocking roadways. Mark derailer location with a derail sign. Place the blue flag no less than 50 feet in front of the portable derailer. If rail cars sitting on the track do not allow adherence to these distance requirements, move the portable derailer and/or blue flag in front of the car(s) blocking their originally desired placement positions.
- 7.1.4 Engage and lock the portable derailer. The Marathon LAR Isolation Procedure shall apply.
- 7.1.5 After completing the work, remove the blue flag and portable derailer and notify the Train Crew that the track is clear.
- 7.1.6 In some cases, portable derailleurs may be necessary on both sides of the worksite if train movement can occur from either direction.
- 7.1.7 If a contractor or vendor is performing work and needs to place a temporary derailer on the track in order to do so but is not familiar with how to use them, a train crew member can assist.

7.2 Permanent Derailleurs

- 7.2.1 Permanent derailleurs are located at access points for both the butane and propane/propylene loading racks. These derailleurs are operated by the Train & Rack Crew members in accordance with established operations procedures.

8.0 ECX BRIDGE EXCLUSION ZONE

8.1 General Requirements

- 8.1.1 When rail movements are taking place across the ECX Bridge and ECX Road, the Train Crew is required to set up an exclusion zone so that there is no traffic (vehicle, bike or pedestrian) on that road during rail movements. Barricades are put up at all access points delineating the exclusion zone and a radio notification is made via the 501.

8.2 Exclusion Zone Procedure

- 8.2.1 Once the need for an exclusion zone is identified, the Train Crew will notify the 501 and request a 30 minute warning be made via radio on the All Call Channel that an exclusion zone will be up along ECX road for rail movements.
- 8.2.2 The Train Crew will set up portable barricades at pre-determined roadway access points to identify the exclusion zone.



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- 8.2.3 Once the barricades are in place, the train crew will request the 501 make an announcement via the All Call Channel that the exclusion zone is in place and ECX road is now closed to all traffic.
- 8.2.4 The Train Crew will make all necessary movements. During these movements there is no traffic (vehicle, bike or pedestrian) allowed inside the exclusion zone. The only people allowed inside the exclusion zone are Train Crew personnel.
- 8.2.5 Once all movements are done on ECX road, the exclusion zone will be removed by the Train Crew. You may follow behind the Train Crew as they remove the barricades, but do not pass the train crew while they are removing barricades.
- 8.2.6 When all barricades have been removed, the Train Crew will notify the 501 who will put out an "All Call" that train movements are complete and the exclusion zone is now down. At this time normal traffic can resume on ECX road.

9.0 REVISION LOG

Title & Procedure Number:	HSS-601 General Rail Safety		
Author/Owner:	Connie Lema	Approver:	Mike Kulakowski
Reviewed By:	Policy & Procedure Committee	Document Administrator:	D. R. Cannon
Issuing Department:	Safety	Issue Date:	3/31/2020
Revision Date:	3/31/2020	Next Review Date:	3/31/2023
Revision Summary			
Created HSS-601 to include general rail safety for LAR in one document. Rail component of SAF-014 Transportation document will be archived. Updated the instruction to comply with Tesoro LAR standard.			
3/31/20 – HSS-601 was reviewed and only minor changes were made (Tesoro to Marathon)			