

General Operating Instructions (GOI)

Section 2

Reporting Requirements

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1.0 Initial Reporting Requirements

1.1 All employees must immediately report any accident or incident of a type listed in Table 1: Reportable Accidents, or Table 2: Reportable Incidents, below.

If the conductor or other employee in charge of a train or other rail equipment is unable to make the report, any other CP employee who becomes aware of such occurrence must make the report.

Reporting procedures:

- Report to the RTC, Operations Manager - NMC, yard/terminal supervision, or immediate supervisor. NMC Emergency phone number is: 1-800-795-7851.
- Use voice communication or personal contact.
- Include a brief description of the occurrence.
- Include all of the information listed in item 1.5.
- Do not delay reporting if all information is not available.
- Request any required medical or other emergency assistance.

Table 1: Reportable Accidents	
A.	Collision or derailment of on-track equipment, including track units
B.	Fatality or injury from contact between on-track equipment and any person or vehicle
C.	Employee fatality or injury while on duty from any cause
D.	Grade crossing collision, including either public or private crossings
E.	Acts of sabotage or terrorism, including bomb threats, hijacking, blockade, hostage-taking
F.	Evacuation resulting from any on-track accident or incident
G.	Fire or explosion involving on-track equipment
H.	Explosive, radioactive or infectious that is lost, stolen, damaged, vandalized, or setoff
I.	Release of dangerous goods from any car, tank, container, cylinder or vehicle
J.	Unintended release of any non-regulated substance

Table 2: Reportable Incidents	
A.	Movement of a train, engine or track unit without proper operating authority
B.	Exceeding limits or unprotected overlap of operating authority
C.	Less restrictive signal indication than required for the intended movement
D.	Failure to provide proper protection for on-track personnel
E.	Uncontrolled movement of on-track equipment
F.	Over speed coupling of equipment containing DG (Ref. GOI Sec.8, Item 5.0)
G.	Failure to protect a hand operated main track switch
H.	Unprotected main track switch left in abnormal position
I.	Operation of equipment by unauthorized or unqualified person (Ref. GOI Sec.15, Item 1.4)
J.	Railway safety devices that have been tampered with
K.	On-track equipment being operated in excess of 10 mph over authorized speed
L.	Crew member who becomes incapacitated for any reason
M.	Livestock or wildlife killed or injured by on-track equipment
N.	Suspicious or dangerous activities on or near tracks or adjacent property
O.	Slides, washouts, or other on-track obstructions which may affect safe operations
P.	Damage or vandalism to equipment, signals, or structures which may create a safety hazard
Q.	Any person riding in locomotives or other non-passenger equipment, excluding assigned crew members
R.	Right of Way Fires
S.	Near miss incidents

1.2 The employee making the initial report must complete the appropriate accident report(s) (provided in the conductor's form package) as soon as possible after the occurrence and submit it to his/her immediate supervisor or the Service Area Manager - Field Operations.

1.3 Employees must immediately take whatever action may be required, and which can be performed safely, to protect the safety of persons, property, or the environment, including:

- track protection,
- injury assistance,
- fire control,
- evacuation,
- control of leaks or spills.

- 1.4 Employees are to remain at the scene of accidents until released by the RTC, their supervisor, or another person in charge at that location.
- 1.5 Initial accident/incident information should include, where applicable:
- date & time of occurrence;
 - train, engine, car, or track unit numbers involved;
 - compass direction of travel & estimated speed;
 - location by mileage and subdivision;
 - type of track (main, yard, siding, industry, etc.);
 - name or designation of other than main track;
 - name of railway or company operating the equipment;
 - name of railway or company who owns or maintains the track;
 - method of operation (manual, remote, beltpack, etc.);
 - emergency application type if applicable (crew, TIBS, UDE);
 - number of persons injured or killed;
 - identity of injured or killed (employee, third party, etc.)
 - description of any dangerous goods involved or released;
 - initial, number, and position of equipment involved;
 - description of any damage to equipment;
 - description of damage to any track, structure, or property;
 - brief description of the occurrence;
 - names, address, phone numbers of any witnesses;
 - names, employee number, and position of crew members;
 - name of person making the report.
- Do not delay reporting because some information is missing.

2.0 Protecting the Accident Scene

- 2.1 Employees have an obligation to protect any evidence relevant to a reportable accident, pending the Transportation Safety Board's (TSB) decision to investigate.
- Members of train crews and other employees who may be on the scene or are otherwise involved with an accident should note all relevant facts, so that they will be in a position to give information when the matter is investigated.
- In the event of an injury to any person, including employees, passengers, trespassers, and others, the names and addresses of potential witnesses in the immediate vicinity should be procured at once.
- Train crews or other employees should examine and report on the condition of the track, structures and equipment where the accident occurred. Time of the accident should be noted.
- 2.2 If the TSB decides to investigate:
- a) employees on the scene will be notified as soon as possible by the RTC or their supervisor, and
 - b) the TSB investigator must first communicate his/her arrival at the site to the person in charge, and
 - c) all evidence at the site must be protected until released by the TSB investigator, and
 - d) employees must ensure that there is as little interference with the site as possible, except that
 - emergency measures must be taken to protect safety of persons, property, or environment, and
 - before equipment or other pieces of evidence are moved, a record of the conditions must be taken by the person who directs, supervises, or arranges such action, including pictures, sketches, measurements, etc.
- NOTE:** If there is any doubt about what actions should be taken, communicate with the RTC, the TSB investigator, or other person in charge of the site.

- 2.3** TSB investigators can limit access to an accident site, even to railway employees. However, they must:
- a) identify themselves upon arrival, and
 - b) notify the CP person in charge when the investigation is complete and all TSB staff are clear of the site, and
 - c) minimize the disruption to transportation services.

TSB investigators have extensive powers to conduct their investigations and CP employees must cooperate fully with them.

Employees must not provide the TSB or other persons, except company officers, with any opinion, assumption, or impression as to the cause of an accident, including speeds, distances, etc.

- 2.4** Where an employee is served with a notice in writing by a TSB investigator, the employee must comply with the notice and give such evidence as the investigator requests. Where an employee is required by a Transport Canada Safety Inspector to attend for questioning, the employee must do so and must comply with any reasonable request. In either case, the employee must, upon receipt of the notice, advise his/her supervisor.

- 2.5** At the scene of an accident or incident, if requested to give a statement to any government authority, employees should:
- Verify the other person’s identification before providing any information.
 - Provide only the facts as you know them. Do not offer opinions, assumptions, or impressions.
 - Contact your supervisor if you are uncertain whether to respond to requests for information or any particular line of questioning.
 - Always advise your immediate supervisor or the RTC when you have provided information to outside authorities.

- 2.6** In all incidents, provide responding authorities with only the following information:

Your name, address, date of birth and profession
Train, lead locomotive and equipment numbers involved in incident
The number of cars in the train
The location and time of the accident
The direction the train or equipment was travelling.
The direction in which the vehicle or pedestrian was traveling, if observed.
The movement of vehicles or pedestrians prior to and at time of incident.
Whether the train was moving or stationary at the time of the accident
The location at which the train came to a stop
A description of the weather conditions and visibility at the time of the accident
Whether the headlight was lit, and the bell, horn, and ditch lights were activated
The location of each member of the crew at the time of the accident

NOTES:

Do **not** provide signed statements, unless required by a company officer.

Do **not** provide a drivers license, even if requested.

Do **not** give statements or information to anyone who does not have a legal right, such as the news media, attorneys, insurance representatives, etc.

Give statements only to legal authorities (TSB or Transport Canada investigators, Police, or Coroner).

3.0 Injuries or Fatalities

- 3.1** When an accident involving serious personal injury has occurred, the local police and any required medical support should be immediately summoned to the scene.
- 3.2** When a fatality has occurred due to any cause, crews must report the fact immediately to the RTC or their immediate supervisor. The RTC or Supervisor must notify the local police, CP Police, and a coroner, medical examiner, or other appropriate investigator, and if available, a Company approved medical examiner.
- 3.3** When injuries and fatalities involve the general public:
- Care should be taken not to disturb any wreckage more than is necessary to provide first aid or permit movement of the train.
 - If it is necessary to move a body, crews must consult with the RTC who will advise police as to their intention and reason.
 - A person must be left in charge to advise police, coroner, TSB investigator, or Transport Canada inspector of the original position in which the body was found.
 - When a train crew has been directed to remain stationary following any fatal accident, the crew will remain as long as necessary for the police or coroner to conduct their investigation.
 - To avoid train delays, arrangements may be made through the RTC for the police or coroner to take any required statements to be given on arrival at the next destination terminal in the presence of a railway operating officer.
- 3.4** When injuries and fatalities involve employees: Item 3.3 does not apply, instead Section 127 of the Canada Labour Code applies which provides that:
- “where an employee is killed or seriously injured in a work place, no person shall, unless authorized to do so by a safety officer, remove or in any way interfere with or disturb any wreckage, article, or thing related to the incident except to the extent necessary to:
- save a life, prevent injury, or relieve human suffering in the vicinity;
 - maintain an essential public service; or
 - prevent unnecessary damage to or loss of property.”

NOTE: For purposes of this item, “serious” injury includes an occurrence which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

- 3.5** A copy of the Canadian Rail Incident Investigation Guideline is supplied in the conductor’s form package and is to be provided to any police officer responding to incidents involving injuries or fatalities.

4.0 Train/Vehicle and Trespasser Accidents

- 4.1** When an accident occurs that involves a vehicle or a pedestrian (at grade crossing or otherwise), the following facts should, when applicable, be immediately drawn to the attention of the driver, occupants, outside witnesses, and/or other employees:
- the engine bell is ringing;
 - the headlight is illuminated;
 - the ditch lights are illuminated;
 - the oscillating headlight, if equipped, is functioning;
 - crossing warning devices including lights, bells, and gates are functioning, where equipped.
- 4.2** In addition to the information required in item 1.5, the following information should be recorded:
- was the whistle sounded while approaching the crossing?
 - was the bell ringing while approaching the crossing?
 - type of crossing warning device and if activated;
 - whether or not the crossing is equipped with gates;
 - direction and movement prior to impact of vehicle;
 - distance beyond crossing where the head end of train stopped;
 - point of impact on train and/or vehicle
 - damage to vehicle;
 - position of vehicle after mishap;
 - whether vehicle headlights were on;
 - whether the vehicle’s windows were clear, dirty, open, closed, steamed, or frosted;

- whether the vehicle's radio or stereo was on or off, and approximate volume;
- make, type, and license number of the vehicle;
- name, address, sex and age of vehicle owner, driver, and occupants;
- position of each occupant in vehicle;
- was each occupant wearing properly buckled seat belts?
- identification of any casualties;
- any evidence of intoxicants;
- description of any skid marks on the roadway;
- weather and road conditions;
- possible restrictions to vehicle visibility;
- restrictions to train visibility;
- any restrictions to visibility along sightlines for the train and/or the vehicle;
- names, addresses, phone # number of witnesses;
- name and address of attending coroner and/or investigator.

4.3 In addition to the requirements in items 4.1 and 4.2, where an accident involves a pedestrian, the following information should be recorded:

- Did the pedestrian appear to be aware of the approaching train, and at what distance prior to contact?
- Describe any actions or behaviour that suggested the pedestrian was aware of the approaching train.
- Did the pedestrian attempt to avoid the accident?
- Did the pedestrian appear distracted by other events?
- Was the pedestrian wearing clothing or a headset that may have impaired hearing?
- Describe any actions or behaviour which may suggest that the pedestrian was aware of the train but deliberately declined to take evasive action.

4.4 In addition to the requirements in items 4.1, 4.2, and 4.3, where an accident involving a pedestrian or trespasser occurs at a location other than a crossing, the following information should also be recorded:

- Is the right of way fenced at this location on one or both sides?
- Is there an obvious reason for trespassing in this area, such as a school or shopping area with no crossing nearby?

5.0 Environmental Incidents

5.1 An environmental incident includes the accidental or unintended release of any dangerous or non-dangerous substance into the natural environment, including land, water, or air.

Immediate reporting to the NMC is required for all environmental incidents.

In addition to the information required in item 1.5, the following should be reported:

- description of the location and the surrounding environment, such as near water, near wetlands, near a drainage or sewer system, in a park, nature reserve, or other possibly sensitive area.
- type and estimate of the quantity of the substance released
- details of any immediate action taken, or proposed to be taken, to control the release.

5.2 Livestock and wildlife that are killed or injured by on track equipment must also be reported. Wildlife, for reporting purposes, would include most large species (elk, moose, bears, wolves, coyotes, cougars, etc.), and also any threatened or endangered species, such as eagles. If in doubt as to the species or the reporting requirement, make the report.

In addition to the information required in item 1.5, the following should be reported:

- species of animal if known;
- behaviour of animal at the time of collision (standing, running, lying down, etc.);
- weather conditions;
- estimated snow depth, if applicable;
- estimated speed of train;
- line of sight (straight or curved track and/or obstructions);
- any measures taken to avoid collision (horn, bell, lights turned on or dimmed, braking, etc.).

5.3 Fires along a railway right of way may also have a negative impact to the environment and must be reported.

In addition to the information required in item 1.5, the following should be reported:

- description of fire & whether found or set by that train.
- any measures taken to control or extinguish the fire.

6.0 Unsafe Signal Failures

6.1 When a block or interlocking signal displays a more permissive indication than circumstances warrant or an indication is not as specified by CROR Rules 405 to 439 or a System Special Instruction, the train crew must:

STEP	ACTION
1	Stop immediately or if stopped do not move.
2	Transmit an emergency communication per CROR Rule 125(a).
3	Immediately advise the RTC of the signal number, location signal colours, and respective positions.
4	Report the positions of switches and any other pertinent information.
5	Confirm signal colours with another crew member or other employees in the vicinity.
6	Be governed by instructions received from the RTC.



