

Safety Briefing Checklist

Safety/Excursion Coordinator: Leland Stewart		Location: Llano, TX	
Trip#:	Date:	Lead Car:	# of Cars:
DISCUSSION TOPICS:		YES	NO
		Remarks	
General Scope of Trip	X		
Station Stops	X		
Participant Issues (ADA, spec. needs, etc.)	x		
Movement @ Restricted Speed	X		5 mph max at all crossings
Known Safety Hazards (weather, crossings, traffic, etc.)	X		All unpaved x'ings. Crossing safety priority
Safety Equipment	X		appropriate for tasks
Means of Emergency Communication	X		2 way radio & cell phone
CPR/1st Aid Trained Persons	X		L. Stewart, J Pattison
Correct Time			
Crew properly rested			
ENROUTE CHECKS		YES	NO
		Remarks	
Crew Assignments / Flaggers	X		flaggers, as assigned, shall wear reflective gear
Facilities Enroute			
Onboard Emergency Tools	X		1st Aid kits in each car
LATEST INSTRUCTIONS ISSUED		YES	NO
		Remarks	
Mandatory Notices, Timetables, etc.	X		safety briefing
NARCOA Rule Book	X		
Local Emergency Response Instructions			
Host Railroad Instructions	X		5 mph @ x'ings, spring & unguarded frogs
WRITTEN DIRECTIVES		YES	NO
		Remarks	
Address / Date	X		
Total Number of Items	X		
Number of Speed Restrictions	X		
Speed Restriction and Locations	X		Maximum 5 mph @ all crossings
M of W Restriction and Locations	X		
Dispatcher's Initials / OK Time	X		
Main Track Authority	X		
OTHER INSTRUCTIONS		YES	NO
		Remarks	
Cover Complete Route	X		
Hi-Rail / Car Restrictions			
Grade Crossing Protection	X		ref. RPI Procedure
Other Notices and Restrictions	X		Do Not Stop On Bridges
RR Specific General Orders	X		
Subdivision General Orders			
Breakdown Time Rule	X		15 min.
Operators Briefed		Date	Time
Relieving Coordinators Signature, Date, Time:			

In case of doubt, always take the safe course - do an additional briefing with the crew. The E/C is responsible for ensuring all crewmembers participate in a Job Briefing and note when done. This form is to be retained by the RPI Safety Coordinator.