

Virginia Railway Express
Job & Safety Briefing Guide

Rule 1.0.1 of the VRE Rules to Live By requires detailed conversations with everyone in a working group about key elements of safety, security and the work to be done. Use this form to guide your job and safety briefings while on VRE property

Rules to Live By edition currently in effect 5.1.14

Date:----- Work Address/Name-----

Adjacent Host Railroad Owner:-----Milepost:-----

RWIC/EIC or Group Leader:----- Headcount:-----

Type of Track: Controlled [] Non-Controlled [] Track Speed:-----

Emergency Contact:----- AED/First Aid Loc'n-----

Fire/Gen'l Rally Location:-----

PIH/TIH/Explosive Release Rally Location:-----

- *Is Personal Protective Equip(PPE)needed and present? [Y] [N] [NA]
*Do all members present have proper outerwear? [Y] [N] [NA]
*Will passengers or other work groups be near us? [Y] [N] [NA]
*Will barriers or other environmental measures be needed? [Y] [N] [NA]
--->If yes, are they properly established? [Y] [N] [NA]
*Have tripping/pinch/overhead hazards been identified? [Y] [N] [NA]
*Will adverse weather impact our work today? [Y] [N] [NA]
--->If yes, are shelters and/or refreshments present? [Y] [N] [NA]
*Are electrocution hazards present? [Y] [N] [NA]
--->If yes, are they identified to everyone? [Y] [N] [NA]
*Have ladders/fall protection elements been inspected? [Y] [N] [NA]
*Have machinery and other equipment been inspected? [Y] [N] [NA]
*Are copies of applicable rules and bulletins present? [Y] [N] [NA]
*Will blue flag or lock-out tag out procedures be used? [Y] [N] [NA]
--->If yes, does everyone understand those rules? [Y] [N] [NA]
*Have all radios to be used been tested for Tx and Rx? [Y] [N] [NA]
*Is an emergency action plan present? [Y] [N] [NA]
--->If yes, have contents and location been discussed? [Y] [N] [NA]
*Were fitness for duty and drug/alcohol rules discussed? [Y] [N] [NA]

Does the entire group understand the work to be performed and the contents of this briefing? [Y] [N]

REMEMBER-You are accountable for your safety! Risks are unacceptable. There is nothing more important than taking the time to perform your work safely. [WORK GROUP INITIALS]---

REPORT ALL SUSPICIOUS ACTIVITY TO 911 AND YOUR SUPERVISOR