



Railtown 1897 State Historic Park Railroad Internal Control Plan, CFR Part 225

Approved by FRA Inspector Scott L. Lewis, January 8, 2016

Policy Statement

Railtown 1897 State Historic Park operates an excursion railroad program and is a sector of the Capital District of the State Of California, Department of Parks and Recreation. The reporting symbol for this railroad is RTRX for FRA reporting purposes.

RTRX is committed to complete and accurate reporting of all accidents, incidents, and injuries and occupational illnesses arising from the operation of the railroad program. This reporting complies with the letter and spirit of the Federal Railroad Administration accident and reporting regulations and to the principle, in absolute terms, that harassment or intimidation of any person that is calculated to discourage or prevent such person from receiving proper medical treatment or from reporting such accident, incident or injury, or illness will not be permitted or tolerated and will result in disciplinary action in the form of removal from service, wither temporarily or permanently depending upon the degree of offense. This action will be taken against any employee, supervisor, manager, or officer of this railroad committing such harassment or intimidation. Please refer to the **Policy and Complaint procedure** section for information on how to file a complaint.

RTRX is also complies with policies and procedures of the State of California Department of Parks and Recreation Administration Manual section 1200 Employee Safety. Disciplinary action for any such harassment is clearly defined in California Labor Code Section 132a.

The preceding policy statement and the Internal control Plan that follows, which is required by the regulations named above, has been disseminated in writing to all employees, supervisors, and managers of RTRX. Each new employee will receive a copy of the statement.

FEDERAL RAILROAD ADMINISTRATION (FRA) ACCESS TO INTERNAL CONTROL PLAN: This Internal Control Plan shall be maintained at the office where RTRX accident/incident Reporting Officer conducts his or her official business. The Plan shall be available for examination and copying by Federal Railroad Administration representatives (including participating State personnel) during normal business hours.

REPORTING GUIDELINES AND REQUIREMENTS:

Employee Responsibility:

Per Railtown 1897 State Historic Park Railroad Code of Operating Rules (G-COR) 1.2.5: "All personal injuries must be reported immediately to the manager on duty/ the employee in charge (EIC).

Employees who observe any unsafe conditions are to report those conditions immediately to their supervisor. Each employee is empowered to take immediate action to correct an unsafe condition, if they have the means to safely do so.

Supervisor Responsibility:

If a Supervisor receives a verbal report of accident/injury, the Supervisor must determine whether or not emergency medical treatment is required, then the Supervisor or his designee is expected to promptly file the information in the reporting system for notification of Capital District Personnel staff. The processing of the initial injury report should occur on the day of receipt or the next possible business day. Completion of Supervisor reports is expected promptly, i.e., within the next business day, but no later than five business days after the reporting of the incident.

ACCIDENT/INCIDENT REPORTING OFFICER:

Curator/ DER

Railtown 1897 State Historic Park

P.O. Box 1250

Jamestown, CA 95327

COMPLAINT PROCEDURES:

Railroad procedures to process a complaint of violation of the Policy:

1) Any alleged violation of the Accident, Incident, Injury and Occupational Illness Reporting Policy, or related complaints arising from violation of the above procedures should be reported in writing to a supervisor or other person in a position of authority.

2) The complainant will be notified of the results of the investigation within 30 days of the written complaint being filed.

RAILROAD ORGANIZATION:

A. In this railroad, the specific departments whose personnel regularly come into possession of information pertinent to the preparation of accident/incident reports to FRA are: Cultural Resources , Maintenance, Train Operations, and Public Safety.

B. The following persons are all of the managers and officers of the specific departments within the railroad whose departments regularly come into possession of information pertinent to the preparation of reports under Part 225.

<u>Title:</u>	<u>Department:</u>	<u>Reports to:</u>
1. Curator	Cultural Resources	Park Superintendent
2. State Park Superintendent	Public Safety	District Superintendent
3. Railroad Restoration Lead Worker	Train Operations	Park Superintendent
4. Park Maintenance Supervisor	Maintenance	Park Superintendent

INTERNAL REPORTING FORMS AND PROCEDURES:

The following internal forms or computer reporting system, or both, are used for the collection and internal recording of accident/incident information:

Accidents or Incidents

1. Public Safety Report- DPR 385 &386

Occupational Injuries or Illnesses

1. DPR761 Report of Minor Industrial Injury
2. SCIF 3067 Employers Report of Occupational Illness or Injury

Harassment or Intimidation

1. DAM 0250.11 Departmental Workplace Violence Policy

Description of the internal procedures used by the railroad for the processing of forms or computerized data, or both, regarding accident/incident information:

The manager on duty/ employee in charge (EIC) completes the SCIF 3067 packet of forms on the day of the accident/incident if possible, but no more than 3 days after the accident/incident and submits to Capital District Personnel Staff.

Reports of harassment or intimidation arising from the reporting of accidents, incidents, or occupational injury or illness will be investigated by an employee designated by the Capital District Superintendent.

Description of internal procedures for collecting cost data and compiling costs with respect to accident/incident information:

In situations requiring cost data the departments involved will be consulted to determine the cost values to ensure a proper decision is made regarding accident/incident reportability.

Description of internal procedures for ensuring adequate communication between the railroad department responsible for reporting accidents/incidents to FRA and any other railroad department responsible for collecting, receiving, processing, and reporting information on accidents/incidents:

The Superintendent, Maintenance Supervisor, and Curator/DER will communicate and share information regarding accident/incidents in person, by phone and email. They will also hold monthly meetings . Capital District staff will acknowledge receipt of reports.

Procedures for updating accident/incident information prior to reporting to FRA:

The Superintendent and Curator/DER will meet monthly (prior to official FRA accident/injury reporting) to review and discuss accidents/incidents including reportables. The Superintendent shall make the final decision based on FRA regulations as to whether an accident/incident is reportable. The Capital District Superintendent will be consulted in the event the Superintendent is unable to make a final determination as to whether the accident/incident is reportable under FRA regulations, or when the Superintendent and Curator/DER do not agree as to whether an accident/incident should be reportable. All accident/incidents are reviewed by the Capital District Superintendent to ensure accuracy of information and compliance with FRA accident/incident reporting regulations and procedures.

RAILROAD AUDITS:

The railway officer responsible for auditing the performance of the reporting function is:

Railtown 1897 State Historic Park Railroad Park Superintendent (General Manager)

A railroad audit will be conducted at least once each calendar year. For purposes of inspection and copying by the FRA, the most recent railroad audit report may be found at the office of the:

Park Superintendent,
Railtown 1897 State Historic Park Railroad,
10501 Reservoir Rd.
Jamestown, CA 95327

After reporting to FRA, amendments to accident/incident reports are made as specified in the "FRA Guide for Preparing Accident/Incident Reports."

ATTACHMENTS:

Public Safety Report- DPR 385 &386

DPR761 Report of Minor Industrial Injury

SCIF 3067Employers Report of Occupational Illness or Injury

Harassment or Intimidation

DAM 0250.11 Departmental Workplace Violence Policy

FRA Post Accident Testing Criteria.