# Safety Appendix for the execution of various works within railway areas

## 1. General

1.1 Safety is a top priority for Israel Rail and the company's management attributes great importance to safety.

1.2 The company's safety policy applies and is binding to all company managers and executives, employee representatives, all employees, suppliers and contractors and all other agencies operating with company areas and working for Israel Rail.

1.3 This appendix is binding for all Israel Rail development, railway infrastructure, maintenance and service works and projects.

1.4 The instruction in this appendix do not replace any relevant legal requirements or instructions and, whenever there exists a conflict, legal requirements shall have precedence.

## 2. Aims

2.1 The aim of this appendix is to define methods, responsibility and authority in all issues relating to work and operational safety while work is being executed on company work sites.

## 3. Definitions

3.1 Safety measures for employees working near a railway track – measures designed to protect and warn groups of employees near railway tracks such as whistle sign, cautionary orders, dividing fence, etc.

3.2 Occupational safety and health – employment safety, occupational health and safety.

3.3 Construction and engineering construction – as defined in the Work Safety ordinance (New Version), 1970. (Henceforth: "Work Safety ordinance") and the Work Safety Edict (Engineering construction work), 1961.

3.4 Risk Control – Selection and activation of risk mitigation measures or to reduce them.

3.5 Hazards – a source, state or action that could cause harm and possible physical injury or impaired health or a combination of the above.

3.6 Risk assessment – determining a numerical, qualitative or level for danger/risk factors while taking into account existing monitoring and control resources and determining if the risk is acceptable.

3.7 Workplace safety training– training provided to employees in train maintenance facilities as demanded by Information Provision Regulations (1999) and by an appropriate professional as per their role and the hazards/risks to which they will be/are exposed.

3.8 Hazard identification - forecasting, identifying and documenting all existing risk factors involved in work procedures and the work place.

3.9 Hazardous incident - Work accident, safety incident, or work-related illness.

3.10 Trained first-aider – As defined in Work Safety Orders (First Aid at Work Places), 1988.

3.11 Work-related illness – an illness or disease that harms the employee or effects their health, and is caused because of their work or activities, as the result of extended and significant exposure to a hazardous agent, and for which the relationship between exposure to the agent and the illness/disease has been recognized in the Employment related Accidents and Illnesses Order, 1945 (Henceforth: **"**Employment related Accidents and Illnesses Order").

3.12 Construction foreman – (For construction and engineering construction works) – those who are certified by the Ministry of

Labor and Welfare to act as a Works Manager. The Works Manager must comply with the provisions of the safety regulations and take appropriate steps to ensure that each employee complies with regulations relating to his or her work.

**3.13** Supervisor - a railway employee or an employee of a management / supervision company on behalf of the railway, who acts as a supervisor on behalf of the railway, for the performance of work by the contractor.

**3.14** Safety Supervisor – A railway employee, or on its behalf, who does not belong to the group of employees executing the work, in charge of monitoring approaching trains to the employee's place of work, and warn them immediately of any approaching train..

**3.15** Safety Coordinator/observer - as defined in the regulations of the Organization of Labor Supervision (Safety Coordinator/observer), 1996.

**3.16** Track - a system of steel strips installed on sleepers that have a fixed width designed for railway rolling stock.

**3.17** Active track - a main track and a track on which commercial passengers and cargo train traffic takes place. If trains are operated at times that are outside of the commercial schedule, the track will be considered as active track. An occupied track with or without rolling stock will, for these purposes, be considered as a non-active track.

**3.18** Obstacle – a non-standard, irregular state, obstacle, or hazard that can cause harm to a person’s health.

**3.19** Horizontal junction - a railway track and road that cross each other on the same level.

**3.20** Work place – all of the following (as per regulations for the preparation of Safety Management Programs – 2013);

**3.20.1** A factory as defined by Work Safety Orders that employees at least 50 employees.

**3.20.2** A place where construction or engineering construction is executed by an operator who employees directly or through a sub-contractor at least 50 employees at the same time on the site.

**3.20.3** A location that is considered a work place or a location detailed in the appendix that uses at least 50 employees. Supervisory Organization Work Regulations (preparation of Safety Management Programs – 2013).

**3.20.4** A factory or location, including those stated in section (a) – (c) where the number of employees is less than that stated in the aforementioned sections, where the regional Safety Supervisor has instructed, in writing, the preparation of Safety Management program due to risks that, in the Safety Supervisor's opinion, exist and that that are detailed in the instruction.

**3.21** Environmental Occupational Monitoring - Measurement of exposure levels relating to risk factors in the work environment, the assessment of exposure levels and their monitoring.

**3.22** Engineering Rolling Stock – Engineering equipment that moves independently and under its own power on the tracks.

**3.23** Risk Analysis - Extracting scenarios resulting from a possible dangerous event, after identifying the presence of risk factors: assessing the likelihood of its occurrence due to the existence of the risk factors; evaluation of the results of the dangerous event, if any; and a weighted calculation of the level of risk derived from the previous assessments.

3.24 Safety Risk - A combination of the probability of the occurrence of a dangerous event or exposure to the cause or risk factors and of the severity of physical injury or of the poor health that that may occur the event or exposure cause.

3.25 Preliminary Survey - As defined in the Occupational Safety and Health Regulations (Environmental Monitoring and Biological Monitoring of Workers in Harmful Factors), 2011 (hereafter - the Monitoring Regulations).

3.26 Level I contractor's employees – all regular, temporary or part-time contractors, including sub-contractors, who have been retained by a site or division for Israel Railways service works and which has the potential to carry out activities at high risk. This conclusion is based on the scope of the contractor's work, not the size of the contractor company.

3.27 Level II contractor's employees -– all regular, temporary or part-time contractors, including sub-contractors, who have been retained by a site or division for Israel Railways service works and does not have the potential to carry out activities at high risk. However, during work execution, regularly enters, unaccompanied and/or carries out work, in production areas or other operational areas (that are not managerial or administrative areas) in Israel Rail or the client's areas, and where Israel Rail is carrying out work. Examples of level II contractor employees includes fire extinguisher inspectors, health and safety consultants that carry out inspections or tests on site and other low-risk suppliers.

3.28 Safety Assistant – The constructing agent will appoint a Safety Assistant to assist the Work Manager on the construction site, who will, for this purpose, carry out duties as per the Occupational Supervisory organization regulations.

3.29 Safety **edict 56415** - A safety order issued by the Director of Health and Safety at the Ministry of Economy and Industry, which sets out the safety instructions for work carried out near the track.

3.30 Track observer - a contractor authorized by Israel Railways to serve as a track observer and whose job is to monitor trains approaching the employee's work place that is beyond the separation fence at a distance of 2.31 meters and alert them immediately by audible means.

3.31 Personal Protection Equipment – equipment designed for the personal use of an employee at work that, specifically designed to protect them from risks that could be detrimental to their safety or health as detailed in the regulations.

3.32 Mechanical Engineering Equipment – mechanical equipment designated for various engineering works relating to infrastructure development, civil, industrial and/or commercial engineering.

3.33 Work team – One or more workers whose role is to work close to or on an active track.

3.34 Contractor - An organization or person engaged in the erection of a structure, the manufacture of a product or the provision of a service, in accordance with a contract signed between that entity and a customer - the person who receives the structure, product or service.

3.35 Subcontractor - an individual, or company, who undertakes to perform work for another contractor who has one a larger contract for the execution of work (who is the main contractor).

3.36 Construction line – a track under construction, reconstruction, or dismantling.

3.37 Train/Train rolling stock – an Engine Locomotive and all units that travel on, or pulled on a track.

3.38 Accident – A one-off incident where there is a risk potential or hazard that adversely affects health.

3.39 Work accident – An accident involving an employee during and because of their work for an employer or on their behalf and an independent employee due to the execution of his/her profession.

3.40 Track area – a distance of 2.31 meters from all sides of the center of the track as defined by the railway's operating instructions.

3.41 Proactive systematic plan - an applied plan for the fulfillment of goals, characterized by taking initiatives and planning in advance.

3.42 Annual plan - a plan that is updated every year with a list of actions to be performed, including an indication of those responsible for the performance of each said action and the date for completion.

3.43 Track Capture - The process of transferring responsibility for traffic management on track in a section or area of a station from the Operating Division to the person in charge of track capture.

3.44 Safety Incident – An incident where risk potential or hazard is realized without causing injury, including dangerous incidents as defined by Professional Accident and Illness order.

## 4. Contractor's safety and health – General

**4.1** The contractor/company performing the work/providing the services (Hereafter: "The Contractor" or "The Company") , is solely responsible for safety at work at Israel Rail sites in general and near the tracks in particular and / or at any other railway site where the works or services are performed for Israel Rail. It is their full and sole responsibility to take all necessary measures, including those listed below, in order to prevent damage to the train, or injuries to workers and equipment from trains, and / or during the execution of the works or services. The employees of the contractor / executing company / service provider for the purposes of this procedure shall include all subcontractors and employees who take part in the execution of the contract.

**4.2** The project manager on behalf of the executing company states that they have visited the site and its surroundings and examined access routes as well as all the conditions and circumstances associated with performing the works including the nature of the risks involved and that they have the tools, means, materials, skills, knowledge and manpower to execute the work in full compliance with all rules for precautions and safety at work according to any law, according to the regulations and safety procedures of Israel Rail or according to the instructions of the Commissioner for Safety relevant to the project on behalf of Israel Rail, including extraction and rescue of workers. It is the company's responsibility to ensure that all its employees and those on its behalf, who engage in the work, comply with all the safety provisions as stated above.

4.3 Compliance with any provision of law, regulation, standard, local regulations on issues and safety and health contexts is binding on the contractor by law and according to the contract agreement with Israel Rail Ltd. This procedure, the provisions and requirements derived therefrom, are only a supplement and in addition to any legal requirement and provision under any law. In no way shall it detract from and/or negate and/or detract and/or reduce all legal demands and instructions. This procedure applies to all types of contractors who will work in Israel Rail facilities and complexes or as subcontractors at Israel Rail sites / complexes.

4.4 High risk operations include but are not restricted to the following:

- 4.4.1 Asbestos reduction operations.
- 4.4.2 Work with asbestos or other forms of intrusive fibers.
- 4.4.3 Construction and engineering construction work (including Parking lots and roof repairs).
- 4.4.4 Work using cranes and lifting equipment.
- 4.4.5 Work in an electrical environment in general and an Electrical train propulsion system in particular.
- 4.4.6 Demolition work.
- 4.4.7 Excavation and earthworks.
- 4.4.8 Work for the installation or removal of equipment or Machinery.
- 4.4.9 Work relating to ventilation, heating and air conditioning (That include Freon).
- 4.4.10 Plumbing work (including breaking or separating of main Pipes).
- 4.4.11 Erecting scaffolding.
- 4.4.12 Hot work.
- 4.4.13 Work with materials containing lead.

4.4.14 Entry into restricted areas.

4.4.15 Work at height / work on raised platforms including ladder safety.

4.4.16 Electrical work.

4.4.17 Work requiring Lockout–tag out (LOTO).

4.4.18 Work with and in the area of radiation machinery.

4.4.19 Execution of work on passenger station platforms.

4.5 The company will ensure at all time that the work site is free of all equipment, waste and materials under its responsibility that could create safety, hygienic and ecological hazards. In any case, they will ensure removal immediately at the end of the work, which includes, among other things, closing communication channels, communication blocks, sewer caps, etc.

4.6 Prohibition of malfunction The scope of the minimum structure - Do not place materials or tools of any kind
Within the scope of the minimum structure as stated in the latest updated track and branch book / dimensions
The structure and cargo.

4.7 The use of explosives in the track area is forbidden – no explosive work may be permitted or carried out with track areas or close to them without having receive authorization in advance and in writing from the Deputy CEO – Safety.

4.8 The contractor is forbidden to use/operate railway equipment for the purposes of work without appropriate authorization (machinery and tools).

4.9 Do not light a fire in the train complexes without obtaining written permission approval. In any event, liability for damages resulting from such fire will apply to the contractor / operator. Safety in hot work will be in accordance with Israel Rail procedure 10-04-109 "Fire prevention during hot work".

4.10 Work and rest hours for the contractor's employees will be as stated in all relevant laws.

4.11 Persons under the age of 18 will not be employed without special permission.

4.12 It is the contractor's responsibility to employee workers who have had occupational health checks as required by relevant law for employees and in relation to risk factors in their place of work.

4.13 It is the contractor's responsibility to verify that all equipment used by employees is properly maintained and in a fit working state.

4.14 Israel Rail management reserves the right to change or add, in the future, to these safety regulations and instructions.

4.15 Whenever the Safety Appendix is translated into other language, the Hebrew version shall be binding.

4.16 It is totally forbidden to block the field of view of any vehicle approaching a crossing between unprotected railway tracks.

4.17 In the event of any emergency that endangers the area around the track or movement of rolling stock on the track, railway controllers must be notified at the following telephones:

The on-duty Head of the Controlling Department – 04-8564986
Northern Command – 04-8564104
Southern Command – 04-8594115

## 5. Presence of employees on or in the area of a railway track – General Safety Instructions.

**5.1** Employees are forbidden to be within the area of a railway track unless this is for the execution of their work and is in accordance with safety and precautionary regulations.

**5.2** Crossing a track or between carriages.

**5.2.1** As a rule, no employee shall cross a track over or beneath carriages.

**5.2.2** If an employee must, in order to do their work, to cross a track between parked carriages, they must take the following precautions:

**5.2.2.1** Ensure that no rolling stock is moving on the track that they intend to cross.

**5.2.2.2** Crossing a track with parked rolling stock will be executed at a minimum distance of at least 5 meters from the end of the rolling stock.

**5.2.2.3** The employee will not cross a track between two rows of carriages unless the distance between them is at least 10 meters.

**5.3** If, in order to execute their work, the employee must pass the track through a parked carriage and provided that there is no alternative, they will do so in the following manner:

**5.3.1** Passenger carriage – via the carriage's entry doors.

**5.3.2** A freight wagon with balcony – via the balcony.

**5.3.3** It is forbidden to pass through other types of carriage.

**5.3.4** The employee must have permission from the shift manager / shunting manager.

5.3.5 Prior to approval from the shift manager / shunting manager to cross the track through parked carriages, they will verify that crossing tracks is required to execute the employee's work and that there are no available and safe alternatives for crossing the track. In addition, they will verify that there is no plan or intention to move the line of parked carriages until crossings have been completed.

5.4 Administrative crossing of an active track

5.4.1 A track may only be crossed for administrative/managerial reasons at an approved crossing point.

5.4.2 Before crossing a railway track, proceed carefully to the approved crossing point, which is at least 2.5 meters and more before the track.

5.4.3 Stop before crossing, look to the sides, and only after verifying that there is no approaching traffic on the track (rolling stock of all kinds), should the track be crossed safely. If the direction of movement of the rolling stock is unclear - do not cross.

5.4.4 If rolling stock is moving, do not cross. Wait until the rolling stock has passed and only then safely cross the track.

5.4.5 Do not linger during a track crossing – crossing the track and its shoulders should be completed in the minimum time possible, running while crossing the track is prohibited.

5.4.6 After completing the crossing, move away from the track and the track environment and leave room for others to cross.

5.4.7 In locations with more than one track, cross only when all the tracks can be seen and are free of trains. In this situation look to the sides again when crossing between each track.

5.4.8 When crossing a track, the person crossing the track must take extra care and be fully aware of their surroundings to maintain safety. No actions may be taken that could distract them or interfere with their field of vision - including:

5.4.8.1 Do not use a mobile phone (messages, call, information).

5.4.8.2 Do not cross a track wearing headphones or earbuds or any other devices that impairs hearing.

5.4.8.3 Fix items of clothing that may obstruct the field of view (hat, coat etc.).

5.4.9 Read and obey all signs at the crossing point.

5.4.10 When there are warning systems at an administrative crossing, they and the warnings they make, must be obeyed. However, even if warning devices allow crossing, prior to starting to cross, verify that there is no train/rolling stock movement on the track.

5.4.11 If when crossing two or more tracks, you are “caught” between two moving trains, lay face down on the ground between the tracks.

5.4.12 In any locations where there is a pedestrian bridge or pedestrian underpass, these must be used to cross tracks.

## 6. Protecting employees close to tracks.

6.1 Safety instructions for works less than 5 meters from the center of the active track will be given based on safety order 56415 issued by the Ministry of Economy and Industry - Safety Manager (Appendix G) or any other order designed to replace it and in accordance with railway operating instructions.

6.2 Threshold conditions for carrying out work on or near a track:

6.2.1 Before any work on or near a track, a preliminary inspection and risk management process must be carried out for work on or near a track. This will form the basis for a decision on the nature of the work (work near a track / occupied track) and protective measures required for each operation. The findings of the preliminary inspection and risk management process will be forwarded using specific forms to the foreman and the person in charge of the occupied track.

6.2.2 Preliminary inspection - Before conducting risk management process for work on or near a track, a representative of the initiating division will arrange a preliminary inspection of the designated workplace. This inspection will include representatives of all relevant agencies and factors that the division's Safety Supervisor feels necessary. The inspection will be documented on Israel Rail form 609, Preliminary inspection form for the execution of works on or near a track and will form a basis for risk management.

6.2.3 Risk management for work on or near tracks.

6.2.3.1 Before executing any work on or near tracks, a risk assessment process must be carried out for the work on or near the tracks.

6.2.3.2 Risk management will be carried out in accordance with Form Israel Rail 610 "Railway risk management for works on or near tracks", which will be based, among other things, on the findings of Form Israel Rail 609 "Preliminary inspection for work on or near tracks", nature of work, terrain conditions expected when performing work (Day / night / weather, etc.).

6.2.3.3 The results and conclusions of the risk management process will determine, among other things, the work framework (immediate evacuation or seizure of a track) and the protective measures required in addition to protective measures that constitute threshold conditions in the operating instructions.

6.2.3.4 Protection for workers in work carried out within the framework of " Occupied track / Occupied section " will be carried out in accordance with the railway operating instructions

6.2.3.5 Finding of the Risk Management Assessment will be documented in the aforementioned form.

6.2.3.6 It should be emphasized that the obligation to perform risk management for work on or near a track is in addition to the obligation of the initiating division to perform / order the execution of risk management in accordance with the procedures of the safety division.

**6.3** Protective measures for employees working on or near tracks.

**6.3.1** Installation of a protective fence and warning signs for workers.

**6.3.1.1** If the work is carried out near an active track, it is the responsibility of the foreman / team leader to install a separation fence between the work site and an active track, in a manner that will prevent the worker and / or equipment and / or machines from approaching the active track and passing trains and according to the following instructions:

**6.3.1.1.1** The separating fence will be installed as far as possible from the active track and no less than 2.31 meters from the center of the track.

**6.3.1.1.2** The length of the separation fence shall be at least 30 meters beyond the workplace, in each direction. However, the length of the fence in the work areas, its location and additional requirements will be determined at the discretion of the Commissioner for Railway Safety in accordance with the nature of the work and risk assessment.

**6.3.1.1.3** Following are the fence characteristics:

**6.3.1.1.3.1** Fencing: “Australian fencing” with changing holes. Fence height will be at least 1.40 meters.

**6.3.1.1.3.2** Post: “Iscor” (Y), 1.80 meters long. Posts will be inserted into the ground to a depth of 40 cm. The distance between fence posts will be 4 meters.

6.3.1.1.3.3 Supports: “Iscor” supports (Y)
Supports will be installed on every tenth post and/or corners or direction change.
Supports will be connected to the post with steel wire – double tie, 2 mm. thick.

6.3.1.1.3.4 Connecting accessories: The fencing will be connected to the fence posts at four locations.
Tying will be facilitated using 1.6 mm tie wire.

6.3.1.1.3.5 Anchoring: In locations where insertion of the fence posts into the ground is not possible (communication infrastructure, electricity, platforms at stations and elsewhere) the posts should be installed with prefabricated concrete foundation bases measuring 60/30/10 with the fence post pinned inside the base.

6.3.1.1.3.6 Marking: Along the entire length of the fence, on its upper half, white marking tape will be installed.

6.3.1.2 Warning signs must be installed on the fence stating that it is forbidden to cross the fences and the active track. The sign will say, "Crossing in the direction of the track is forbidden." The size of the sign will be 80x30 cm, with black letters on a white background 12 cm high. In addition, signs in languages understood by employees who do not speak Hebrew will be placed on the fence. Signs will be installed along the entire length of the separation fence, with the distance between the signs being 30 meters.

## Crossing in the direction of the track is forbidden

**6.3.1.3** It is stressed that:

**6.3.1.3.1** A fence must not be installed for work on a track

**6.3.1.3.2** A separating fence must not be installed in a manner that could prevent or hinder immediate evacuation.

**6.3.1.3.3** If, in order to protect workers, a fence has been erected as defined by this section, there is no obligation to install additional protective measures.

**6.3.1.3.4** If the time required for the installation of the fence is longer than the duration of the work or the access to the place where the fence is placed is limited, the division safety officer may determine another measure.

6.3.1.3.5 For work on platforms, the railway safety officer relevant for the type of work and risk management will consider an alternative fence type.

6.3.2 Dismantling of separation fences on completion of work on the site.

6.3.2.1 Always, at the end of the work on the site, the contractor performing the work is obliged to dismantle and clear all the separation fences from the train sites and return the status in the area to its original condition. The dismantling and removal operations of separation fences will be done subject to risk management procedures and in accordance with the guidelines of the Safety Commissioner relevant to this work.

6.3.3 Observer

6.3.3.1 A safety observer will be stationed if one of the following conditions exists:

6.3.3.1.1 In cases where it is not possible to install a separation fence or the risk of erecting a separation fence is greater than the risk involved in performing the work itself or the time required to erect a separation fence is longer than the time required to complete the work and subject to risk management procedures at the site.

6.3.3.1.2 Lifting work is being carried out that could cross the track area.

6.3.3.1.3 When working at heights when there is a possibility of tools/equipment falling within the track area.

**6.3.3.1.4** When working on station or marshaling yard platforms, between warning lines (yellow) to the edge of the platform and according to risk management procedures.

It is stressed that: **If the aforementioned track is seized, the stationing of a safety observer as an additional safety measure will be subject to the findings of risk management processes.**

**6.3.4** Warning signs for drivers of railway rolling stock.

**6.3.4.1** Situations in which warning signs must be installed:

**6.3.4.1.1** On an active track in the following cases a warning sign in accordance with section 1.3.20 of Railway Operating Instructions / Chapter 1 / Part B.

a. If a separation fence as detailed above has not be erected.
b. When working with mechanical engineering Equipment as per the findings of risk management procedures.
c. For groups of 4 and more workers (when less than four workers - as per the findings of risk management procedures.)
d. If “Caution Order” is used to protect a group of workers – as per railway operating instructions.

**It is stressed that:**

**If the time required to install signs is longer that the time required for the work or access to site is restricted, the relevant division’s safety coordinator is allowed to set other means to warn train drivers.**

6.3.4.2 Method for installing warning signs

6.3.4.2.1 Before starting work, it is the responsibility of the foreman / team leader to place a warning sign No. 1.3.20 "Protecting a group of workers" (see instructions for railway operations), at both ends of the track section where the work takes place and to remove it at the end of the work.

6.3.4.2.2 When the location of the sign according to the aforementioned distances is required to be on a platform or in a place where no signage can be installed, then the signs must be placed as close as possible to the place required under section 6.3.4.2.1 above.

6.3.5 Duties of officials

6.3.5.1 Officials for the purposes of this chapter and in addition to the provisions of all law must act as follows:

6.3.5.1.1 Duties of work foreman / team leader

6.3.5.1.1.1 To verify that the planned work is carried out at the correct location.

6.3.5.1.1.2 To verify, every day and at the start of each new shift that workers have been trained as required.

6.3.5.1.1.3 Verify that work is executed as per all professional and safety instructions required by law.

6.3.5.1.1.4 To coordinate between workers.

6.3.5.1.1.5 To verify the installation of warning signs as stated in section 6.3.4.2.

**6.3.5.1.1.6** To implement protective measures for teams of workers as determined by agents from the division / department.

**6.3.5.1.1.7** To ensure, in accordance with risk management procedures and findings, the location of the observer's position, in consultation with the safety officer and in accordance with conditions in the area and the location from which it will be possible to see approaching trains and alert them regarding the group of workers.

**6.3.5.1.1.8** To verify the immediate evacuation of the team of workers and equipment from the track area when a train is approaching.

**6.3.5.1.1.9** To decide on an immediate halt to work in conditions where vision is limited or difficult or any other dangerous situation and the resumption of work when conditions make this possible

**6.3.5.1.2** Duties of a worker in a team

**6.3.5.1.2.1** When a train is approaching or the supervisor has given a warning signal, a worker in a group of workers must stand on the side of the track area in a safe place so that they will not be exposed to any danger from another train approaching on the corresponding track.

**6.3.5.1.2.2** Workers will raise their hands to signal the train driver that they heard the train's warning siren.

7. Training/instructing workers

7.1 According to the regulations of Work Supervisory Organization (Providing Information and Training Employees), 1999, it is required to provide workers with information and training at their work place. This includes:

7.1.1 Always, prior to the start of a new job/project/agreement/yearly refresher, a meeting will be held between the client, the safety supervisor for division/ area relevant to the work, the contractor, and other relevant agencies and factors (at the discretion of the safety supervisor). General and specific safety instructions for the execution of the work (including this protocol) will be given at the meeting.

7.1.2 Responsibility for coordinating the meeting with the safety supervisor rests with the contractor in coordination with the contract manager on behalf of Israel Rail.

7.1.3 The client / developer will verify the training of the foreman / head of staff, the administrative staff and other parties in cooperation with the Railway Safety Commissioner, through a competent body regarding the risks of working in Israel Rail areas in general and in the proximity of the tracks in particular. Receiving safety instruction and signing a safety declaration are conditions for starting the work.

7.1.4 It is the responsibility of the foreman / head of the contractor's team to guide workers regarding the risks involved in their work in general and the risk factors when working in Israel Rail complexes in general and near railway tracks in particular.

**7.1.5** If the contractor performs work other than that for which he was instructed, it is their responsibility to receive a safety briefing from the Divisional Safety Supervisor / Area Safety Supervisor relevant to this work.

**7.1.6** No electricity / water / communication work (maintenance / renovations) in railway areas may be carried out, unless coordinated with and prior safety training from the relevant professional bodies and only after obtaining written approval from them.

**7.1.7** Such trainings shall be repeated in accordance with the workers needs and at least once a year.

**7.1.8** The contractor will maintain documentation (training book) regarding employee training, in accordance with the regulations of the supervisory organization.

**7.1.9** Training methods and subjects for contractor employees / visitors - in accordance with Appendices D, E, and F.

8. Personal Protective Equipment

8.1 A manager / contractor / entrepreneur who employs workers in railway areas, will provide personal protective equipment for the use of their workers in accordance with the Occupational Safety (Personal Protective Equipment) Regulations, 1997.

8.2 Use and care of personal protective equipment, will be carried out in accordance with Israel Rail Procedure 10-04-110 "Use of personal protective equipment". Contractor's workers and others will wear a yellow glow vest.

9. Cessation of work following an infringement of safety regulations

9.1 At a work site where serious safety deficiencies have been found, the Supervisor / Safety Commissioner has the authority to immediately stop work, and take other actions in the following cases:

9.1.1 In cases where it appears to the manager / supervisor / supervisor of work safety that there are serious safety deficiencies in the work site and non-immediate cessation of work at the site may result in an accident.

9.1.2 There are serious safety hazards at the site and the foreman or company do not take control over what is done at the work site, and / or does not act immediately, in a satisfactory manner, to improve the safety situation at the site.

9.1.3 When there is a danger of harm to the safety of the traveling public at passenger stations.

9.1.4 Failure to comply with written safety instructions.

**At a work site where work has been stopped, work will be resumed only after the situation has been rectified and a written report has been received from the contractor confirming the correction of the defects for which the work was stopped.**

9.2 All meanings arising from the termination of work as stated, shall apply to the Contractor.

10. Safety Incidents – work accidents and incidents where damage and/or injury was narrowly averted.

10.1 This section presents the requirements, responsibilities, procedures, and response in the event of a work accident and safety incidents. In addition to the contractor's internal reporting procedure for safety incidents, the contractor must submit to Israel Rail all reports relevant to the incident, including reports of injuries and "almost injured" and "almost happened" incidents.

10.2 Definitions

10.2.1 Emergency – a situation in which a person is in danger due to an incident or accident.

10.2.2 Safety Incident - An incident in which the potential of a risk factor or of a hazard without injury to a person is realized, including a dangerous case within the meaning of the Accidents and Occupational Diseases Ordinance.

10.2.3 Work Accident - An accident that occurred to an employee during his work and due to his work for or on behalf of his employer, and to a self-employed person - due to his occupation.

10.2.4 Contact list - a checked and up-to-date list of all factors that play a role in the response system to events occurring to the contractor's team.

10.3 Procedure for reporting safety incidents - work accidents and near misses.

10.3.1 The Supervisor operating on behalf of the contractor is responsible for reporting all safety and health incidents (including any injury / illness related to work or near accident) to the Israel Rail contact person and / or the site's safety and health representative as soon as they become aware of this.

The main points of the initial and immediate report will clearly and concisely include the following information:

**10.3.1.1** The location where the event took place
**10.3.1.2** What happened or is happening?
**10.3.1.3** When did the incident occur or when was it identified?
**10.3.1.4** Who or what was involved in the incident (people, injured, equipment or materials)?
**10.3.1.5** Why did the incident occur, possible reasons?
**10.3.1.6** The person reporting the incident and their details.
**10.3.1.7** The person receiving the report and their details.

**10.3.2** After reporting the incident to the site representative and / or the relevant Safety Commissioner, the contractor's Supervisor will carry out incident reporting procedures and inspection on behalf of the contractor. Upon completion of the inspection and no later than 48 hours from the time of the incident, a copy of the report and inspection will be forwarded to the Israel Rail contact person and / or the safety and health representative.

**10.3.3** If the incident is a near accident, the Israel Rail contact person must be notified immediately to determine if further actions are required.

**10.3.4** Maintenance workers will report to the Infrastructure Control Center, safety control center, the station / area / department manager and the train safety supervisor, depending on the affiliation and type of incident.

**10.3.5** At work sites / at the company / in safety files, contact methods for contacts and emergency centers will be published openly and clearly. This information will also be included in the safety guidance section of orientation programs that will be given to employees and in the written training summary that will be given to each contractor employee.

**10.3.5.1** Following are the telephone numbers for relevant contacts at Israel Rail:

**10.3.5.1.1** Manager Shift Supervisor Division – Mesuah – 04-8564986

**10.3.5.1.2** Infrastructure Control and Control Center–

**10.3.5.1.3** 04-8564999

**10.3.5.1.4** Security Safety Center - 08-6533955 08-6533040 ,08-6533080

**10.3.5.1.5** Passenger Center – 04-8564802

**10.3.5.1.6** Logistics Center – 08-6831223

**10.3.6** It is strictly forbidden to provide any information or to hold conversations about the event and its course with or in the presence of external parties, including the media. In the event that the need arises, questions from external parties should be directed to staff of Israel Rail or the site.

**10.4** Emergency Response Plan. (Fires, floods, weather damage, etc.).

**10.4.1** The Contractor will review the chapter on the list of provisions and occupational safety and health procedures in the safety management plan, including emergency preparedness and response procedures, indicating the date of their last review.

**10.4.2** The Contractor's Safety Management Plan shall address and include appropriate procedures for any reasonably foreseeable emergency that may result from the nature and type of the Contractor's activity in the given work environment.

**10.5** Return to normal operations

**10.5.1** Return to routine work activity at the end of an emergency incident will be announced solely by representatives of Israel Rail, or by the management / supervision company on the site.

**10.5.2** The "Return to Routine Activity" notice will be sent to all contractors and management bodies at the various levels on the site. The transfer of information to employees and their return to work will be the responsibility of the contractor upon receipt of the notice.

**It should be emphasized: Representatives of the railway and / or the management company may investigate any incident in accordance with Israel Rail procedures.**

**11.** Occupational safety for contractors at Israel Rail areas and sites.

## Threshold conditions for execution of work in Israel Rail areas in general and close to tracks in particular

**11.1** Appointment of a safety supervisor, in accordance with the regulations of the Organization of Labor Supervision (Safety Supervisors), 1996. Holder of a certificate of competency - see section 11.13.

**11.2** Preparation of a safety management plan, in accordance with the regulations of the Organization of Occupational Safety and Health (Management / Safety Plan), 2013. The plan will be forwarded to the director / supervisor of safety of the relevant division for comment. The Railway Safety Supervisor, after reviewing the material submitted, will instruct regarding safety instructions to be observed when performing the work. The plan will be submitted in accordance with the schedules stated in the work order.

**11.2.1** A contractor who is not required to prepare a safety management plan as defined by law shall submit risk management findings to the relevant safety supervisor for comment. This will include risk factor and action review.

**11.2.2** The risk management chapter will be performed in accordance with RI 10-01-003 - "Safety Risk Management".

**11.3** In construction and engineering construction work, the work will be carried out under the constant supervision of a qualified foreman, in accordance with the Occupational Safety (Construction Works) Regulations, 1988, the Supervisor of Work and all workers at the site.

**11.4** In jobs where there is no obligation to appoint a foreman, a team leader will be appointed who is responsible for managing the workers and safety at the work sites and will be instructed accordingly.

**11.5** Safety Assistant - A safety assistant will be appointed in accordance with the Labor Inspection Organization Law, 1954 (Amendment 11), who will assist the foreman at the construction site.

**11.6** Training workers - The contractor shall ensure that his workers are instructed in accordance with the regulations of the Organization of Labor Supervision (Providing Information and Training of Workers) - 1999.

**11.7** For the work carried out near the track, constant supervision and warning will be given to groups of workers, throughout the work by workers on behalf of the contractor, who serve as "track observers" as specified in section 11.12 below.

**11.8** The following are works in the vicinity of the track, for which special attention is required, in addition to that stated in section 4.4.

**11.8.1** Performing work with mechanical engineering equipment with an arm that can reach the track area. (backhoe loader, power shovel, crane, etc.').

**11.8.2** Drilling. (Drilling for piles, for bridge column foundations, excavating columns etc.)

**11.8.3** Concrete pouring. (Pouring piles, walls, pouring above track infrastructure etc.)

**11.8.4** Overhead bridges. (Lifting beams, erecting scaffolding, locating cranes etc.)

**11.8.5** Underground transfers. (Track separation, water conduits, electrical and communications infrastructure etc.')

**11.8.6** Road/Track junctions (Cancellation/installation/upgrading/maintenance etc.' )

**11.8.7** Excavation work (See section 11.15)

**11.8.8** Hot work (See Section 4.9).

**11.8.9** Other work at the discretion of the railway's safety supervisor.

**11.9** Stationing of a safety observer – as per section 6.3.3.

**11.10** Without contradicting, anything stated above and on the understanding that this does not constitute approval for the contractor to work on an active track or beyond the separating fence the contractor undertakes to take all measures to prevent equipment from falling on the railway tracks or in the track area.

**11.11** The Contractor shall be responsible for notifying Israel Railways immediately of any disruption to railway infrastructure caused as a result of the fall of such equipment on the track and the responsibility for removal will apply to him, while taking all safety measures. It is the contractor's responsibility to prevent the any mechanical engineering boom or arms or any other tool from extending beyond the safety fence.

**11.12** Track observer – for work being carried out near an active track.

**11.12.1** It is the contractor's responsibility to appoint workers on his behalf called "track observers" as stated in section 11.7 whose entire function is to prevent workers and equipment from accessing an active track and to give notice to workers and equipment operators about approaching trains and rolling stock. The contractor must choose track observers who have normal vision and hearing and must ensure that they speak good Hebrew.

**11.12.2** The contractor is responsible for ensuring that an employee on their behalf will not act as a track observer unless they have first undergone special training at Israel Rail Ltd. and is authorized for this position. For the avoidance of doubt, it will be clarified that, the cost for this special training and all employment costs for the track observer will be the contractor’s full responsibility.

**11.12.3** It is the responsibility of the contractor to ensure that the certification of the "Track Observer" on his behalf is valid at all times.

**11.12.4** A track observer who holds a certificate that is not valid will be unable to serve as a track observer.

**11.12.5** If work is carried out simultaneously in several places near an active track, it is required to install a safety fence and employ track observers in each of the workplaces. It is the responsibility of the contractor's foreman / team leader to determine the location of the track observer.

**11.12.6** It is expressly forbidden to start work before the arrival of track observers, the presence of track observers when performing work near active tracks is a necessary condition and work must not be allowed to start near an active track on any workday when the track observer is not present.

**11.12.7** It is the contractor's responsibility to ensure that, when performing his duties, the track observer will wear full work clothes, a standard reflective garment with the words "Track Observer" on the front and back. They will also have a siren / megaphone, a flashlight, and red and green flags.

**11.12.8** It is the contractor's responsibility to ensure that the track observer is fit to perform their job of monitoring the track for approaching trains and rolling stock.

**11.12.9** It is the responsibility of the track observer to inform and instruct all workers and operators of mechanical equipment regarding the prohibition to cross the separation fence towards the track and also that, if they are on or near the track, they must move away from the track if they hear a siren.

**11.12.10** When work is carried out near double tracks, track observers are obligated to take extra care and to be aware of traffic on the other track, as trains can come from both directions.

**11.12.11** It is the foreman's responsibility to ensure that all employees on the site obey the instructions of the track observer and prevent access on or near an active track.

**11.12.12** Work will only be permitted at a distance exceeding 2.31 m from the nearest track axis and only beyond the separating fence.

**11.12.13** In cases where it is not possible to station a track observer, it is the contractor's responsibility to order a train safety supervisor according to Israel Rail guidelines.

**11.13** Work Safety Officer - on behalf of the company / operating contractor.

**11.13.1** In accordance with section 11.1, a company / contractor, who is employed in the execution of work in railway areas, must appoint a safety officer.

**11.13.2** The appointment of the Safety Officer shall be in accordance with the regulations of the Organization of Labor Supervision (Supervisors of Safety), 1996.

**11.13.3** The safety officer shall have a valid certificate of competency.

**11.13.4** The safety officer shall have at least three years of experience in the industry in which he is employed and be a graduate of training in the same industry.

**11.13.5** The safety officer will operate in accordance with the regulations of the Organization of Labor Inspection (Safety Supervisors), 1996.

**11.13.6** The contractor's safety officer will make at least one weekly tour of the work sites and publish a safety report / assessment for his employer no later than 24 hours following the inspection and will provide a copy to Israel Rail. The inspection report will be prepared in accordance with Appendix A.

**11.13.7** The contractor's safety supervisor will monitor the repair of defects discovered during the tour / inspection in accordance with the schedule he set, including documents indicating the repair of said defects such as: surveys, electricians' approval, photographs, etc.

**11.13.8** The contractor's safety supervisor will regularly attend weekly on-site staff meetings.

**11.13.9** In high-risk works and at the discretion of the Railway Safety Commissioner, the regular presence of the contractor's Safety Officer may be required at relevant work sites.

**11.13.10** The Israel Rail Safety Division / the relevant safety director may add / change the terms of employment and define the role of the contractor's safety supervisor as necessary.

**11.14** Work safety supervisor - on behalf of the management / supervision company.

**11.14.1** In projects / works in which a management company is hired, a safety officer will be appointed on its behalf.

**11.14.2** The safety supervisor shall have a valid certificate of competency.

**11.14.3** The safety supervisor shall have at least five years' experience in the industry in which he is employed and be a graduate of industry training in that field.

**11.14.4** The safety supervisor will make at least one weekly tour of work sites, publish a safety report / assessment for the management company's project manager, and provide a copy for the developer at Israel Rail. The Director of Safety / Commissioner of Divisional Safety in Israel has the authority to order an increase in the frequency of inspections in accordance with the project's progress and / or risk management.

**11.14.5** The safety supervisor shall monitor the performance of the Contractor's Safety Commissioner tours in accordance with the prescribed frequency. It will also verify the repair of defects discovered in the contractor's safety inspections

**11.14.6** The safety supervisor's supervision will include, among other things, the implementation of safety management related issues and compliance with the requirements of this procedure and issues relating to existing risk factors at Israel Rail work sites such as work near an active track, working with moving equipment, work in an electrical environment, etc.

**11.14.7** The safety supervisor will verify that defects identified in their previous inspection have been rectified.

**11.14.8** The safety supervisor will investigate the causes and circumstances of work accidents with a view to drawing lessons, including preparing reports, findings, conclusions and recommendations.

**It is hereby emphasized that according to the Occupational Safety (Construction Works) Regulations, 1988, the responsibility for safety at work when performing construction work rests with the construction operator and the foreman - who is responsible for safety on the contractor's behalf. All that stated in the following adds and does not detract from that which is required under any regulation and / or law.**

**11.15** Excavation work at the railway sites in general and near the track in particular.

**11.15.1** All excavation work will be carried out in accordance with the Occupational Safety (Construction Works) Regulations 1988 and in accordance with the provisions of the law.

**11.15.2** Under no circumstances should open excavations be left near active tracks. It is the contractor's responsibility to cover all the open excavations or erect a fence around them, in accordance with regulations, to prevent accidental falls into the excavations.

**11.15.3** Execution of excavations and drilling near tracks is conditional on prior coordination with the relevant units of the Infrastructure Division, (electricity, communications, engineering, etc. according to the plans approved for execution). It is the contractor's responsibility, to ensure that they receive written safety and professional instructions from the relevant departments.

**11.15.4** It is the contractor’s duty to report to the manager of a station / garage / compound and the supervisor of any open excavations and to send them written notice.

**11.15.5** If, during an excavation or drilling, the contractor / work operator encounters underground infrastructure pipelines that are the property of Bezeq or an electricity company or Mekorot, etc.', or are part of  Israel Rail infrastructure, they must immediately stop work and report this to the Israel Rail inspector.

## 11.16 Travel/movement safety

### 11.16.1 Definitions

**11.16.1.1** Travel/movement safety – all activities and resources at or on or in work sites that are required to arrange the flow of traffic and to protect users and works in the site to prevent accidents.

**11.16.1.2** Directing traffic – Closing lanes and/or travel routes to carry out maintenance work and the redirection of traffic to a temporary, alternative lane and/or detour.

**11.16.1.3** Traffic controller/director – a police officer or any other person certified to direct traffic as per Regulation 23 of traffic regulations.

**11.16.1.4** Traffic arrangements – a traffic plan or diagram prepared by a certified traffic engineer designed to regulate road traffic and the use of highways and that has been approved by an authorized road sign agency.

**11.16.1.5** Traffic transfer - any change in traffic routing, including diversion, including the establishment of a new traffic arrangement and the transition between the execution stages of the project.

### 11.16.2 General

**11.16.2.1** The contractor or someone on his behalf is fully responsible for any issue of traffic safety and accident prevention at the workplace.

**11.16.2.2** The contractor must take all necessary safety measures in order to prevent as much as possible disruptions, disturbances to traffic, and road users.

**11.16.2.3** If the work site does not have road lighting, the contractor will be responsible for maintaining safe and proper temporary lighting on the site. The lighting will be executed in accordance with Israel Rail guidelines, subject to the Netivei Israel lighting and infrastructure plan.

**11.16.2.4** It is the responsibility of the contractor to identify safety defects at the work site, at the beginning and end of each working day. The results of the process will be recorded by the contractor in the work log according to the following sections:

Date and time of scan.
The hazard.
Treatment.

**11.16.2.5** Work will be carried out in accordance with the traffic arrangement plan approved by the relevant traffic authority and in accordance with police conditions and work instructions of the Roads and Traffic Arrangements Division detailed in the updated work instructions booklet.

**11.16.2.6** If a change is required in the approved traffic arrangement plan - the contractor must inform the project manager and submit an updated plan for approval by the competent traffic authority before making the change. It is forbidden to make any changes before approval has been given for the new traffic arrangement.

**11.16.2.7** It is the responsibility of the contractor to carry out work on a route approved by engineering coordination only - any change will result in termination of work.

**11.16.2.8** It is the responsibility of the contractor to ensure that at all times during the execution of the works, a safe passage for pedestrians must be allowed in accordance with the approved traffic arrangement plan. (Minimum width in a straight section is 1.30 m).

**11.16.2.9** Some of the work may require information to be provided to the population, such as preliminary signs / leaflets / communications or through any other means.

**11.16.2.10** It is the responsibility and the obligation of the contractor - for the entire duration of the work, to provide a solution that allows for the passage of vehicles / rescue and security services, such as fire brigades, MDA (Israel Red Cross), police.

**11.16.2.11** If work has an impact on access roads to emergency centers, including hospitals, police, etc., such places must be informed of the possible impact and a written summary provided.

**11.16.2.12** It is strictly forbidden to load trucks and unload equipment outside of the work areas defined in the approved traffic arrangement plan.

**11.16.2.13** In any work that requires the opening of trenches / excavations, etc., it is mandatory to fence and mark the work area. It is strictly forbidden to leave trenches open at the end of the working day, even if the site is fenced.

**11.16.3** Work Permits / Work License

**11.16.3.1** At the work site, it is mandatory to have a project file at all work times and it will include, among other things, the following documents;

- License for infrastructure works.
- Set of plans approved for execution
- Traffic arrangement plans approved by a competent traffic sign authority
- Protocol of consultation with the police.
- Police conditions

**11.16.4** Signage, road sign and safety measures.

**11.16.4.1** The Contractor shall place signage, signs and safety measures in accordance with the traffic arrangement plans approved by a competent signage authority.

**11.16.4.2** All signs posted at the work site will be in accordance with the details in the Roads and Traffic Arrangements Division file and / or in accordance with the updated signs and guidelines for placing signs and comply with Israeli Standard No. 2247 Part 1.1 (reflectors) and Israeli Standard No. 2247 Part 1.2 (signs).

**11.16.4.3** The Contractor shall ensure that all signs, devices and safety accessories and guardrails placed by him on the Site appear in the list of products approved by the Inter-Ministerial Committee on Traffic and Safety, distributed from time to time by the Committee.

**11.16.4.4** Disassembly of temporary road signs requires the restoration of conditions to their original state by the contractor.

**11.16.4.5** In works requiring the use of a towed traffic direction (arrow) cart, and/or a mobile flashing board, the cart's structure will conform to the structure defined in the "General Specifications for Flashing Mobile Board" - approved by the Inter-Ministerial Committee on Traffic and Safety Devices and attached to a valid cart permit.

**11.16.4.6** For all work under the jurisdiction of the Israel Railways Signage Authority and / or if Israel Rail is the work developer , traffic arrangements placed on the road will be monitored, following which a status report will be distributed on the deployment of the traffic arrangement. If Israel Rail sees that the traffic safety contractor has failed to meet the requirements, it will be able to demand its replacement.

**11.16.5** Traffic direction

**11.16.5.1** Closing a lane and / or traffic lane for the purpose of carrying out work, rehabilitation and development and diversion of traffic to a temporary lane, requires the employment of police officers or traffic inspectors, and / or another person authorized to direct traffic in accordance with the law.

**11.16.5.2** There is a total ban on traffic direction by those who are not authorized to do so.

**11.16.5.3** It is the responsibility of the contractor contract with a safety subcontractor for the purpose of installing traffic arrangements on the site. The safety contractor will be a contractor certified by Netivei Israel and is obliged to only use qualified teams on the site.

**11.16.5.4** The aforementioned safety team will appoint at least two employees. The head of the safety team will be a graduate of a roadworks site safety course, with a valid certificate in his name.

**11.16.5.5** It is hereby stressed that in any work that requires the shutting down of a barrier at a road-rail junction during the passage of mobile vehicles, including heavy mechanical vehicles, it is required to direct traffic as indicated above to prevent traffic conflict between vehicles and rail vehicles (in accordance with the Road and Traffic Arrangement Division.)

**11.16.6** Traffic diversion - will be carried out in accordance with a work order of the Roads and Traffic Arrangements Division.

**11.16.6.1** When diverting traffic, it must be coordinated with the relevant departments, including the police, at least 14 days before the planned diversion of traffic.

**11.16.6.2** Before implementing a traffic diversion, at least two weeks before the planned diversion date, it is the project manager's responsibility to conduct a simulation on site with all parties involved: police, planners, safety contractor (traffic arrangements), execution contractor, traffic arrangements supervisor and safety and supervision.

**11.16.6.3** In accordance with updated traffic diversion procedure and in accordance with temporary traffic arrangement plans approved by the local traffic authority.

**11.16.6.4** After implementation of the traffic diversion, it is the responsibility of the traffic arrangements planner to submit a report to the Chief Supervisor within a period of 24 hours from the date of the traffic diversion implementation.

**11.16.6.5** Execution of work that requires the employment of police officers and / or traffic inspectors shall only be done in the presence of the project manager and / or a person authorized by him at the work site.

**11.16.6.6** Prior to starting work, the Israel Rail Safety Center and the Traffic Authority must be notified that work is being carried out in its area.

**11.16.7** Entry and exit of trucks

**11.16.7.1** The contractor may only enter and leave the site in places approved for this purpose in the approved traffic arrangement plan.

**11.16.7.2** Organization on site / staging area.

**11.16.7.3** It is the contractor's responsibility to coordinate with the traffic arrangements planner for the staging area to be included in the approved traffic arrangements plan. The plan will be provided for the approval of a local traffic authority.

**11.16.7.4** Waste will not be stored on site at any stage of the work on the site (waste will be disposed of daily).

**11.16.7.5** Work materials - will be stored in a safe and non-hazardous manner for road users and pedestrians on the site within a fenced area that has been prepared and approved for this purpose.

**11.16.7.6** Pedestrian fence - a rigid fence will be installed on heavy posts and without being inserted into the ground/road surface.

**11.16.8** Scarified / rough road

**11.16.8.1** In a scarified road section, warning sign No. 915 (Scarified Road) will be placed on both sides of the road indicating a scarified road - in addition to approved traffic arrangements.

**11.16.8.2** Restoration of road crossings must be carried out using CLSM as well as a required finish in accordance with existing (asphalt, interlocking stones, etc.) and renewal of paint markings in accordance with the approved plan. This will be executed immediately upon completion of work. It is stressed that any new crossing in the road area requires the approval of the Roads and Traffic Arrangements Division.

**11.16.8.3** A step must not be left along and / or across the road. If there is no other option, the step will have a maximum slope of 20% and / or as defined in the specifications of Netivei Israel, and a suitable sign must be placed warning of the step.

**11.16.9** Completion of work

**11.16.9.1** The contractor is obliged at the end of the work to vacate all paving and work materials, and to make sure that the site is clean, proper and tidy, as well as verifying the dismantling of all temporary signs at the end of the work.

**11.16.10** Deductions for shortcomings in traffic arrangements.

**11.16.10.1** As part of the control activity regarding traffic arrangements, shortcomings are sometimes reported by the controller of the Roads and Traffic Arrangements Division or the project manager. The project manager will monitor the handling of defects and make any required deduction.

Table of financial deductions for defects in safety measures at work sites (for the purposes of section 11.16.11).

| Serial no. | Description | Missing - NIS | Damaged - NISW |
|---|---|---|---|
| 01 | Warning signs (per unit) | 1,000 | 400 |
| 02 | Instruction signs (per unit) | 1,200 | 1,000 |
| 03 | Information signs (per unit) | 400 | 300 |
| 04 | Right-of-way signs / prohibitions (per unit) | 400 | 200 |
| 05 | Road Markings Road signs) including longitudinal lines and separation areas - including meter length stickers | 500 | 500 |

| | | | |
| --- | --- | --- | --- |
| 06 | Arrow marking units or placement of light-holding stickers for marking according to units | 1,200 | 1,000 |
| 07 | Paint deletion in accordance with the procedure of the National Company according to meter length | 1,500 | 0 |
| 08 | Leaving a "step" along and across the road (per unit) | | |
| 09 | Work site signs (per unit) | 500 | 300 |
| 10 | Sign 929 (Directional barrier) | 500 | 400 |
| 11 | Tripod for installation and signs + tripod base (rubber bracket) (per unit) | 500 | 500 |
| 12 | Temporary guardrail - by meter length | 500 | 400 |
| 13 | Temporary safety railing – failure to use an end unit (per unit) | 5,000 | 4,000 |
| 14 | Temporary guardrail – failure to install light reflectors (per unit) engraved 931 (per unit) | 200 | 75 |
| 15 | Mobile flashing barrier on a towed device or vehicle - arrow cart | 10,000 | 5,000 |
| 16 | A vehicle exits the work site is dirty with mud on wheels and / or in the body | 700 | 700 |
| 17 | Temporary lighting on site | 500 | 200 |
| 18 | Delay in completing work above the approved permit time, per hour | 1,000 | |

12. Work safety for contractors – specialized areas.

The sections below also constitute links to documents.

12.1 Safety risk management will be implemented in accordance with Israel Rail Procedure 10-01-003 "Management of operational and occupational safety risks".

12.2 Safety at work in railway tunnels will be in accordance with Israel Rail Procedure 71-02-06 "Safe work in railway tunnels".

12.3 Work safety near signaling and communication cables in accordance with Israel Rail Procedure 71-02-04 "Performing work near signaling and communication cables and their facilities".

12.4 Safety when working at height in accordance with Israel Rail Procedure 10-04-112 "Safety Procedure for Work at Height".

12.5 Safety when working at height on a light signal on a bridge in accordance with Israel Rail Procedure 71-02-05 "Safe work on a light signal on a bridge".

12.6 Safety in hot work (welding, grinding, polishing, cutting, soldering, hot bitumen, etc.) in accordance with Israel Rail Procedure 10-04-109 "Fire prevention during hot work".

12.7 Safety at work in an electrical environment in accordance with Israel Rail Procedure 73-01-01 "Working in an electrical environment".

12.8 Implementation of safety requirements in infrastructure works in accordance with Israel Rail Procedure 10-04-107 "Implementation of safety requirements in infrastructure works".

12.9 Environmental protect as per Appendix 8

12.10 Safety edict 56415 – The Ministry of Economics and Industry.

## 13. Appendixes

Appendix A - Work Audit Report - Israel Rail Sites. (Contractor).

Appendix B - Occupational Safety Audit Report - Israel Rail Sites (Management / Supervision Company).

Appendix C - Scale Of Fines For Safety Offenses Of Contractors In Israel Rail Complexes.

Appendix D - Syllabus For Contractor's Mandatory Training Materials

Appendix E - Details Of Contractors' Training Subjects.

Appendix F - Safety Instructions For Visitors To Railway Complexes.

Appendix G - Safety Order 56415 - Ministry Of Economy.

Appendix H - Environmental Appendix For Contractors And External Parties.

Appendix I - Work Order - 500-501 - Passenger Division – Contractor Work
At Passenger Stations. (Attached To Agreement With Contractors Scheduled To Perform Work At Passenger Stations).

**Appendix A**

| Company Logo – contractor executing work |
|---|

( Date )

To: The project manager

## Subject: Occupational safety audit report - Israel Rail sites

## Site name:

## Rail Km:

## Date of Audit:

## Name of executing contractor:

## Foreman's name:

## Safety supervisors name (for client):

| Role of inspection participant | Name | Qualification/certification |
|---|---|---|
| Example: Foreman | Israel Israel | |
| | | |

Following are the faults/deficiencies identified in the previous inspection dated _____

| No. | Fault/deficiency and location | Execution instructions | Status | Person responsible for execution |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Issues to be inspected/evaluated:

| No. | Subject checked | Fixed | | Notes | Date execution completed | Person responsible for execution |
|---|---|---|---|---|---|---|
| | | Yes | No | | | |
| 1 | Proper signage on the site (including warning signs). The name of the construction operation, the name of the foreman, the nature of the work being carried out. | | | | | |
| 2 | Management and registration of a general register. Accidents, occupational diseases, Surveys, various certificates, safety plan and up-to-date risk survey, emergency scenarios, notification of construction operations - appointment of foreman. | | | | | |
| 3 | Employee training - new employees, new technology, training after a safety incident, improvement of work processes. Checking documentation and checking employees. | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 4 | Fencing separation from active tracks, including appropriate signage. | | | | | |
| 5 | General safety planning for the construction site if necessary. | | | | | |
| 6 | Are employee protections maintained in accordance with risk management? | | | | | |
| 7 | Clothing and shoes.<br><br>Neat work clothes, standard safety shoes. | | | | | |
| 8 | Personal protective equipment:<br><br>Translucent suit, earplugs, protective hat. | | | | | |
| 9 | Protection of open pits near active tracks. | | | | | |
| 10 | Obtaining written approval for excavations near a track from the Department of Electricity and Communications. | | | | | |
| 11 | Installation of suitable lighting for work in the dark. | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 12 | Scaffolding near the track - foundation, stability, anchoring to the structure, integrity, checking the foreman's inspection documentation. | | | | | |
| 13 | Cranes, lifting machines - Is work near a track carried out according to the instructions of the safety supervisor (section capture, track supervisor, presence of the contractor safety supervisor and more ...)? | | | | | |
| 14 | Is a certified track observer present on behalf of the contractor working near a track according to guidelines? | | | | | |
| 15 | Doers the foreman have the means/methods to call emergency services in the event of an emergency/accident? | | | | | |
| 16 | Presence of the foreman at the work site | | | | | |

Notes:

_____
_____
_____
_____

Name of Safety Supervisor/Person writing the report

**Appendix b**

| Company Logo – contractor executing work |
|---|

( Date )

To: The project manager

## Occupational Safety Audit Report - Israel Rail Sites (Management / Supervision Company).

**Site name:**

**Rail Km:**

**Date of Audit:**

**Name of executing contractor:**

**Foreman's name:**

**Safety supervisors name (for client):**

| Role of inspection participant | Name | Qualification/certification |
|---|---|---|
| Example: Foreman | Israel Israel | |
| | | |

# Safety Appendix for the execution of various works within railway areas

Following are the faults/deficiencies identified in the previous inspection dated _____

| No. | Fault/deficiency and location | Execution instructions | Status | Person responsible for execution |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| No. | Subject checked | Fixed | | Notes | Date execution completed | Person responsible for execution |
|---|---|---|---|---|---|---|
| | | Yes | No | | | |
| 1 | Foreman present in the work areas? | | | | | |
| 2 | Are all employees equipped with personal protective equipment suitable for identified risk factors? | | | | | |
| 3 | General register - exists and managed properly? | | | | | |
| 4 | Instruction Book - Exists and Managed Properly? | | | | | |
| 5 | Is there a proper first aid bag in accordance with the regulations? | | | | | |
| 6 | Existing, up-to-date and properly managed safety management plan? | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 7 | The integrity of the safety fence + the existence of warning signs for employees? | | | | | |
| 8 | Order and cleanliness at the workplace? | | | | | |
| 9 | Spot check of an employee to verify that they are aware of safety instructions | | | | | |
| 10 | Rest areas and toilets in accordance with regulations? | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

Notes and other issues:

_____
_____
_____
_____

Name of Safety Supervisor/Person writing the report

# Appendix C

Scale of fines for contractors' safety offenses in Israel Rail complexes and areas

1. The fines listed below, will be collected from the contractor for any non-performance or defective performance and / or deviation from any instruction required by the provisions of this procedure, and including any provision / regulation deriving from it.
2. Each fine specified in the table is for each day or part of a day from the date of the deviation until the cancellation of the deviation by the contractor and for each offense and for each site separately.
3. All amounts are in NIS, excluding VAT and are updated as of April 2011. Israel Rail will update these amounts from time to time.
4. None of the provisions of this chapter shall derogate from any other provision in this procedure or will impair or reduce any of the powers of the engineer, his representative, the supervisor or the safety officer.
5. Imposition of fines for the failure to use personal protective equipment is for each individual case.

| Severity | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Infringement type | Normal safety risk | Dangerous (could cause an accident) | Very dangerous (High probability of injury to an employee) Damage/accident possible to railway rolling stock.<br><br>Train passengers could be injured. | Exceedingly dangerous – requires the immediate halt of all work |
| Lack / non-use of personal protective equipment such as: | • Not using earplugs / earmuffs in a noisy environment<br>• Not wearing safety shoes<br>• Not wearing a reflective garment<br>• Not wearing a protective helmet | • Repeated personal safety offenses.<br>• Foreman disregards safety instructions Repeated infractions | • Risk of serious accident due to non-use of personal protective equipment of any kind Repeated infractions | • Cases in which the work will be stopped, due to serious safety deficiencies, as specified in this safety appendix and including Section 9 of this procedure. |
| | • Fine: 3000 NIS | • Fine: 6000 NIS | Fine: 10000 NIS | |

| Severity | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Infringement type | Normal safety risk | Dangerous (could cause an accident) | Very dangerous (High probability of injury to an employee) Damage/accident possible to railway rolling stock. Train passengers could be injured. | Exceedingly dangerous – requires the immediate halt of all work |
| Defects in workplace safety equipment and auxiliary equipment such as: | • Lack of railings<br>• Lack of safety signage<br>• Dangerous use of tools<br>• Failure to properly store and/or maintain electrical equipment and its operation | • Defects in scaffolding, or work surfaces<br>• Failure to take precautions to prevent workers from falling from height<br>• Failure to take precautions when digging tunnels / canals<br>Repeat offense | • Repeated offenses on the same site or on other sites of the same company<br>• Failure to implement previous safety instructions.<br>Actions that endanger other workers on the site (dumping / dropping materials from a height) | • Cases in which the work will be stopped, due to serious safety deficiencies, as specified in this safety appendix and including Section 9 of this procedure. |
| | • Fine: 4500 NIS | • Fine: 9000 NIS | Fine: 10000 NIS | |

| Severity | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Infringement type | Normal safety risk | Dangerous (could cause an accident) | Very dangerous<br>(High probability of injury to an employee)<br>Damage/accident possible to railway rolling stock.<br>Train passengers could be injured. | Exceedingly dangerous – requires the immediate halt of all work |
| Defective operation of heavy mechanical equipment in railway complexes | • Improper equipment operation<br>• Failure to provide safety training for engineering equipment operators<br>• Replacement of workers without safety training<br>• Failure to place traffic signs Non-compliance with traffic signs | • Careless operation of equipment in tunnels<br>• Operation of adjacent engineering equipment units without coordination<br>• Operation of equipment near a track without the presence of a track observer / track supervisor<br>• Failure to use auxiliary equipment / group safety accessories (fence / signage)<br>• Repeat offense | • Repeated offenses<br>• Crossing active tracks with a vehicle without a permit<br>• The intrusion of heavy mechanical equipment into the track area without the presence of a supervisor<br>• Operation without valid test review | • Cases in which the work will be stopped, due to serious safety deficiencies, as specified in this safety appendix and including Section 9 of this procedure. |
| | • Fine: 3000 NIS | • Fine: 5000 NIS | Fine: 10000 NIS | |

| Severity | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Infringement type | Normal safety risk | Dangerous (could cause an accident) | Very dangerous<br>(High probability of injury to an employee)<br>Damage/accident possible to railway rolling stock.<br>Train passengers could be injured. | Exceedingly dangerous – requires the immediate halt of all work |
| Failure to implement the guidelines of this procedure and / or binding safety instructions | • Placing equipment close to a track<br>• Failure to place signs on separation fences<br>• Failure to install a separation fence | • Repeat safety offense<br>• Failure to comply with provisions of the safety appendix<br>• Start of work before receiving safety training<br>• Failure to prepare the area as required in the safety appendix<br>• Repeat offense | • Repeated safety offenses<br>• Failure to follow the provisions of this procedure<br>• Work without a supervisor / train observer<br>• Failure to install separation fences or installing them not in accordance with instructions<br>• Crossing of active tracks by workers | • Cases in which the work will be stopped, due to serious safety deficiencies, as specified in this safety appendix and including Section 9 of this procedure. |
| | • Fine: 3000 NIS | • Fine: 5000 NIS | Fine: 10000 NIS | |

| Severity | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Infringement type | Normal safety risk | Dangerous (could cause an accident) | Very dangerous<br>(High probability of injury to an employee)<br>Damage/accident possible to railway rolling stock.<br>Train passengers could be injured. | Exceedingly dangerous – requires the immediate halt of all work |
| Unsafe behavior | • Hiring employees without safety training<br>• Non-compliance with the instruction of a manager / inspector / supervisor<br>• Creating environmental pollutants | • Failure to implement safety guidelines identified in previous inspections<br>• Large-scale environmental pollution<br>• Failure to provide correct details to the manager / inspector / supervisor<br>• Repeat offense | • Refusal to identify oneself to a manager / inspector / supervisor<br>• Verbal and/or physical violence<br>• Wild and inappropriate behavior<br>• Serious damage to the environment (Environmental pollution | The amount of the fine for each severity level 4 offense, may reach a maximum of 7000 NIS this at the discretion of the railway work safety officer. (In a contractor's contract, the supervising company or the engineer's representative(<br>As above, in addition to immediate termination of work |
| | • Fine: 5000 NIS | • Fine: 7000 NIS | Fine: 10000 NIS | |

# Appendix D

Syllabus for Contractor's Mandatory Training Materials

1. Training A - Basic training - see details in Appendix E.

1.1 General requirements and employee behavior.
1.2 Safety at work and protection of workers on and near a track and procedure for seizing a track.
1.3 Safety at work near a track with an electrical network.
1.4 Safety at work in passenger station complexes and passenger service platforms.
1.5 Fencing and signage for work areas.
1.6 Manual tools - general safety.
1.7 Response to an emergency event (earthquake, rocket attack, fire, etc.).
1.8 Personal protective equipment.
1.9 Reporting safety and health incidents injured and nearly injured.

2. Training B - Training of contractors in communications, construction, engineering construction, maintenance, renovations - see details in Appendix E.

2.1 Safety at work in tunnels and railway bridges.

2.2 Safety at work with dangerous materials and occupational health.

2.3 Safety when performing hot work.

2.4 Safety at work at height near a track.

2.5 Locking and labeling procedures. (LOTO)

2.6 Safety in demolition work.

2.7 Safety at work in excavations.

2.8 Cranes and motorized equipment as well as portable engineering tools on the track.

2.9 Safety at entry and work in enclosed spaces.

2.10 Traffic arrangements at train complexes in general and at road / rail junctions in particular.

2.11 Training / certification for operating tools and engineering equipment on the track.

2.12 Extended training designed for safety at work near power lines. In accordance with risk management

3. Safety Guidelines for Visitors / Guests (Appendix F)

3.1 Security.

3.2 Vulnerability Report.

3.3 Personal protective equipment.

3.4 Passenger station platforms and work platforms.

3.5 Stumbles, slips and falls.

3.6 Work and movement of forklifts.

3.7 Hazardous materials.

3.8 Machinery safety.

3.9 Fencing / barriers and signage.

3.10 No smoking.

3.11 Vehicle entry.

3.12Truck drivers.

** Household - will participate in individual training

4. The Methodology

4.1 Every contractor employed by Israel Rail will participate in Training A - Appendix E.

4.2 Contractors engaged in renovations, communications, maintenance, construction and engineering construction will, in addition, undergo training B - Appendix E.

4.3 Training methods will be determined after the accuracy of the content has been verified, with the priority being to produce asynchronous digital training (Learning apps)

**Appendix E**

# Details of Contractors' Training Subjects.

## 1. Training program A – Basic Training

### 1.1 General requirements and rules of conduct for all contractor employees

1.1.1 Employees will not work at any time when their physical / mental ability is impaired or may be impaired because of using legal prescription drugs.

1.1.2 Workers will sit in moving vehicles with fastened seat belts while the vehicles are in motion.

1.1.3 Parking of contractor workers' vehicles will only be possible in authorized places. It is strictly forbidden to park vehicles near railway tracks.

1.1.4 Employees shall not take part in fights, shall not possess firearms or other weapons, shall not possess or use alcohol or illegal or unauthorized drugs or smoke on the site, except in designated "smoking areas".

1.1.5 Workers shall eat and drink only in designated and authorized areas.

1.1.6 Employees shall inspect all tools and equipment prior to use. Unsafe tools and equipment will not be used.

1.1.7 Employees shall perform work in a manner that ensures maximum safety for themselves, their colleagues, Israel Rail employees and to the public, and in accordance with all regulatory requirements.

1.1.8 Employees will not attempt to perform work if they do not feel competent or physically capable of performing it.

1.1.9 Employees shall perform work in accordance with the rules and procedures of safety and health as published, instructed and required.

1.1.10 Employees will receive specific instructions and / or clarifications from their foreman / supervisor before continuing to work in situations where the safety or health requirement or procedures are not fully understood.

1.1.11 Employees shall pay attention to and obey all warning signs, directions and notices.

1.1.12 Workers are not permitted to wear loose or fluttering clothing or include loose parts or objects protruding from their pockets, or belts when they are in close proximity to machinery, motors, or rotating equipment.

1.1.13 Workers shall not use Israel Rail equipment, moving equipment, or equipment from warehouses without the approval of the Israel Rail employee serving as the contact person.

1.1.14 Workers shall never operate any machine or rotating equipment unless all shields and safety measures are in place and in proper operating condition.

1.1.15 Employees will remain in the designated general work area and will not enter other areas unless they have received approval from the department / compound / station representative.

1.1.16 Disciplinary action shall be taken in any case of gross or repeated violation of health safety rules. Disciplinary action may include suspending the work with the cost being charged to the contractor.

1.1.17 Safety when carrying out work on and near the track, including work on platforms at passenger stations and including work in rolling stock operating and maintenance complexes, shall be carried out in accordance with Israel Rail operating instructions, the provisions of this procedure for contractors' work and relevant safety procedures.

1.1.18 Safety training when executing work in the vicinity of an electric network to propel trains will be delivered to employees by an up-to-date tutorial / lecture in accordance with Israel Rail procedure - 73-01-01 – "work in an electrical environment".

1.1.19 Safety training regarding fencing and signage in work areas.

1.1.20 Safety training on the use of hand tools.

1.1.21 Safety training regarding emergencies (earthquake, gunfire, suspicious object, fire).

1.1.22 Safety training regarding the use and handling of personal protective equipment will be carried out in accordance with the Occupational Safety Regulations and the Israel Rail Procedure 10-04-110 "The use of personal protective equipment".

1.1.23 Training on the subject of reporting safety and health incidents will be carried out in accordance with the Israel Rail procedure - 13-07-01 – "Treatment of victims of work accidents and occupational diseases".

## 2. Training program B – Training for communication, construction, engineering construction, maintenance, and renovation contractors.

## 2.1 Working at height

2.1.1 Safety training for work at height will be carried out in accordance with the Israel Rail 10-04-112 procedure for "safety work at height".

2.1.2 Safety training for working at height on a Light signal on will be carried out in accordance with Israel Rail Procedure 71-02-05 "Safe work on a Light signal on a bridge".

2.2 Safety training at work in railway tunnels will be carried out in accordance with Israel Rail Procedure - 71-02-06 "Safe work procedure in railway tunnels".

2.3 Safety training when working with hazardous materials, asbestos and fiber.

2.4 Safety training in hot work will be carried out in accordance with the Hot Work Procedure 10-04-109 "Fire prevention during hot work".

2.5 Safety training at work, locking and labeling LOTO of energy sources will be carried out in accordance with Israel Rail procedure - 10-04-111 - locking and labeling procedure.

2.6 Safety training at work in demolition.

2.7 Safety training at work when performing excavations.

2.8 Safety training regarding cranes and motorized equipment.

2.9 Safety training for work in enclosed spaces.

2.10 Safety training regarding work at road / rail junctions, traffic arrangements.

2.11 Training / certification for operating tools and engineering equipment on the track.

2.12 Safety training on the subject of household - cleaning work, etc.

2.13 Safety training at work near power lines.

**Appendix F**

## Safety Instructions for Visitors to Railway Complexes.

Dear visitor,

Israel Rail complexes, which include a network of active tracks, work complexes and passenger stations, are characterized by active train traffic, including an electrified network for moving electric trains and the activity of maintenance and operation workers.

You may/will encounter risk factors that are unfamiliar to you in this work environment!

When entering Israel Rail area and complexes please observe all of the following safety regulations:

1. Be sure to obey the instructions of the attendant and / or the representative of the train in the train / train complex.
2. It is a facility free of drugs, alcohol or weapons. A person who brings illegal drugs, alcoholic substances, or weapons into company areas will be prosecuted. If you have a weapon, you must report it to the Security Department.
3. When entering a train complex you must wear a reflective vest and closed shoes.
4. Walking in train complexes is allowed only on sidewalks and in permitted areas.
5. It is forbidden to move in "unauthorized" / unapproved areas within railway complexes and trains.
6. Vehicle speeds in the complex are in accordance with local regulations and directional signs.
7. Crossing railway tracks is permitted, only at regulated crossings.

8. When arriving at a road / rail junction, before crossing the track, you must follow all road signs and signs at the site and avoid dangerous crossing of the tracks.
9. When entering work areas, you must use additional personal protective equipment, including goggles and earplugs in accordance with local regulations applicable to the area/complex.
10. Do not stand near moving vehicles and cargo.
11. At train platforms do not approach the edge of the platform. Always stand beyond the yellow stripe.
    Do not stand near tracks, that are not in passenger stations, at a distance that is less than 5 m from the track axis.
12. Visits to places where there is an electrical network to propel trains, including passenger stations, must be facilitated to avoid any approach less than 3.25 m from the electrical wires, electricity poles, including their equipment or anchors.
13. Operators of cargo vehicles will ensure a maximum height of 4.8 m (vehicle + cargo) from the road.
14. No crane, unloading, loading and engineering work will be carried out, below overhead power lines.
15. In some train complexes / terminals, hazardous materials are stored. Please refrain from any contact with any containers, packaging and machinery without explicit permission.
16. Smoking is prohibited in unauthorized places.
17. There is a lively movement of forklifts in all areas of the plant. Stay on one side of the aisles, stop near doors or corners and be alert for traffic at any time.
18. Machine safety - During your tour / visit you will pass operating machines. Never place fingers or hands on any part of a machine. All equipment is protected against accidental contact, however, the protection is not effective for all types of contact.

19. Fencing / Barriers and Signage - The purpose of fencing and signage is to block entry to an area, which may contain safety risk factors, exceptional conditions and / or special operations. If you notice a blocked area, do not enter.
20. Report to the person in charge.
21. In any case of an exceptional / emergency event, a warning siren, it is required to follow the instructions of the escort / train representative or instructions to be heard in the system
Announced.

I the undersigned do hereby confirm with my signature that all safety regulations have been explained to me and that I have read and understood the safety guidelines for visitors to Israel Rail complexes and areas and that I will act in accordance with all of the aforementioned.

| | | | |
|---|---|---|---|
| First name and family name | ID/Passport number | Date | Signature |

## **Appendix G** - Safety Order 56415 - Ministry Of Economy.

| | |
|---|---|
| Ministry of the Economy and Industry | LOGO [State of Israel} |
| 06/11/2016<br><br>Ref: 575554 | |

Registration of Handover Confirmation

To:
Mr. Boaz Tzafrir
CEO
Israel Rail Ltd.
Tel Aviv – Jaffa 634511
Fax: 03-6937480
(Sent by mail. Fax)

Dear Sir

Law for the Regulation of Work Supervision– 1954

Safety Order 56415

References: Our suggestion for a new version of the safety order, 26.10.2016 dated 26/10/2016; Reference: Ze'ev Dibsak: (Our number 1148213)

Based on my authority deriving from Section 6 (a) of the Law for the Regulation of Work Supervision– 1954, I hereby direct that:

a) Work carried out on an active railway track (a main line that carries commercial rail traffic – passengers and cargo), or close to an active

line, at a distance less than 5 meters from the center of the track, will be carried out subject to the following regulations:

i. Work will be carried out under the constant management of a foreman/team, leader who will supervise the work and the workers on the site. In the event of a small team of workers (4 or less), it is possible to appoint one of the team as the foreman/team leader as well as the supervisor if they have been trained for this.

ii. A separation fence will be erected between the work site and an active rail track in a manner that will prevent an employee and/or equipment and/or machinery from approaching the active track and trains travelling on it.

iii. Warning signs forbidding the crossing of an active track will be installed on the separation fence.

iv. In operations where lifting work is required that could cross the separation fence into the track area, or work at height where there is the possibility of falling onto the track area, constant monitoring, supervision and warning will be implemented during the entire work process, by an employee/employees acting as a supervisor/supervisors and who have been trained for this role.

v. If it is not possible to separate the work area from the active track with a separation fence (as stated in Section 1 above), or if the danger involved in the erection of a separation fence is greater than that involved in the work and/or the time required for the erection of a separation fence is greater that the time needed to complete the work then a system of supervisors/monitors who will constantly observe and warn (when necessary) will be operated throughout the entire work process with trained workers acting as supervisors/monitors.

vi. If separation of the work site from an active track with a separation fence (as stated in Section 1 above) is not possible,

for work that is not construction work or infrastructure work, and/or it is not possible to implement a system of supervisors/monitors who will operate throughout the length of the work, a risk assessment process will be carried out by the Safety Supervisor according to the requirements of the Work Supervision Organization regulations (Safety Management Program) – 2013 for the execution of the designated work and in accordance with which safety regulations will be defined and appropriate safety resources implemented that will ensure the safety and health of all workers involved in the work.

vii. The foreman/team leader will instruct employees regarding safety regulations for the execution of their work. Instruction will be documented in a Training Booklet according to the requirements of the Work Supervision Organization regulations (Transfer of Information and Employee Training) – 1999.

i. Work carried out on train station platforms next to an active track (platforms next to a main line that carries commercial traffic – passenger and freight trains) a system of supervisors/monitors who will constantly observe and warn (when necessary) will be operated throughout the entire work process with workers acting as supervisors/monitors and who have been trained for the work being carried out between the continuous yellow line (warning line) to the end of the platform.

ii. This order replaces Order 51831 from 06/11/2016.

Respectfully
Eng. Boris Kaykov
Deputy Regional Works Inspector, Construction
Mobile: 050-6240590
Fax: 02-6662010

Boris.Kaykov@economy.gov.il

Our reference number is 82958. Please use this number in your correspondence with us.

**Appendixes:**

Sections of the Work Supervision Organization law – 1954

**Copies:**

Head Work Supervisor, Jerusalem.

**Appendix H**

# Environmental Appendix for Contractors and External Parties.

## Guidelines for the prevention of environmental hazards and nuisances when carrying out work in Israel Rail areas

### 1. General

In Israel Rail complexes and area, various jobs are routinely performed that require certification according to law, professional skills and tools that an external contractor company can provide.

These contractors may be employed directly by the various divisions of Israel Rail, or by project management companies.

This document details the legal requirements and aspects relating to the environment according to which works in railway complexes and/or areas must be carried out in order to ensure that actions carried out in the field as part of the works will not constitute or cause danger or environmental nuisance.

It is hereby clarified that all of the following comes to add and not detract from what is required under any law.

### 2. Definitions

2.1. "Steering Committee" - an internal railway forum authorized to inspect, approve, and promote projects.

2.2. "Line manager" - a railway employee appointed to coordinate and coordinate the project on behalf of the railway.

2.3. "External contractor" - a qualified entity that performs work for the Israel Rail, according to a contract for the performance of contracting work.

2.4. "Managing Company" - a company specializing in project management whose bid won Tender No. 21432 published by Israel Rail for the purpose of executing projects and which signed the contract.

2.5. "Project Manager" - an employee on behalf of the management company approved by Israel Rail to manage a specific project.

2.6. "Environmental risk management plan" - a plan for the management of environmental risks in the implementation of a project in accordance with the results of information gathering regarding environmental hazards.

2.7. " Environmental manager on behalf of the project manager" - A representative defined as responsible on behalf of the project management company To ensure compliance with the requirements of environmental regulations as written in the law and quality unit guidelines the environment of the Israel Railways.

2.8. "Environmental risk management plan" A plan for managing the environmental risks in a project carried out accordingly for the results of gathering information on environmental hazards.

## 3. Applicable Documents

3.1. Clean Air Act – 2008

3.2. Law for the Prevention of Asbestos and Harmful Dust Hazards, 2011.

3.3. Law for the Prevention of Hazards, 1961.

3.4. The Hazardous Materials Law, 1993.

3.5. The Water Law, 1959 and its regulations.

3.6. Water Regulations (Prevention of Water Pollution) (Metals and Other Pollutants), -2000.

3.7. Water and Sewage Corporations Law, -2001; Rules of Water and Sewage Corporations (Sewage Factories Discharged into the Sewage System), 2014.

3.8. Environmental Protection Act for Electrical and Electronic Equipment and Batteries, 2012.

3.9. Hazard Prevention (Noise Prevention) Regulations, 1992.

3.10. The Non-Ionizing Radiation Law, 2006.

3.11. Defines tasks and tariff for project management - Development Division, Israel Rail.

3.12. Israel Rail Environmental Procedures:

3.12.1. Procedure for operating instructions regarding asbestos and harmful dust hazards.

3.12.2. Procedure for the treatment of industrial effluents and contaminated soils

3.12.3. in railway complexes.

3.12.4. Procedure for handling air and odor pallets in railway complexes.

3.12.5. Radiation safety procedure in railway complexes.

4. General guidelines for contractors employed to perform works by Israel Rail for the prevention, reporting and treatment of environmental hazards:

   These guidelines apply to any contractor who provides services to Israel Rail.

   4.1. Air pollution, odors and harmful dust

   4.1.1. The Contractor shall take measures to prevent strong or unreasonable air pollution and comply with environmental values as set forth in Regulation 3 of the Clean Air (Air Quality Values) Regulations (Temporary Order), 2011.

   4.1.2. The Contractor shall refrain from causing a strong or unreasonable odor, from any source, if it interferes, or is likely to interfere, with persons nearby, residents, or passers-by.

   4.1.3. Where an asbestos hazard is discovered, the contractor will take precautions to reduce the risk, including the following:

   4.1.3.1. Immediately stop all work at the hazard site;

   4.1.3.2. Immediately report to the contractor's Israel Rail contact person and to the Israel Rail environmental unit about the hazard;

   4.1.3.3. Prevent the removal of any object, including debris, from the hazardous area;

   4.1.3.4. Wait for professional guidance and further instructions from the Environmental Protection Unit.

   4.2. Hazardous Materials

   4.2.1. Compliance with the provisions of the Hazardous Materials Law, 1993 and the regulations for storage and disposal of hazardous materials.

   4.2.2. To have MSDS forms available for the materials used in the field.

   4.2.3. To only have hazardous materials necessary for the performance of relevant works. Hazardous materials that are not required for work will not be stored in Israel Rail areas.

4.2.4. Knowledge of the composition and the properties of all hazardous materials used.

4.2.5. Valid permit to hold toxic substances if substances subject to the permit are used.

4.3. Sewage, water and soil pollution

When carrying out activities with materials that have the potential to damage the quality of sewage and cause soil pollution, the contractor must comply with all provisions of the law and the requirements of Israel Rail procedures and will implement constant monitoring systems.

4.3.1. Guidelines for the prevention of sewage and water pollution:

4.3.1.1. Prevention of pollution of surface and underground water sources, including the discharge of sewage, liquids or solvents of any kind that may find their way into the water sources.

4.3.1.2. If sewage is generated as part of work at the site or an area where there is no regulated infrastructure for the treatment of sewage, the sewage will only be disposed of to authorized sites using a qualified disposal company and the disposal documentation will be preserved and produced if necessary.

4.3.1.3. The discharge of industrial effluents containing prohibited effluents and abnormal effluents that require a permit to sewage systems of Israel Rail complexes specifically or any sewage drainage pit in general is prohibited.

4.3.1.4. If there is a suspicion of surface or groundwater pollution that exists at the site before work begins, the Israel Rail contact person and environmental unit must be notified immediately.

4.3.2. Guidelines for the prevention of soil pollution

4.3.2.1. Prevention of soil contamination, including removal of soil contaminants or nonperformance of any action that may cause soil contamination.

4.3.2.2. If it is discovered that work is to be executed at a site with the potential for soil contamination due to previous operations (for example: fuel tanks, industrial activity, etc.), or that findings arise that point to possible soil contamination, all work must be halted, and a report made to the Israel Rail contact person and the Israel Rail environmental unit of Israel Railways. Only after receiving professional guidance and instructions from the aforementioned bodies may work recommence.

4.3.3. <u>General guidelines for the prevention of sewage, water and soil pollution:</u>

4.3.3.1. The contractor must prepare surfaces for heavy mechanical equipment and tools at any staging area site where such tools are maintained/parked/stored, in a way that will prevent the leakage of oils and fuel into the ground.

4.3.3.2. All of the chemical containers at the project site will be placed inside standard reservoirs, capable of holding a volume that is 110% greater than that of the largest.

4.3.3.3. Oil or fuel that builds up in a reservoir, for whatever reason, will be pumped and disposed of to an authorized site as soon as possible.

It is strictly forbidden to drain water that has accumulated in the reservoir to the environment.

4.3.3.4. The volume of materials stored in the site area that have the potential to pollute sewage, water and soil will correspond to the amount required to perform the required work. Excess volumes of any such materials will not be held and stored in the area.

4.3.3.5. Used oil will be collected, stored and transported to a recycling site. The treatment of used oils will be in accordance with the Regulations for the Prevention of Hazards (Used Oil) 1993.

4.3.3.6. The presence of adsorbing materials that will be used in the event of a fuel and oil spill must be verified.

4.4. Waste

4.4.1. The Contractor will separate different types of waste produced in the course during work by separation, collection, disposal and recycling, in accordance with the relevant regulatory requirements.

Wood, cardboard, concrete, steel, plastic, dirt, as well as electrical and electronic waste - should be placed in suitable collection containers.

4.4.2. If the work is carried out in an area without collection containers, it is the contractor's responsibility to place containers in accordance with the type of waste generated by the work, and to remove them to an authorized treatment site.

If necessary, disposal certificates must be kept and presented.

4.4.3. Used tires or any other tires that are collected at the beginning of work on the site will be stored on a palette with appropriate signage.

4.4.4. Used tires will be disposed of to a tire-recycling site within seven days from the date of their replacement.

4.4.5. Used batteries will be stored on a palette with suitable signage and will be returned to the battery supplier. Do not dispose of batteries in the work area or surroundings.

4.4.6. Piles of excess soil from excavations at a work site will be disposed of to an approved excess construction materials site and will not be left in the work area or surrounding area (even after flattening).

4.5. Electromagnetic radiation

If the work involves the construction of a radiation source (e.g. an antenna), the contractor must contact the Israel Rail environmental unit to verify that Ministry of the Environment construction and operating permits have been granted.

4.6. Noise and vibration prevention

The contractor must comply with regulations for the prevention of hazards (noise prevention), - 1992 regarding the repair, renovation, construction and operation of machinery in complexes located close to or in residential areas.

5. Railway Development Projects

Israel Rail plans and carries out various development projects, including the construction of tracks and lines, the construction and upgrading of railway operating complexes, train stations, and more.

Development projects are characterized by the use of a project management company that is responsible for realizing project goals and completing execution using various contractors.

These guidelines apply to project development management:

5.1. The line manager / planning coordinator is responsible on behalf of Israel Rail for the project's activities and is the internal rail contact with Israel Rail's Environmental Unit for all environmental issues, routine and emergency, within the framework of the project.

5.2. Each project will be carried out in light of the comments and references submitted by the Environment Unit and the Planning Division of Israel Rail during the initial planning phase, the early planning phase and the detailed planning phase.

5.3. The project management company and any contractor employed by it are obliged to comply with all matters specified in section 3 of Israel Rail environmental procedures and if any - appendixes for the prevention of hazards in the project.

5.4. **In every project, work must be executed according to the steps specified in the "Project Management Tasks" of Israel Rail, which include guidelines for dealing with environmental hazards prior to the start of construction, and actions to control and prevent environmental hazards during construction.**

5.5. If the environmental exposure in the project is extensive, at the discretion of Israel Rail's Director of the Environmental Unit, a representative of the unit will be appointed to be the designated contact person for the project and said person will monitor the project until completion.

5.6. The project management company will work in coordination with the Israel Rail Environmental Unit.

5.7. An environmental manager / representative will be appointed on behalf of the management company to deal with environmental issues, unless otherwise required by the Israel Rail Environmental Unit.

It is clarified that the appointment can be given to a professional who has an additional role in the project.

This representative will be suitable for appointment professionally and must meet the following conditions:

- Is a qualified civil or environmental engineer or with a list a BA in Environmental Science, geography, nature, chemistry of life sciences or be a certified practical engineer/technician (Must have a Certificate of Certification).
- Proven professional experience:
  - BA – at least two years' experience.
  - Engineers – at least three years' experience.

- Technicians – at least five years' experience.

- Proven, accumulated experience (at least two years) in the management or supervision of civil or environmental engineering projects with an emphasis of infrastructure development over the past 10 years.
- The ability to express themselves succinctly in Hebrew – spoken and written.

5.7.1. The environmental manager / representative on behalf of the management company is responsible for:

5.7.1.1. Supervision of the contractor's work and verification of the contractor's compliance with environmental obligations in accordance with the environmental management plan / hazard prevention plan approved for the project throughout all the various stages of execution: construction preparation, construction, actual work and project delivery.

5.7.1.2. Weekly inspection visits or at the end of each milestone on behalf of the project management company and issuing a summary of deficiencies / hazards report.

5.7.1.3. Holding monthly meetings on environmental issues between the contractor and the environmental manager / representative on behalf of the management company for environmental issues (if necessary).

These meetings will be documented and delivered to the Israel Rail environmental unit.

5.7.1.4 Documentation of the regulation of environmental hazards.

5.8. In the event of any suspicion of an incident with negative consequences for the environment, the line manager and the environmental unit at Israel Rail must be informed immediately.

5.9. Do not contact the Ministry of Environmental Protection without first notifying the Israel Rail Environmental Unit.