Maintenance of Way ORB mark-off Procedures

The following procedures are approved by your organization and will be supported by the carrier.

Self mark-off (prior to duty)

If you are called to, or scheduled to work and have been using alcohol or drugs, notify Foreman or Manager that you need to mark-off **Operation RedBlock. THIS MUST BE DONE PRIOR TO REPORTING FOR DUTY AND DO NOT USE ANY OTHER REASON TO MARK-OFF**. The failure to properly identify the reason as Operation RedBlock prior to being on duty could result in disciplinary action.

Co-Worker Intervention (prior to duty)

If you are called to, or scheduled to work and discover that your co-worker has been using alcohol or drugs (whether impaired or not) immediately stop what you are doing and tell your co-worker that you cannot work with him/her. Advise your co-worker that they need to be marked off Operation RedBlock. A call must be made to the Foreman or Manager prior to reporting for duty. Once the Carrier Officer is notified that you have a RedBlock situation, he/she will assist when necessary in getting your co-worker off duty and safely off the property. No discipline will be administered and no records will be kept. Once the incident is over and the employee is off duty, notify a RedBlock team member of the incident so that help can be offered confidentially to the employee.

On-Duty

If an employee is found to be impaired on duty, the Co-Worker must use the BYPASS AGREEMENT and request the help of a Carrier Officer. In these cases, the Carrier Officer will come out to assist the co-worker in removing the employee and getting him/her off the property safely. Employee will be removed from service and must contact the Employee Assistance Program Counselor within five (5) days, per the BYPASS AGREEMENT.