



## MECHANICAL EMPLOYEES REPRESENTED BY:

Brotherhood Railway Carmen Division - TCIU (BRC)  
Transport Workers Union of America (TWU)  
Sheet Metal, Air, Rail and Transportation Workers (SMART-MD)

## EMPLOYEE MARK-OFF PROCEDURES

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

1. If you are scheduled to work and have been using alcohol or drugs, contact your local supervisor and tell them that you need to mark-off **“Operation RedBlock”**. The employee marking off will be expected to report for his/her next scheduled tour of duty.
2. If you are on duty or going on duty 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, and that you must mark him/her off **“OPERATION REDBLOCK”**. In this incident you must contact your local supervisor. When you tell the supervisor that you have a REDBLOCK situation, he/she will assist when necessary in getting your co-worker off duty and safely transported home. **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.
3. Should the impaired employee be uncooperative, the co-worker can use the **CO-WORKER BYPASS POLICY**, and request the help of a supervisor. In these cases, the supervisor will come out to assist the co-worker in removing the employee and getting him/her home. **NO RULE G** charges will be made if the Employee Assistance Program counselor is contacted within (5) five days.