

# Provincial Railway Guides

## Fit for Duty and Training – PRG5001

### General

It is the responsibility of all provincially regulated railway operators to ensure all employees in safety critical positions are qualified and fit to safely carry out their job duties. This guide is intended to set out the minimum requirements to ensure ongoing fitness of employees working in safety critical positions for provincially regulated railway operators. It is expected that all provincially regulated railways will adhere to this guideline.

### Railway Operations Safety Critical Applications and Definitions

#### Safety Critical Positions

With the variation in specific job titles and employee duties, the Province of Saskatchewan requires each railway to file a list of safety critical positions as part of the railway's overall Safety Management Plan (SMP). As a guideline, the provincial railways should adopt the Railway Association of Canada's (RAC) suggested list of typical occupations and job duties that would normally be considered Safety Critical Positions as noted and referenced in the *RAC Canadian Railway Medical Rules Handbook*.

The RAC occupation list would define an employee as being in a safety critical position if their job duties include any of the following:

- Locomotive Engineer
- Conductor
- Assistant Conductor (Brakeman)
- Yard Foreman
- Rail Traffic Controller (Train Dispatcher)
- Operators of Specialized Equipment operating as trains
- Assistant Superintendent (Trainmaster)
- Superintendent
- Assistant Chief Rail Traffic Controller
- Chief Rail Traffic Controller

## Definitions

**Employee:** means a locomotive engineer, conductor, trainman, yardman, pilot, operator of remote-control locomotives and operator of light rail passenger equipment or any person whose majority of time is spent in such classifications, who is physically involved in the operation or switching of trains, engines and equipment, as well as any other person who performs such duties.

**Operating:** means being in control of or engaged in the operation of railway equipment or switching of trains, transfers, engines, or equipment and does not include time spent on railway equipment where the employee is not required to attend the equipment in accordance with the *Canadian Railway Operating Rules*.

## Fit for Duty

The Railway shall define a 'Fit for Duty Policy' as part of their SMP.

For the purpose of this guideline; fit for duty means, an employees ability to operate safely is not impaired by fatigue or any fatigue-related condition and is not likely to become so impaired during the duty period.

## Shared Responsibility

Railway companies are responsible for:

- Providing employees with the training required under this guideline.
- Providing accommodations in accordance with this guideline.
- Recording duty period time data.
- Verifying the company's compliance with this guideline.

## Employees Responsibility

- Being fit for duty.
- Completing all training provided by the railway company under this guideline and applying the principles of the training.
- Comply with the railway company's SMP.

## Use of Intoxicants

The railway company is recommended to develop an intoxicant policy in accordance with **General Rule G** of the *Canadian Rail Operating Rule* – (most current version)

For the purpose of this guideline: the use of intoxicants or narcotics by employees subject to duty, or their possession or use while on duty, is prohibited.

- The use of mood-altering agents by employees subject to duty, or their possession or use while on duty, is prohibited except as prescribed by a doctor.

- The use of drugs, medication, or mood-altering agents, including those prescribed by a doctor, which, in any way, will adversely affect their ability to work safely, by employees subject to duty, or on duty, is prohibited.
- Employees must know and understand the possible effects of drugs, medication or mood-altering agents, including those prescribed by a doctor, which, in any way, will adversely affect their ability to work safely

## Training and Qualification

### Safety Critical Employee

As a minimum, it is required that railways develop qualification, training and certification plans and policies for locomotive engineers/operators, and conductors that are consistent with and comply with the *Rules Respecting Minimum Qualification Standards for Railway Employees* (Railway Association of Canada) or *The Railway Employee Qualification Standards Regulations* (SOR/87-150) under the *Canada Transportation Act*.

It is recommended that all employees in safety critical positions or employees that are directly involved in the movement and operation of railway equipment receive training.

Appendix A provides a recommended approach for a training standard.

### Railway Maintenance

It is recommended that employees not directly involved in the movement of rail equipment, but who are otherwise designated as being responsible for inspection of, and supervising the maintenance of railway infrastructure receive training and have previous experience and knowledge of the practical application of the following subjects:

- Canadian Railway Operating Rules
- Core Safety Rules
- Track Inspection and Maintenance
- Saskatchewan Track Safety Standards or Transport Canada Rules Respecting Track Safety

### All Other Employees

It is recommended that all other railway employees that do not fill railway safety critical positions but do operate rail equipment or supervise maintenance of railway infrastructure receive training in core safety rules and railway operations as a minimum.

### Periodic Medical Assessment

Railway employees working in safety critical positions should not carry out their duties if they have a medical condition that will impair their performance and could result in a significant incident affecting the health and safety of employees, the public, property, or the environment.

It is the responsibility of each provincial railway to develop, as part of their SMP, a company policy and/or plan that is appropriate for their specific company which works to ensure their employees are adequately fit and able to conduct their specific job duties. The ultimate decision and responsibility of ensuring employees can safely conduct their job duties lies with both the railway management and employees.

Employees in safety critical positions shall go through periodic general medical assessments once every:

- Five years for employees 18-45 years of age.
- Three years for employees 46-65 years of age.
- One year for employees 66 years of age or older.

To provide a reference or basis for the medical assessments, it is recommended that provincial railways and their employees' physicians utilize the *Railway Association of Canada Railway Medical Rules Handbook* - February 2020, as a relevant guide to developing their medical certification policy and for conducting periodic medical assessments. As an alternative, and as a minimum, it is also acceptable for provincial railway employees and their physicians to utilize the Saskatchewan Government Insurance (SGI) Commercial Drivers Licence Medical Report in conducting medical assessments.

## Standard Rules Regulation and Legislation

*Canadian Rail Operating Rules (CROR)* (source: Transport Canada)

*The Saskatchewan Track Safety Standards* (source: Ministry of Highways and Infrastructure)

*Canadian Railway Medical Rules Handbook* (source: Railway Association of Canada)

*Railway Employee Qualification Standards Regulations* (source: Transport Canada)

*Work/Rest Rules for Railway Operating Employees* (source: Transport Canada)

*Railway Freight and Passenger Train Brake Inspection and Safety Rules* (source: Transport Canada)

*Railway Locomotive Inspection and Safety Rules* (source: Transport Canada)

*Railway Freight Car Inspection and Safety Rules* (source: Transport Canada)

*Transportation of Dangerous Goods Regulations* (source: Transport Canada)

*Passenger Handling Safety Rules* (source: Transport Canada)

*Railway Passenger Car Inspection and Safety Rules* (source: Transport Canada)

*SGI Commercial Drivers Medical Report Form* (source: SGI)

*Rules Respecting Minimum Qualification Standards for Railway Employees* (Railway Association of Canada)

## Contact

For more information:

Transportation Programs and Services  
800 - 1855 Victoria Avenue  
Regina, Saskatchewan S4P 3T2  
Email: [rail.services@gov.sk.ca](mailto:rail.services@gov.sk.ca)

## Appendix A - Employee Qualifications

*Reference: Rules Respecting Minimum Qualification Standards for Railway Employees (Railway Association of Canada)*

### 1. Qualification Program

- 1.1. A railway company shall develop a qualification program for each occupational category that is employed by the railway.
- 1.2. A railway company's qualification program must include the following:
  - a) A description of the training programs for each occupational category employed by the railway company.
  - b) Identification and establishment of qualification requirements for:
    - i) Each occupational category
    - ii) Training instructors including on-job training instructors Examiners
    - iii) Contract training instructors/consultants.
  - c) Identification of the criteria to be taught and tested for each occupational category including railway's rules, federal regulatory requirements and practices for the safe operation of movements including crossing safety, personal safety practices; operating practices; equipment inspection practices; train handling practices; and compliance with federal safety rules and regulations.
  - d) A description of the means by which the railway will accurately measure the person's knowledge of the covered subjects, including the level that a person must achieve on any examination.
  - e) A description of the process by which employees will be monitored and reexamined at regular intervals.
- 1.3. A railway company shall establish and modify its employee qualification programs in consultation with relevant associations and organizations representing employees in the occupational categories covered by this rule. Incidental changes under this clause will not require consultation.
- 1.4. Training may be accomplished in whole or in part through the use of classroom training, computer-based training, distance based training, or other emerging learning technologies.
- 1.5. The subjects required for a person to qualify for an occupational category are the subjects listed in those items of the schedule marked with an "X" under the heading that corresponds to the occupational category, excluding those subjects or portions of subjects dealing with equipment or operations that are not used by the railway company for that occupational category at specific locations where that person is employed.

- 1.6. No railway company shall qualify a person for an occupation category unless the person obtains a mark of at least 80 per cent in each of the required subjects that correspond to the occupational category.
- 1.7. No railway company shall qualify an (classroom or on-job training) instructor unless that person obtains a mark of at least 90 per cent in the subjects he/she are providing training for.
- 1.8. No railway company shall permit any employee to work in an occupational category unless the employee has qualified for that occupational category.
- 1.9. Notwithstanding the requirements of section 4.7, an employee undergoing on-job training may perform the duties of the occupational category for which they are a trainee under the direction of an on-job training instructor.
- 1.10. A railway company shall, at intervals of not more than three years, have each employee in an occupational category re-examined on the required subjects.
- 1.11. A railway company must maintain a list of employees who are qualified for the employee's occupational category.

## **2. Filing and Reporting**

- 2.1. A railway company shall file with the Department its employee qualification program within 90 days of the coming into effect date of this rule.
- 2.2. A railway company shall file with the Department a description of any change to the employee qualification program within 90 days of the change.

# APPENDIX I

## SCHEDULE "A"

Item	Subject	Occupational Category <sup>(1)</sup>				
		Locomotive Engineer	Rail Traffic Controller	Conductor	Other Locomotive Operator <sup>(2)</sup>	Employees Operating Cranes or Other Machines Handling Equipment
1	Operating Rules	X	X	X	X	X
2	Train Marshalling	X		X		
3	Brake Systems and Tests	X		X		X
4	Locomotive Operation	X			X	
5	Train Handling	X				
6	Freight or Passenger Car and Train Inspection	X		X		X
7	Passenger Evacuation Procedures	X		X		
8	Remote Control Operation	<sup>(3)</sup>		<sup>(3)</sup>	<sup>(3)</sup>	

### Footnotes

<sup>(1)</sup> Requirements in this schedule would also apply to other occupational categories carrying out the same duties.

<sup>(2)</sup> Each railway shall file with the department which if any of the additional subjects are required for each type of operations that Locomotive Operators will be employed.

<sup>(3)</sup> Denotes only those employees required for remote control operation be qualified in remote control operation.