Intermodal Facility Safety Handbook Task Force

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I. BUSINESS CASE / PROJECT NEED

In 2016, IANA published Intermodal Terminal Drayman Safety Handbook to improve the safety of operations of drayman. While the Standard Industry Safety Rules and Procedures at Intermodal Facilities Task Force worked on the project, it recommended that a similar handbook be developed for vendors performing work on site at intermodal properties. Opportunities exist to improve safety through training, standard terminal safety rules and other initiatives designed to improve situational awareness and reduce unsafe behavior at intermodal locations. The project will identify specific methods and strategies for developing recommended practices to reduce collisions, process errors and personal injury mishaps for all stakeholders.

II. GOAL STATEMENT

The goal of this Task Force is within 18 months to provide IANA members with an Intermodal Facility Safety Handbook to provide recommended practices that identify potential vulnerabilities and minimize risk while vendors perform work at their locations. The handbook will define recommended practices for vendors to use while performing their services.

III. WORK PLAN AND TIMELINE

This Task Force will establish working groups for completing the project. Each working group will be assigned tasks from the scope of the project listed below. The working groups will have scheduled calls with the Task force to track progress and update on the status of their assignments.

SCOPE:

1) Establish the Task Force: 6-8 Task Force members will be identified to finalize drafting of the charter and the scope of the project and presenting it to the Committee for review.

2) Define the Scope of the Project: Identify all stakeholders of the Intermodal Industry and that all groups are represented. Define the criteria for the subject matter to be included in the handbook.

3) Research and Benchmark: Identify industry training materials and practices that can improve safe behaviors of vendors.
4) Trend Analysis: Collaborate with Safety Committee to gain insight from trend analysis on mishap data collected from members.

5) Resource Development: Develop recommended safety practices that can be used by all intermodal stakeholders.

TIMELINE:

- **September 2018**
  - Propose draft of Task Force charter for Committee discussion.
  - Identify Task Force leader and Task Force members

- **October 2018**
  - Conference call to discuss and refine the project scope and deliverables
  - Discuss direction and steps necessary to complete project
  - Finalize the charter for presentation to Committee
  - Develop working groups and assign members
  - Assign duties and tasks to Task Force members
  - Establish Goals, Responsibilities and Timelines for the working groups

- **November 2018**
  - Conference call to discuss and measure progress of Task Force and Working Groups.
  - Identify all business units of the intermodal industry and they are represented.

- **December 2018**
  - Conference call to discuss and measure progress of Task Force and Working Groups resource development update
  - Finalize next 6-month plan

- **January 2019**
  - Conference call to discuss and measure progress of Task Force and Working Groups.

- **March 2019**
  - Conference call to discuss and measure progress of Task Force and Working Groups.

- **April 2019**
  - Conference call to discuss and measure progress of Task Force and Working Groups.
  - Develop draft Task Force progress update to the Committee.

- **May 2019**
  - Meet at IANA Safety, Operations & Maintenance Business Meeting in Lombard, IL.
  - Initiate next 6-month plan development.
  - Finalize progress update for presentation at the IANA May Business meeting.

- **June 2019**
  - Status update to IANA Intermodal Safety Committee members.
  - Finalize next 6-month plan.
IV. DESIRED OUTCOMES

IANA members will be able to have an Intermodal Facility Safety Handbook of recommended practices for vendors to follow while performing work at an intermodal location. Benefits of the handbook will be realized reductions of losses associated with vendor and intermodal interactions.

First 6-months:
- Develop communication initiatives to educate the intermodal community of hazards associated with vendors operating within intermodal terminals, yards, ports, and depots within the first 6 months.

Second 6 months:
- Establish the content of the Intermodal Facility Safety handbook.
- Begin to identify and acquire content.

Third 6 months:
- Produce a completed version of the Intermodal Facility Safety Handbook for IANA members.

V. ROLES AND RESPONSIBILITIES

Task force volunteers are needed from all stakeholder groups of the intermodal industry to ensure a diverse group approach to problem solving:

- Motor Carriers
- Intermodal Equipment Providers
- Railroads
- Steamships Lines
- Ports & Terminal Operators
- Members with safety background and experience.

Task Force members will be called upon to fulfill the tasks outlined in the Work Plan, as well as to identify and provide content for the library.