



**Washington, Idaho & Montana Railway LLC
ACCIDENT/INCIDENT REPORTING
INTERNAL CONTROL PLAN
(Railroads with 15 or less Hours of Service Employees)**

Purpose:

The Federal Railroad Administration requires that all railroads must maintain an *Internal Control Plan* to insure the proper reporting of all railroad train accidents and casualties (49 CFR, Part 225). Therefore, this railroad adopts this *Internal Control Plan* in order to ensure that the provisions of the regulation are adhered to. The *Internal Control Plan* is available for inspection by FRA and State inspectors at the office of the Accident/Incident Reporting Officer.

Railroad Information:

Railroad Name: Washington, Idaho & Montana Railway LLC

Street: PO Box 468
185 6th Street, Ste 205

City/Town: Potlatch

State: ID **Zip:** 83855

Accident/Incident Reporting Officer:

Name: John Howell

Title: Senior Advisor

Street Address: 101 E Mallard Dr, Apt 177

City/Town: Boise

State: ID **Zip:** 83706

Phone: 630-212-8660 **Fax:** 412-592-0960

Names, titles and telephone numbers of other management personnel may be obtained through the railroad's Accident/Incident Reporting Officer.



Washington, Idaho & Montana Railway LLC Internal Control Plan, cont.

Policy Statement:

The Washington, Idaho & Montana Railway LLC commits to complete and accurate reporting of all accidents, incidents, injuries, and occupational illnesses arising from the operation of the railroad; to full compliance with the letter and spirit of FRA's accident reporting regulations, and to the principle, in absolute terms, that harassment or intimidation of any person that is calculated to discourage or prevent such person from receiving proper medical treatment or from reporting such accident, incident, injury or illness will not be permitted or tolerated and will result in disciplinary action against any employee, supervisor, manager, or officer of the railroad (including volunteers) committing such harassment or intimidation up to dismissal and/or legal action. All employees, supervisory personnel, and management have been provided a copy of this policy statement and the railroad's *Internal Control Plan*.

Reporting Requirements:

All accidents, illnesses, injuries and casualties requiring medical attention will be promptly reported to the railroad reporting officer. All information will be kept confidential and injured employees will not be harassed, intimidated or threatened for reporting an accident, injury or casualty in accordance with the policy statement of this plan.

All reportable accidents, injuries and casualties will be logged by the railroad reporting officer. Prior to the end of each month, each open case will be reviewed by the Accident/Incident Reporting Officer, as appropriate, until the case is closed. The Accident/Incident Reporting Officer must check with medical, human resource and operating departments, as appropriate, to obtain all relevant information pertaining to each open case.

Reporting Forms and Procedures:

The Accident/Incident Reporting Officer will maintain a supply of all necessary FRA reporting forms and retain copies of all completed forms. The reporting officer will investigate the accuracy of each report form received from employees, investigating officers, supervisors or other involved personnel. The reporting officer will also determine the cost involved with each reported event.

The Accident/Incident Reporting Officer will be responsible for submission of all reportable accidents, incidents, injuries or casualties to FRA and other railroad supervision as required by FRA regulation.



Washington, Idaho & Montana Railway LLC Internal Control Plan, cont.

Complaint procedures:

Any employee who feels intimidated for reporting an accident, incident or illness, must report the nature of the intimidation in writing to Accident/Incident Reporting Officer and shall be provided “whistle-blower” protection. The Reporting Officer will investigate with all involved to determine the appropriate action. The Reporting Officer will provide a written report to the employee of the results of the investigation. In the event the employee feels intimidated by the actions of the Reporting Officer, the employee must report the intimidation to the supervisor of the Reporting Officer. Discipline assessed for any wrongdoing will be in accordance with company policy. This information will be treated as confidential where appropriate.