

## **CSX Transportation, Inc.**

### **Contractor and Invitee Safety Management Program - Canadian Operations -**

#### **Introduction**

CSX Transportation, Inc.'s ("CSXT") Contractor and Invitee Safety Management Program ("CISMP") provides the requirements which CSXT supervisors, contractors and invitees must meet and follow when engaged by CSXT for work in its Canadian operations or when accessing CSXT's property. CSXT's objective is for all Contractors to work in a safe manner at all times, while meeting all company and legal requirements, and to ensure the safety of all other individuals who lawfully access our property.

#### **Policy**

CSXT is committed to the safety of all CSXT employees, Contractors engaged by CSXT to work on CSXT's property, and any other individual CSXT invites to access its property. CSXT's CISMP outlines the guidelines that all parties must follow to ensure safety is managed during the course of business involving Contractors and Invitees. Through the CISMP, CSXT strives to:

- Provide a safe workplace, as well as work processes that reduce risk of incidents and accidents;
- Provide a practical and consistent system for CSXT supervisors to use when managing and overseeing the work of Contractors;
- Integrate elements of CSXT's Safety Management System ("SMS") into the management of Contractors;
- Ensure the safety of all Invitees who access CSXT's property; and
- Fulfill CSXT's legal requirements.

#### **Scope**

This program applies to all Contractors conducting work on or about CSXT property in its Canadian operations, as well as to all Invitees who access CSXT's property. Key CISMP terms:

- **Contractor:** Any company, including sub-contractors, that performs work on or about CSXT property. When "Contractor" is referenced in this program, it refers to Railroad Contractors, Non-Railroad Contractors, and Utility Contractors.
- **Railroad Contractor:** Contractors that perform work on or about CSXT's tracks or handle, operate, or repair locomotives, cars, or other equipment used in railroad operations.
- **Non-railroad Contractor:** Contractors that perform no work on or about CSXT's track, do not handle, operate, or repair equipment used in railroad operations (primarily for building repairs or yard maintenance needs).

- **Utility Contractor:** Contractors that perform work on or about CSXT’s track to maintain the infrastructure for public service.
- **Invitee:** Guests of CSXT or a Contractor that accesses CSXT property, but do not perform work (includes personnel providing general delivery services).
- **CSXT Supervisor:** The Operations and Safety Compliance Supervisor or any on-site local operating supervisor that is responsible for the safety of operating employees at the Canadian location.
- **CSXT Management:** A CSXT manager from the Procurement & Supply Chain Management (“P&SCM”) Department, Properties Group, the Operations and Safety Compliance Supervisor and the local CSXT operations supervisors.
- **CSXT Point-of-Contact:** A CSXT employee that has been designated by a CSXT Supervisor to escort a Contractor or Invitee while on CSXT property.

Failure by any Contractor or Invitee to comply with the requirements of this program may result in termination of the contract or removal from the property. The CISMP includes processes for:

- Pre-work assessment of a Railroad Contractor’s own safety management structure and processes, including staff skills and qualifications;
- Approval of a Railroad Contractor to undertake work for CSXT;
- On-going review, auditing and monitoring of a Railroad Contractor’s safety management performance; and
- Safe, secure, and authorized access by CSXT’s Contractors and Invitees.

### **Roles and Responsibilities**

**CSXT’s P&SCM Department** is responsible for:

- Conducting a pre-services assessment of a Railroad Contractor’s safety management structure and processes, including the skills and qualifications of its staff (including, where identified, sub-contractors), when the overall bid review process for the contract or purchase order in question exceeds \$250,000.00 Canadian dollars (see **Form 1 – Railroad/Utility Contractor Safety Assessment**);
- Establishing and updating an approved list of Railroad Contractors with contracts exceeding \$250,000.00 Canadian dollars.
- Notifying and providing the respective CSXT supervisor of any newly added Railroad Contractors to the approved list (**Form 1**).
- Applying any contracted penalty processes when required.

**CSXT’s Properties Group** is responsible for:

- Conducting a pre-agreement assessment of a Utility Contractor’s safety management structure and processes, including the skills and qualifications of its staff (see **Form 1 – Railroad/Utility Contractor Safety Assessment**);
- Establishing and updating an approved list of Utility Contractors with applicable agreements.

- Notifying and providing the respective CSXT Supervisor of any newly added Utility Contractors to the approved list (**Form 1**); and
- Applying any contracted penalty processes when required.

**CSXT's Supervisors** are responsible for:

- Conducting a pre-services assessment of a Railroad or Utility Contractor's safety management structure and processes, including the skills and qualifications of their staff (including sub-contractors), where the contract or purchase order in question does not exceed \$250,000.00 Canadian dollars or the P&SCM Department is not otherwise involved in the bid review process (see **Form 1 – Railroad/Utility Contractor Safety Assessment**);
- Holding a safety briefing to identify site-specific hazards and document accordingly prior to commencement of work to be performed by a Railroad Contractor (see **Form 2 – Contractor Job Start-Up Checklist**);
- Providing copies of applicable CSXT work rules and policies to Contractors;
- If necessary, assigning the Contractor a CSXT Point-of-Contact while work is being performed;
- Checking, monitoring and reviewing Contractor safety performance to ensure compliance with CSXT rules and policies and Canadian legal requirements. The supervisor or the assigned CSXT Point-of-Contact are to document the safety performance (see **Form 3 – Contractor Safety Observation**);
- Escorting or designating a CSXT Point-of Contact to escort all Invitees while on the property; and
- Ensuring Contractors and Invitees produce proper identification, receive a job briefing, and comply with all instructions while on the property.

**CSXT employees** are responsible for:

- Not placing themselves, Contractors or Invitees at risk;
- Reporting any Contractor or Invitee non-compliance with Company or regulatory requirements to a CSXT Supervisor; and
- Escorting Invitees or act as a CSXT Point-of-Contact when authorized by a CSXT Supervisor.

**Contractors and Invitees** are responsible for (as applicable to the services being performed):

- Complying with this CISMP;
- Providing all safety management related information to CSXT as required by contract;
- Successfully completing all CSXT mandated training;
- Contacting the CSXT Supervisor to obtain permission and a Point-of-Contact, if necessary, before beginning work on-site;
- Working in accordance with all related CSXT SMS procedures and practices;
- Reporting any incidents or non-compliance with the CISMP or CSXT policy to a CSXT Supervisor;
- Taking part in CSXT Contractor audits and ongoing monitoring; and
- Following the instructions of the CSXT Point-of-Contact while on CSXT property.

## **Processes and Procedures**

**Evidence of Railroad Contractor's SMS:** As part of CSXT's assessment of a Railroad Contractor, the Railroad Contractor must provide details of its safety management structures and processes. Details should include:

- A description of the railroad contractor's SMS, including capability to manage safety and previously demonstrated safety performance;
- Evidence that the proposed Railroad Contractor staff meet requisite skill and qualification requirements;
- A commitment that all contracted staff will meet the requirements of the Railroad Contractor's own safety management structure and processes, CSXT's SMS, and all legal requirements; and
- Confirmation that the Railroad Contractor and its staff have necessary insurance, licenses, registration and certificates as required by federal, provincial or municipal regulation.

The safety management structure and processes of the proposed Railroad Contractor is assessed as part of the overall bid review process by the P&SCM Department (see **Form 1 – Railroad/ Utility Contractor Safety Assessment**).

For proposed Utility Contractors, the safety management structure and processes is assessed as part of the application review process by the Properties Group (also see **Form 1 – Railroad/ Utility Contractor Safety Assessment**).

**Job Start Up Training/Orientation:** Before any Contractor commences work, the CSXT Supervisor will organize an orientation session. Contractors are not permitted to start work until the orientation is successfully completed and documented (see **Form 2 – Contractor Job Start-Up Checklist**).

Where Contractors are undertaking work covered under CSXT work procedures, applicable copies of CSXT's documented work procedures will be provided.

**Contractor Supervision:** The assigned CSXT Supervisor must arrange for a Contractor's work to be monitored to ensure compliance with Contractor documentation, safe work procedures, CSXT standards and procedures, and all applicable legal requirements.

Contractor employees will be subject to on-going monitoring and auditing to verify compliance with Contractor documentation, safe work procedures, CSXT standards and procedures, and all applicable legislated requirements (see **Form 3 – Contractor Safety Observation**).

**Contractor Training:** CSXT may elect to include Contractors in any CSXT-sponsored training that is required to meet CSXT or legal requirements, however Contractors ultimately remain responsible for completing any necessary training for its employees. CSXT will maintain records of Contractor training provided by CSXT. When Contractor employees have completed the required training external to CSXT, the Contractor must provide copies of training records to CSXT upon request.

**Contractor Safety Records:** All forms, records, and documentation completed as part of the CSXT CISMP will be kept in an accessible location. This will include:

- Complete **Form 1 – Railroad/Utility Contractor Safety Assessment** as part of the overall bid review process by the P&SCM Department or the application review process by the Properties Group;
- Complete **Form 2 – Contractor Job Start-Up Checklist** prior to the Contractor's staff commencing work;
- Complete **Form 3 – Contractor Safety Observation** while the Contractor is working on CSXT property;
- **Contractor Training Records**, including records of Contractor training provided by CSXT, or if Contractor employees have completed the required training external to CSXT the training records will be provided by the Contractor on request by CSXT.

**CSXT Management Accountability:** CSXT's Safety Department, including the Vice President of Safety & Field Career Development and the Assistant Vice President of Operations Compliance, is accountable for the development and delivery of the CISMP. The Safety Department is responsible for:

- Ensuring that the CISMP is kept current and aligns with CSXT's SMS;
- Monitoring CSXT's compliance with the CISMP, and taking appropriate follow-up action; and
- Communicating the CISMP and any updates to CSXT supervisors, employees and contractors.

Canadian CSXT Supervisors are accountable to the Safety Department for compliance with the CISMP and are responsible for undertaking the steps as outlined in this program.

## Contractor and Invitee Safety Management Program - CSXT Canadian Operations -

**Form 1 – Railroad/Utility Contractor Safety Assessment**  
**- Required by any Railroad or Utility Contractor that performs work on or about CSXT’s railroad tracks -**  
**- Not required for a “Non-railroad Contractor” or an Invitee -**

**Instructions:** Complete **Step 1** through **14** below. Once this Form is completed, provide to the CSXT Operations & Safety Compliance Supervisor to file in the CISMP folder for the location on CSXT’s **Safety Management System (SMS) – Canadian Operations** SharePoint Team Site.

**Guidelines:**

- Procurement & Supply Chain Management (“P&SCM”) Department to complete as part of the overall bid review process of the Railroad Contractor’s proposal if services exceed \$250,000 Canadian dollars;
- CSXT Supervisor to complete for Railroad Contractor if services are \$250,000 Canadian dollars or less; or
- Properties Group to complete as part of the Utility Contractor’s application review process.

<b>1) Railroad/Utility Contractor (company name):</b>
<b>2) Description of work:</b>
<b>3) Duration of contract/agreement:</b> From _____ To _____
<b>4) Proposed dates for work:</b> From _____ To _____ (indicated “on-going” if services are “as needed”)
<b>5) Does Railroad/Utility Contractor have a Safety Management System (SMS) in place?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>6) Is the Railroad/Utility Contractor’s SMS documented?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>7) Type of SMS:</b> <input type="checkbox"/> Developed in-house <input type="checkbox"/> International Organization for Standards (ISO) <input type="checkbox"/> Other - Provide details: _____
<b>8) Safety audits performed by the Railroad/Utility Contractor:</b> <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Both <input type="checkbox"/> None (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>9) Are safety audits available for review?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>10) Are safety audit results satisfactory?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>11) Previously demonstrated capabilities and safety performance:</b> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory (Contact the CSXT Operations & Safety Compliance Supervisor prior to proceeding)
<b>12) Comments:</b>
<b>13) Contractor (signature):</b> _____ <b>Date:</b> _____
<b>14) CSXT Management (signature):</b> _____ <b>Date:</b> _____

## **Contractor and Invitee Safety Management Program** **- CSXT Canadian Operations -**

### **Form 2 - Contractor Job-Start Up Checklist**

**- Required when any Contractor performs work on CSXT property -**

**- Not required for an Invitee -**

**Instructions:**

- Items in **Steps 1** through **9** must be reviewed during the Job-Start Up process with the Contractor's site Supervisor and the CSXT Supervisor.
- The Job-Start Up process must be documented in **Steps 1** through **9** by the CSXT Supervisor.
- After Job-Start Up is documented in **Steps 1** through **9**, the Contractor's site Supervisor must provide a signature and date on **Step 10**.
- The CSXT Supervisor that conducted the Job-Start Up process must complete **Step 11**.

**Steps 1** through **11** must be accurately completed prior to any Contractor commencing work on property to review on-site hazards and controls associated with work.

Once this Form is completed, provide to the CSXT Operations & Safety Compliance Supervisor to file in the CISMP folder for the location on CSXT's **Safety Management System (SMS) – Canadian Operations** SharePoint Team Site.

**1) Contractor (company name):**

**2) Contractor's site Supervisor:**

**3) Description of work:**

**4) Work limits required for work?**

- Yes – Limits from Milepost \_\_\_\_\_ to Milepost \_\_\_\_\_  
 No – Not required based on the type of work.

**5) Work dates:**

From \_\_\_\_\_  
 To \_\_\_\_\_ (indicated "On-going" if services are "as needed")

**6) Protection required by CSXT for Contractor's employees?**

- No  
 Yes - Provide details: \_\_\_\_\_

**7) Verification of Contractor's credentials**

- Completed necessary training  
 Necessary qualifications and licenses  
 Other – Provide details: \_\_\_\_\_

**8) Contractor's site supervisor and employees have received:**

- Job Briefing  
 Safety Rules

**9) Notification to CSXT employees of contractor on-site:**

- Job Briefing  
 Other – Provide details: \_\_\_\_\_

**10) Contractor's site Supervisor (signature)**

Date:

**11) CSXT Supervisor (signature):**

Date:

## **Contractor and Invitee Safety Management Program - CSXT Canadian Operations -**

<b>Form 3 - Contractor Safety Observation</b> <b>- Required when Contractors are performing work on CSXT property -</b> <b>- Not required for an Invitee -</b>	
<b>Instructions:</b> A CSXT Supervisor or the designated CSXT Point-of-Contact must complete <b>Steps 1</b> through <b>8</b> while contractor is working on property. The frequency that forms are completed will depend on duration of work, type of work, proximity to track, etc.	
Once this Form is completed, provide to the CSXT Operations & Safety Compliance Supervisor to file in the CISMP folder for the location on CSXT's <b>Safety Management System (SMS) – Canadian Operations</b> SharePoint Team Site.	
<b>1) CSXT Supervisor/Point-of-Contact (print):</b>	
<b>2) Contractor (company name):</b>	
<b>3) Contractor's site supervisor (print):</b>	
<b>4) Description of work:</b>	
<b>5) Date:</b>	<b>Time:</b>
<b>6) Contractor complying with safety requirements?</b> <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Job briefings <input type="checkbox"/> Proper protection <input type="checkbox"/> Tool inspection <input type="checkbox"/> No - Provide details: _____	
<b>7) Contractor's on-site Supervisor (signature):</b>	
<b>8) CSXT Supervisor (signature):</b>	<b>Date:</b>