



CSX Transportation Customer Rail Safety Guidebook

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Mission: To provide rail safety information to CSX Transportation customers about making informed decisions regarding safety on or about industry tracks.

The CSX Transportation *Customer Rail Safety Guidebook* is provided to assist our customers' safety program. Strong safety programs reduce the risk of injury and train accidents on or about industry maintained tracks. Approximately seventy-five percent of train accidents that happen on industry tracks are the result of track problems, objects on the track and product spillage, ice, snow or mud that accumulates and fouls the rail wheel flange ways.

Education, communication, awareness and prevention are necessary elements of a successful safety program. Rail safety information is the first step in providing a safe place to work for everyone.

This educational guidebook is presented for customers that do not move cars inside their facilities.

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Safety Overview

Safety through Teamwork

Workplace safety is a core value at CSXT. CSXT strives to arrive at the customer siding without damage to the product, in a timely manner while always protecting the personal safety of our employees, customer employees and the public. It is imperative that rail equipment is handled safely, is properly secured, track is maintained to standard which includes minimal side and overhead restrictions and the surrounding property is absent of debris material, spillage, and accumulation of snow and ice that can adversely impact walking conditions. The number one cause of all personal injuries to railway employees on industry tracks is slips, trips and falls.

A strong safety program in railway operations contains five key areas of focus.

1. Track Maintenance:

Wide Gauge, Broken Rails and Switch related problems are the leading causes in train accidents on industry tracks.

2. Winter Plan Focus:

- Inspect the siding prior to service.
- Keep all switches free of snow and ensure correct drainage.
- The accumulation of snow and ice on and around the tracks and in the flange ways also may also cause train derailments in industries.
- Keep flange ways of tracks which run through private or public roads clear of ice at all times.
- Clear snow accumulation caused by vehicles crossing over the tracks.
- Clear snow which has slipped from adjacent roof tops onto the siding track.
- During severe snow storm conditions, call your Customer Service Center representative to advise that your facility has been cleared of snow. This will help protect timely service during severe weather conditions.
- The specific responsibility for snow removal is defined in your private siding agreement. In general, the customer is responsible for snow removal up to the main track switch.

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3. **Spring Plan Focus:**

In the spring, it is important to have a track maintenance contractor inspect your track/facility and schedule routine repairs and maintenance. Planned proactive, preventative work reduces the potential for derailments and injuries.

4. **Movement and Securement of Equipment:**

Moving and securing railcars and equipment is one of the most important aspects of railway safety. For customers who are qualified to move rail equipment, it is critical that safety rules related to moving equipment be followed.

*Know the route is clear
Check switch points
Protect the shoving movement
Not leaving cars fouling other tracks
Stopping the movement
Properly applying handbrakes*

Please review these important safety points with your employees who are responsible for handling, moving and securing railway equipment and ensure they understand each safety principle.

5. **Restricted Clearance Hazards:**

One of the potential risks to railroad and industry employees in customer facilities is restricted clearances. It is crucial that your facility is free of side and overhead clearance restrictions as much as practicable. Where restrictions exist, the location must be protected with warning signs and communicated to CSX Transportation.

6. **Spillage/Wheel Contamination:**

Wheel contamination from consumer products like flour, canola oil, cornstarch and other similar substances can cause serious incidents at our hump operations and reduce the rail cars braking effectiveness. If railway equipment has rolled through a contaminated area, you must ensure the wheels are cleaned of any contamination before being released to CSXT.

RECIPE FOR SUCCESS

Focusing on safety action plans will lead to safety success. Thank you in advance for your commitment to safety.

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Safety Recommendation:

Job Briefing

Effective job briefings at the beginning of and throughout the workday raise awareness of surroundings, increase communication effectiveness and better prepare the worker to recognize and avoid hazards. The worker should remain alert for anything out of the ordinary and report any safety concerns to their supervisor immediately.

1. Suggestions on When to Conduct a Job Briefing

Conduct a job briefing:

- Before beginning any new work activity.
- When work activity or work conditions change.
- When another person joins the crew or team.

2. Suggestions on How to Conduct a Job Briefing

When conducting a job briefing:

- Discuss the sequence of job steps.
- Identify, eliminate, contain, and communicate all potential hazards related to the job.
- Inspect tools and equipment before use.
- Identify proper personal protective equipment for the job task.
- Ensure understanding of the planned sequence of events.
- Follow up to ensure compliance with safe work practices.

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Customers That Do Not Move Railcars

Section 1

Section 1 details safety issues related to non-car moving customers that have cars delivered to their facilities by CSXT. This section provides an understanding of the principles involved in keeping railcars on the track and how loading, balance, weight and securement practices impact railway safety.

- Track/Railcar Dynamics
- Basic Railcar Design and Mechanics
- Rail Car Loading/Load Securement

Section 2

Section 2 emphasizes safety hazards when working with railway equipment. CSXT has developed safety work practices to protect people from injury when working around railcars.

CSXT recommends the development of safe work practices for all rail related activities.

- Railcar Doors – Safe Operation

Section 3

Railway safety concerns.

- Locations of Clearance Restrictions
- Track Maintenance & Inspection
- Structures & Obstructions Adjacent to Requirements

Section 4

- Directory of CSXT Departments
- General Information
- Loading and Unloading Tank Cars
- Loading and Unloading Intermodal Containing Dangerous Goods
- Containers/Trailers
- Boxcars
- Covered Hoppers Containing Dangerous Goods

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SECTION 1

Basic Railcar Design and Mechanics

Freight cars have two braking systems. The air brake system is for train control and should never be relied upon when a locomotive is not attached. Handbrakes must remain applied and should never be released or tampered with by the customer.

The frame or body of a railcar sits on two center plates, one on top of each truck assembly which contains the axles and wheels. This lubricated surface allows the truck to rotate beneath the body and permits rail equipment to turn without excessive force on the gauge between the rails. Neither the car body nor the wheels are fastened to the trucks. Each component sits in place, primarily by weight.

CSXT personnel must be called to inspect any car that has been lifted or severely impacted on the rail car's trucks to ensure it is correctly seated on the center plate and bearings. Shippers must never lift railcars.

Track/Railcar Dynamics – How One Impacts the Other

Customer loading practices play a critical role in railway safety. A properly balanced and secured load directly affects how the car performs in train service. There are various standards, circulars, guidelines and requirements detailing proper railcar loading. The Association of American Railroads (AAR) establishes General Rules governing loading requirements for railcars. AAR also publishes Best Practices for loading a variety of commodities. Customers are required to follow the loading rules that have been established for the type of lading and railcar they are using.

Specific instructions and car loading requirements are contained in AAR Circulars, Best Practice and General Information Series. The safety of your load and our operations rely on adhering to these procedures. Specific information regarding loading procedures can be obtained by calling the CSXT Customer Service Center. (Refer to: Part 1 – Section 4, Directory of CSXT Departments, of this Guidebook)

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Railcar Loading/Load Balance and Securement

Each freight car regardless of size, type or design must be properly loaded within the specifications of the car. Any load in excess of the specified weight or any load improperly positioned or secured on the car will increase the risk of causing a derailment.

Each freight car is supported by two truck assemblies, one at each end of the car. By design each car has a limited amount of side-to-side movement to allow for even distribution of wheel to rail contact regardless of track geometry.

Therefore, it is imperative that all loads are properly positioned & secured to allow for the mechanics of the car to safely function as intended.

Customer Safety Impact

Any load improperly positioned or secured can force the car to become unbalanced when it is moved within a train. This combined with track dynamics, could cause a derailment. Prior to releasing a car after loading or unloading, customers must ensure the load is properly blocked and secured and that all loose material is removed from the car deck. Any banding, chains, or cables must be removed or secured.

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SECTION 2

RAILCAR DOORS – SAFE OPERATION

Operating Rail Car Doors

The rail industry has dedicated considerable attention to safety issues around the operation of plug type and bottom gate doors on rail cars. The AAR publishes loading instructions and safety advisories related to the safe opening and use of rail car doors. Rail doors are very heavy and if operated improperly can cause serious injury. If you open or close rail car doors and are not familiar with the AAR Circulars and Best Practices information, contact CSX Transportation to have a load specialist help you obtain this critical information. (See Section 4 – Part 1)

Safe Opening and Use of Plug Doors

Prior to operating any rail door, an inspection must be made to ensure that the door hinges are secure in the track, both top and bottom, before opening. If operated improperly or not properly inspected prior to use, the gear mechanism on plug doors can cause the handle to spin suddenly and violently resulting in a possible injury. Plug doors must be securely closed whenever the car is being moved.

A shifted load that is impinging against a door may cause the door to suddenly move outwards when released. Lading may fall out when opening doors of any type.

Closed Covered Hopper Cars – Bottom Gates

Prior to operating bottom gates, an inspection must be made. Ensure that gate locks (except those equipped with self-locking locks) are released prior to opening gate. This will ensure the gate shaft & opening mechanisms are not bent and/or damaged. The gate opening device must be well into the capstan prior to opening gate in order to prevent damage to the capstan such as rounding of the square drive socket.

After unloading the hoppers, an inspection must be made to ensure the gate is securely closed and properly locked. An open gate can fall between the rails while in transit and result in damage to property or a derailment. When loading hoppers ensure the gates are securely closed and locked to prevent any product spillage.

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Customer Safety Impact

In addition to safety issues around the operation of bottom gates there is an environmental reason for ensuring the gates are closed properly and the cars are loaded carefully. Occasional spills of various products have been attributed to defective bottom gates on cars.

Spills on concrete can also lead to potential walking hazards causing slips and trips if not protected.

- Take extra care when filling hopper cars to avoid spillage of product on the top of cars
- Inspect top and side sills and sweep away any excess product
- Ensure all hopper gates are closed

CSXT is concerned about your workers' safety. When railcar doors are left open or unsecured, railway safety can be impacted.

Closing Doors

All doors should be closed and secured prior to releasing cars. This includes bottom doors and top hatch covers. Cars with plug doors left open cannot be moved by train crews. Contact CSXT for specific instructions anytime you receive a car type you are not familiar with.

Employee Safety When Working Around Railcars (Blue Flags)

When CSXT employees are required to perform maintenance on railcars in the customer's facility Blue flag protection is required per the Federal Railroad Administration regulations.

CSXT Blue Flags are not to be removed by anyone other than a CSXT employee.

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SECTION 3

CLEARANCE REQUIREMENTS, TRACK MAINTENANCE AND INSPECTIONS

Railway Clearances

The term “railway clearances” refers to the distance from the track to the nearest obstruction. Vertical clearances are measured parallel to the plane of the top of rails. Lateral clearances are measured from the track center and at right angles to the plane of the top of rails.

Safe Clearance Distances

No temporary structure, material or equipment shall be permitted closer than 12 feet to the nearest rail without prior approval in writing from CSX Transportation.

Restricted Clearances

Clearance restrictions have been developed to protect the safety of people and equipment when moving railcars. Shippers must comply with two clearance envelopes in their operation:

- those pertaining to spurs and industrial track
- those pertaining to main tracks and sidings

Spurs and Industrial Track

In general, all equipment or obstructions of any kind must be kept a minimum of 12 feet away from the nearest rail of any industrial track. This includes temporary piles of stock; refuse containers, parked vehicles or other equipment, buildings or obstructions. CSXT must be notified immediately for any of the following situations:

- When any emergency situation causes an obstruction within the 12 feet clearance envelope laterally, and 22 feet vertically;
- If any alterations are made to track-side loading platforms or change of location to loading ramps, unloading augers and other equipment;
- If there are any holes, trenches and other ground obstructions, CSXT staff will ensure that the information is passed on to the affected personnel.

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SECTION 4

DIRECTORY OF CSXT DEPARTMENTS

CSXT Emergency Hotline for Railroad Emergencies: 1-800-232-0144

Contact CSXT's Public Safety Coordination Center immediately for all railroad emergencies, including blocked crossings or track, crossing accidents, crossing signal problems, hazardous materials release, theft, vandalism, trespassing or unsafe employee driving.

Be prepared to tell us your name, location and what you observed.

Customer Service Tools

See: www.csx.com – **Ship CSX: Our Line, On Line**

CSXT requires that you use electronic tools to conduct shipping transactions. Our e-business tools make it easy to manage your shipments quickly and efficiently, with secure data that is specific to you and your company.

For example; if shipping coal? See [coal tools](#). Shipping with CSXT Intermodal? Visit CSXI.com for more information.

Electronic options:

ShipCSX: CSXT's secure transaction tool website is available to registered users. [Learn more](#), [Register](#), [Log in now](#) **EDI (electronic data interchange)**: this provides direct communication between your computer system and ours.

For assistance with tools, call 1-877-ShipCSX (1-877-744-7279)

When preparing to ship with CSXT, contact **Load Engineering and Design Specialists (LEADS)** to ensure that your product will be loaded safely and efficiently.

Our Load Engineering and Design specialists will help you design loading patterns to protect your product from potential damage while getting the most out of your rail car capacity.

For loading design assistance, contact:

Automobiles and Automobile Parts: 904-279-6343.

Open Top Loads, Metals and Lumber: 904-279-6373

Closed Cars: 904-279-6344

Intermodal: 215-218-3320

Local Trainmaster:

Local Roadmaster:

Local Mechanical Supervisor:

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HAZMAT

In the United States, the Hazardous Materials Regulations of the Department of Transportation (US CFR Section 49) must be complied with when handling cars containing hazardous materials and hazardous waste.

The safe and secure transportation of hazardous materials is regulated by FRA and TSA regulations.

HM 6603

Transfer of Custody Form and Positive Control Requirements for Alert Cars

When picking up or setting off at another railroad or industry, Positive Control must be maintained on all loaded Alert Cars until the receiver accepts physical custody of the car or the car is placed in a Rail Secure Area.

The proper transfer of custody form must be completed when picking up Alert Cars, or setting off Alert Cars at another railroad or industry in a TSA-Defined High Threat Urban Area.

Positive Control and a Transfer of custody form are REQUIRED for the following:

- Picking up a loaded Alert car(s) at a customer or interchange
- Delivering a loaded alert car to a customer in a High Threat Urban Area
- Delivering or receiving Alert car(s) in interchange with another railroad

TRANSFER OF CUSTODY FORM

All loaded Alert cars requiring pick-up, set-off, or interchange will require completion of the Transfer of Custody Form.

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Notify CSX Transportation thru the CSXT Public Safety Coordination Center (PSCC) – 1-800-232-0144. If you encounter any of these situations contact CSX Transportation immediately.

- Critical Security Information
- Information regarding rail security risks or threats
- Derailment of any railcar
- Leak or suspected leak of any tank car or other hazardous material on CSXT property
- Any release or suspected release of a material from a rail car on CSXT property
- Presence of equipment or materials within the Main Track or Siding clearance
- Damage to any switch, derail, sign, rail or track structure
- Any other condition or situation that presents a risk of accident or injury to CSXT personnel or equipment.

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CSX Transportation Safety Committee Industry Inspection Form

Date: _____

Location: _____

Inspected By: _____

Comments: _____

Areas of Concern	Yes	No	Remarks/Action Taken
Walkways free of debris or other slip/trip/fall hazards			
Evacuation plans accessible			
Walkways free of vegetation			
Proper walkway drainage (no standing water, mud, ice, etc.)			
Switches/derails in working order			
Close clearance signs (if applicable) posted and in good condition			
Brake stick available, in working order and secured			
Access roads/crew change points (if applicable) in good condition			
Lights (where equipped) in working order			
Customer safety rules/requirements			