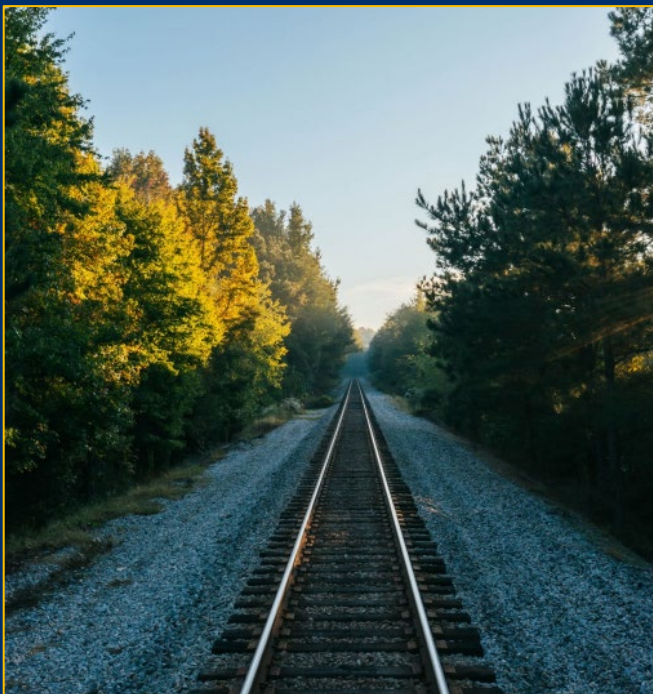




2025 CSX Contractor Safety Program - Manual

Effective March 2025



2025 CSX Contractor Safety Program – Manual

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2025 CSX Contractor Safety Program – Manual

1. Introduction / Overview

This **CSX Contractor Safety Program –Manual (“Manual”)** replaces all previous versions of **The CSX Guide for Contractor Safety & Compliance**. This Manual remains in effect until modified by a future document.

Why is CSX’s Contractor Safety Program important?

- ✓ CSX values the safety of our employees and the safety of contractors’ employees
- ✓ Aligns with ONE CSX to work safely
- ✓ Establishes minimum training standards for contractors and their employees
- ✓ Set expectations for contractors to following CSX Safety Rules & Requirements referenced in **Section 6**
- ✓ Educate contractors and their employees on CSX safe job procedures and processes
- ✓ Compliance with local, state, and federal regulatory requirements



The purpose of this Manual is to provide information and outline requirements regarding **CSX’s Contractor Safety Program** to all stakeholders and set expectations to **Operate Safely** on the property of CSX Transportation, its parent, affiliates and subsidiaries for risk reduction.

The Manual applies to the Stakeholders defined in **Section 3**. Stakeholders are to reference the **Roles & Responsibilities** in **Section 3** of this Manual for understanding of required actions for compliance with **CSX’s Contractor Safety Program**.

CSX Contractor Safety Program resources:

External – www.csx.com → Suppliers → Doing Business With Us

Internal – CSX Employee Gateway → Operations → Safety

***** Dial 9-1-1 in the event of an Emergency *****

Non-emergency calls concerning suspicious activities, hazardous materials, environmental incidents, derailments, vandalism, employee driving, etc., should go to the **Public Safety Coordination Center (PSCC) at (800) 232-0144**.

Additionally, any work-related issues or concerns about employees should be made through the **CSX Ethics Helpline at (800) 737-1663**.

For more information regarding CSX’s Code of Ethics, visit www.csx.com:

About Us → Company Overview → Corporate Governance → Code of Ethics

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Contractor Safety Program Policy



Effective: January 2025

Purpose

The following CSX Corporation (“CSX”) Contractor Safety Program Policy (“Policy”) provides information, sets expectations, and compliance for contractors, entities, invitees, or subcontractor (“Contractor”) when working on CSX property.

The purpose of this Policy is to create a safe workplace, have a Policy for Contractors to Operate Safely on CSX property, and for compliance with federal regulations.

Scope

This Policy applies to any Contractor that CSX hires to perform tasks that have elevated and FRA risk on CSX property. Elevated risk tasks that require Contractors to comply with this Policy and the CSX Contractor Safety Program include, but are not limited to:

- | | |
|--|--|
| ✓ Work performed within Mechanical Shops | ✓ Work performed within fifty (50) feet of CSX’s railway track, including mainline, siding, and yard tracks |
| ✓ Environmental investigation, remediation, and monitoring | ✓ Inspecting, repairing, or maintaining track, roadbed, signal/ communication systems, including roadway work or bridge work |
| ✓ Work that otherwise has access to operations, and/or a direct role on site operations or maintenance, where the failure could result in serious harm to employee or public well-being, company assets or the environment | ✓ Inspecting, repairing, or maintaining locomotive, rail cars, or on-track equipment |
| ✓ Confined space work | ✓ Other tasks as determined by a CSX supervisor |

Tasks that are not deem as having an elevated risk, therefore remain exempt from the CSX Contractor Safety Program include, but are not limited to, delivery personnel, janitorial services, and general facility maintenance (i.e., building painting, plumbing, etc.). (See Appendix A for additional information regarding a variety of tasks)

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(Continued... CSX Safety Program Policy)

Resources

Information regarding CSX’s Contractor Safety Program can be found in the *CSX Contractor Safety Program – Manual* (“Manual”), which is available on [CSX.com](https://www.csx.com) under SUPPLIERS and Doing Business with Us ([DIRECT LINK](#)). This comprehensive Manual is a resource for CSX Supervisors and their Contractors that perform work on CSX property. Topics included in this resource include:

- | | |
|--|--|
| ✓ Roles and Responsibilities of CSX’s Contractors Safety Program | ✓ CSX Safe Way Rules and Operating Rules |
| ✓ CSX Contractor Safety processes | ✓ Contractor Accident & Injury reporting |
| ✓ Safety Training Qualification (TQ) requirements for Contractors’ employees | ✓ Contractor Risk Matrix – Task based |
| | ✓ CSX Environmental Expectations |
| | ✓ ISNetworld (“ISN”) Information |

Enforcement

CSX employees, Contractors, and Contractors’ employees are required to comply with this Policy, CSX Safety Rules, and local/state/federal requirements. Should it be determined that a CSX employee, a Contractor, or a Contractors’ employee be in violation of this Policy, or not complying with the requirements of CSX’s Contractor Safety Program found in the Manual, the work or project will be stopped immediately. The CSX Safety Department will then address the matter with the CSX Department responsible for the work or project.

Any Contractor that accesses CSX property to perform work, or a service, covered by this Policy without authorization from a CSX Supervisor or without adhering to the Contractor Safety Program is considered on-property illegally.

Policy Owner & Point of Contact

CSX Safety Department
Matthew Meadows
Sr. Director Operating Practices
Jacksonville, FL

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2. Compliance with Safety Requirements

The Manual is a resource and will be updated as required to maintain relevance for stakeholders to reference when questions arise. (See **Section 3 – Roles & Responsibilities**).

Contractors

CSX's Contractors are to review this Manual at least annually and ensure:

- ✓ Their employees Operate Safely while on CSX property or performing service for CSX
- ✓ Their company is in compliance with the program including the CSX Contractor Safety Program information that is posted electronically.

External: www.CSX.com → Suppliers → Doing Business With Us

Internal: CSX Employee Gateway → Operations → Safety

- ✓ They are connected to the proper CSX department(s)/site(s) within ISNetworld (ISN) and their company information is uploaded timely
- ✓ The employees that could perform tasks/services for CSX are connected to the proper department(s)/site(s) in ISN to ensure the safety training is assigned
- ✓ Their employees are in compliance with the safety training qualifications requirements, including E-Verify, prior to performing work on CSX property or services for CSX
- ✓ Their sub-contractors that work service / perform service on CSX property are in compliance with the program

CSX Managers/Supervisors are to verify the contractors' employee compliance using the **ISN Contractor Badging Process (Appendix B)**

Employee Background – E-Verify (Contractors' Employees)

When a contractor connects an employee to CSX through ISNetworld (ISN), the contractor is required to undergo a series of processes for the employee to be "fully qualified" for CSX's Contractor Safety Program. This includes a background screening that is required for each employee, which is maintained by E-Verify. Below is an overview of this specific requirement:

- Each contractor will utilize the U.S. Department of Homeland Security's E-Verify system in order to properly verify the employment eligibility of all new employees hired by the Contractor during the Term of this Agreement; and
- Require any subcontractors performing work or providing services pursuant to this Agreement to likewise adhere to the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Term of this Agreement.

Prior to commencement of services by contractor employee on CSX property, the contractor shall perform employee background screenings which comply with current industry standards. Such screening shall include at least verification of last employment held, two reference checks and Prohibited Party Search (OFAC Watch List* and BIS Denied Persons List*).

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(Continued... 2. Compliance with Safety Requirements)

Contractors must take the appropriate action to determine if placement of their employee on CSX property is appropriate given any Contractor employee's criminal activity that may be revealed as part of the background screening. Each Contractor employee's prior criminal activity should be reviewed on a case-by-case basis, with appropriate consideration for the specific job-related requirements regarding the placement, the nature of the crime, and the time elapsed since conviction. As appropriate, Contractor must balance the individual circumstances surrounding the placement and each Contractor employee's criminal history with the significant public safety requirements of each placement, including the need to:

1. Prevent terrorism;
2. Preserve the safety of CSXT employees, the general public and rail transportation; and
3. Protect resources entrusted to CSXT (including cargo and infrastructure).

Contractor shall maintain copies of all background screenings performed on employees assigned to provide Services for CSX under this Agreement, which shall be subject to review and audit by CSX or its designated representative on reasonable prior written notice to Contractor during the Term of this Agreement and for a period of three (3) year thereafter. Contractor shall further provide originals or copies of any of such background screenings to CSX promptly following receipt of request from CSX.

**As set forth in the above paragraph, "OFAC" refers to the U.S. Department of the Treasury Office of Foreign Assets Control, and "BIS" refers to the U.S. Department of Commerce Bureau of Industry and Security.*

ISNetworld (ISN) - Subscription

CSX has partnered with ISN (<https://www.isnetworld.com/en/>) to enhance safety and risk reduction programs (pursuant to 49 CFR Part 271) for our contractors. ISN serves as CSX's contractor safety and information management system.



Contractors that perform services with FRA or elevated safety risk tasks for CSX are required to become subscribers to ISN. CSX has developed a **Contractor Safety Task Matrix (Appendix A)** that provides guidance on what task(s) require an ISN Subscription.

Companies connecting to CSX through ISN are required to successfully:

- Follow instructions – **Getting Started with ISN (Appendix C)**
- Submit safety performance information
- Require their employee(s) complete safety training for risk reduction. Courses that each employee is required to complete are listed on the **CSX Safety Training Qualification Requirements (Appendix D)**
- Certify annually that they will follow the safety processes and procedures outlined in this **CSX Contractor Safety Program – Manual**

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(Continued... 2. Compliance with Safety Requirements)

Contractors with questions regarding ISN, navigating the ISN application, and compliance requirements concerning CSX’s contractor safety program are referred to the below ISN resources:

PHONE (Designated for CSX Contractors)	E-MAIL
(800) 976-1303	CSXISNTeam@isn.com

Sub-Contractor Management

- ✓ Subcontractors are subject to the same requirements for safety, compliance, and ISNetworld (ISN) subscription as “Prime Contractors”.
- ✓ Prime contractors who contract with subcontractors are responsible for ensuring their subcontractors are registered and complete required training prior to commencing work on CSX property.

Tasks that require ISN Subscription

CSX has developed a **Contractor Safety Task Matrix (Appendix A)** that provides guidance on what task(s) require an ISN Subscription. Although not all tasks are listed on this matrix, determinations are made based on the potential and severity of should harm to CSX, the environment, or the communities we operate.

Contractor Safety Grades

Each CSX contractor that is subscribed to ISN receives a safety grade. This grade is based on safety information that is uploaded into ISN’s system by the contractor. These safety grades represent the safety performance of the contractor and does not take into account if the contractor’s employees have completed the required safety training.

- **Acceptable Safety Grades – “A” or “B”**
- **Not-acceptable Safety Grades – “C” and “F”**. For these non-acceptable safety grades, the contractor is required to fill out a corrective action plan within the **Grade Variance Form (Appendix E)** and submit to the CSX Department hiring the contractor for review and approval. Once the CSX Department has approved the contractors corrective action plan and the Grade Variance Form, it is to be sent to the Safety Department to update in the ISN system.

CSX’s Contractor Grading Process maintained by ISN:

Written Health & Safety Programs	25
Health & Safety Pre-Qualification	25
Total Recordable Incident Rate	25
Fatalities*	-100/10
Citations	15
FRA 219 and 243 Identification Questionnaires	-1/0
Total Point Value	100

Grading Details:

- A** (90 – 100) Recommended to use this contractor
- B** (80 – 89.99) Acceptable to use this contractor
- C** (70 – 79.99) Director approval required prior to using this contractor
- F** (-202 – 69.99) Director approval required prior to using this contractor. Escort required by CSX employee or authorized prime contractor or subcontractor for the duration of time on property.

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(Continued... 2. Compliance with Safety Requirements)

Exemptions – Contractor Safety Program

A CSX leader from the department that is hiring the contractor should contact the CSX Safety Department for exemption determination when:

- ✓ It is uncertain if the tasks performed by the contractors requires an ISN subscription after reviewing the **Contractor Safety Task Matrix (Appendix A)**.
- ✓ An unforeseen or emergency situation requires a contractor to perform immediate work on CSX property for railway operation.
- ✓ The work is a limited period of time and the contractor's employees will be working under the supervision of CSX personnel for the entire duration of the project.

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3. Stakeholders’ Roles & Responsibilities

STAKEHOLDER	ROLES & RESPONSIBILITIES
<p>CONTRACTORS</p> <p>Hired by CSX for Projects that Perform Elevated Safety Tasks</p>	<ul style="list-style-type: none"> • When required in contract or agreement with CSX, initiate subscription with ISNworld (ISN) through the ISN website (www.isn.com) and: <ul style="list-style-type: none"> ✓ Ensure company representatives, contact information, and CSX Supplier ID# are included within the contractor company profile. ✓ Assign responsible company administrator to fully participate and ensure success of the onboarding process. ✓ Quickly act on payment to ISN to begin the qualification process for CSX. Payment options and processing times are included on each invoice sent from ISN. ✓ Log into your ISN account to view and submit required information graded by CSX on your company’s scorecard. (See ISN section below for details). ✓ Monitor company scorecard and ensure progress on meeting document submission requirements. ✓ The company level onboarding process is complete when an A or B grade is displayed on your company’s scorecard. ✓ If a C or F grade is reflected due to safety performance issues, prepare an explanation of the issues (by year) and the contractor plan to improve safety performance going forward. Forward the safety performance plan to your CSX point of contact to submit a Grade Variance Form (Appendix E) request. This process is complete when your scorecard status is displayed with a yellow flag next to the grade in ISN. • Concurrent with ISN document requirements, add all employees to your company’s account and assign applicable employees to CSX Projects within ISN to start CSX required training. • Upload a photo of each employee under the Employee Information & Training section in ISN. Once a photo that meets all guidelines has been uploaded to the employee’s profile, submit a request for an ISN ID Card/Badge for each contractor employee working on CSX property. • Ensure CSX required training is completed by employees prior to commencing work on CSX property. • Regularly access ISN account and review contractor company Bulletin Board for new information or updated CSX requirements. • The “Prime” contractor is fully responsible for ensuring all safety and compliance requirements are met by their subcontractors. (Refer to section on Subcontractors for more information.) • Contractors who use subcontractors to perform FRA Tasks or Elevated Risk Tasks (Contractor Safety Task Matrix – Appendix A) on CSX property are responsible for ensuring subcontractors maintain the same ISN registration as the Prime contractor. • Questions/need assistance: <ul style="list-style-type: none"> ✓ ISN system navigation and requirements <ul style="list-style-type: none"> ▪ (800) 976-1303 ▪ CSXISNTeam@isn.com ✓ Contact the Point of Contact (POC) for the CSX Department ✓ Agreement or Contract - CSX Procurement Department

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(Continued... 3. Stakeholders Roles & Responsibilities)

STAKEHOLDER	ROLES & RESPONSIBILITIES
<p>CSX ACCOUNTING</p>	<ul style="list-style-type: none"> • Ensure contractors added to the CSX invoicing system are evaluated for ISN subscription requirement – a Getting Started with INS (Appendix C). • Manage and update automated reporting for contractors added to CSX invoicing system. • Suspend contractor access to CSX invoicing system for failure to comply with CSX requirements.
<p>CSX DEPARTMENTS (“SITES”) HIRING CONTRACTORS</p> <ul style="list-style-type: none"> • Engineering (All sub-departments) <ul style="list-style-type: none"> ○ Communications & Signals (C&S) ○ Design & Construction (D&C) ○ Maintenance of Way (MOW) • Facilities • LEADS (Load Engineering & Design Services) - LINK • Mechanical • OSPRE (Outside Plant Reliant Engineering) • PSHE (Public Safety Hazmat & Environment including Industrial Hygiene) • Reality (Real Estate) - LINK • TDSI (Total Distribution Service Inc.) - LINK • TRANSFLO - LINK 	<ul style="list-style-type: none"> • Partner with a designated representative from Procurement for contractor sourcing. • Communicate CSX requirements in this manual to contractors and their subcontractors. • Designate department points (POC) of contact to liaison with the Safety Department and ISN on management contractors. Update POC list as required. • Ensure department leaders who manage contractors have access to ISN and Contractor Safety sites. • Directly engage contractors on ISN subscription requirements and their responsibility to subscribe and comply with submission of information. • Review new contractor responses to ISN questionnaires and other contractor information to ensure accurate work and training requirements. • Conduct review of the <u>CSX Safety Training Qualification Requirements (Appendix D)</u> to ensure material is updated as require for your department. • Monitor new contractor ISN scorecard until all information is submitted and the contractor has a grade of A, B or variance applied (variance will be indicated by yellow flag). • If the contractor has safety related issues resulting in a grade of C or F: <ul style="list-style-type: none"> ✓ Review contractor report card for safety related issues. ✓ Require the contractor to submit an explanation for safety related issues on the scorecard with their plan to improve safety performance going forward. ✓ Review the contractor’s safety improvement plan and decide whether the relationship with the contractor will continue. ✓ If the contractor safety improvement plan is satisfactory, submit a CSX Contractor Grade Variance form (to the Safety Department) to document review of the safety performance plan and contractor’s commitment to improve. ✓ A Director or higher from the Department hiring the contractor is required to sign-off on the CSX Contractor Grade Variance form. • Ensure contractors enroll and assign contractor employees to CSX projects within ISN to initiate CSX required safety training assignments. • Review contractor scores in ISN and ensure contractor employees are trained and qualified prior to working on CSX property. • Conduct periodic onsite checks of contractor employees and subcontractors to ensure compliance with training and badge requirements using <u>ISN Contractor Badging Process (Appendix B)</u> • Identify questions and concerns about the contractor compliance program to the CSX Safety Department and Procurement.

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(Continued... 3. Stakeholders Roles & Responsibilities)

STAKEHOLDER	ROLES & RESPONSIBILITIES
CSX PROCUREMENT	<ul style="list-style-type: none"> • Support CSX departments with a supply of contractors qualified to perform desired work/services on CSX property. • Maintain contractual relationship with ISN and arrange for payment of annual ISN subscription. • Ensure there is specific language within the contractor agreement that includes: <ul style="list-style-type: none"> ✓ There is a requirement for all contractors to perform a pre-employment background investigation and drug screening on employees working on CSX property. ✓ Requirement of prime contractors to ensure subcontractors comply with instructions in this guide. ✓ Subscription with ISN for FRA or Elevated Risk work/services is required. ✓ There is cost to the contractor for ISN subscription. ✓ ISN subscription (see ISNetworld section for completion description of registration requirements.) ✓ Estimate for ISN subscription information: ISNetworld Platform for Contractors and Suppliers ISNetworld
CSX SAFETY DEPARTMENT	<ul style="list-style-type: none"> • Develop and manage the CSX Contractor Safety Program. • Collaborate with Procurement, Accounting & Reporting, and CSX Departments on requirement for new contractor to maintain an ISN subscription. • Coordinate with the ISN team to get contractors added, subscribed and connected to CSX. • Provide ISN orientation and training for CSX Department business partners. • Coordinate with CSX Instructional Design department to provide up-to-date training programs hosted by RailPros and ISN. • Conduct monthly reviews to ensure CSX Departments and Subsidiaries are managing contractors per CSX requirements. • Maintain CSX Gateway and CSX.com for the most accurate guidance on the Contractor Safety Program. • Upload contractor Grade Variance request to ISN when approved and signed document is submitted by the Department. • Review and make decisions (with CSX Department consultation) on contractor written safety program exemption requests made through ISN application. • Conduct Contractor and CSX Business Partner forums quarterly. • Provide CSX Departments with compliance scorecards. • Support CSX Departments with guidance on the Contractor Safety Program • Notify Accounting & Reporting and department when contractors need to be suspended.

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(Continued... 3. Stakeholders Roles & Responsibilities)

STAKEHOLDER	ROLES & RESPONSIBILITIES
ISNETWORLD - ISN	<ul style="list-style-type: none"> • Host a customer friendly registration process that smoothly and efficiently initiates new contractors connected to CSX through the entire process until they have an A or B grade or an approved Grade Variance Form submitted by CSX. <ul style="list-style-type: none"> ✓ Establish relationship with contractors to create awareness of timely submission of CSX required documents and information. Clearly explain all information (questionnaires, written programs, etc.) required from the contractor. ✓ Explain customer service resources available to new contractors to answer their questions. • Provide ongoing support to contractors regarding requirement of CSX's Contractor Safety Program, including: <ul style="list-style-type: none"> ✓ Following-up with the contractors (via email and/or phone) ✓ Providing reports of program compliance • Coordinate notifications and onboarding of new contractors. • Ensure contractors' grades reflect the most recent contractor information submissions. • Participate in and host as required CSX/ISN Contractor forums as needed to receive up to date information on program changes. • Develop Custom Reports to support CSX contractor management requirements. • Regular program status meetings with CSX Safety Department and business partners on outstanding program issues. • Assist stakeholders with process improvements for program simplification.
RAILPROS	<ul style="list-style-type: none"> • Provide CSX approved Roadway Worker Training (RWT) for contractor employees when required. • Establish and maintain Application Program Interface connection with ISN's Learning Management System to ensure training completions are reported to the ISN Learning Management System (LMS). • Notify CSX when a contractor does not provide an ISN number to enable follow up with the contractor on ISNetworld registration requirements. • Assist contractors with adoption of the RailPros 49 CFR Part 243 Model Program. • Annually, host CSX materials and information review to ensure course curriculums and information are up to date. • Schedule regular conference calls / Teams meetings to review status of contractor training and training materials. • Assist stakeholders with process improvements for program simplification.

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4. Contractor Accident & Incident Reporting

In the event that a personal injury/occupational illness, accident, or incident that occurs involving a contractor and/or a subcontractor while working for CSX or on CSX property, the following outlines the reporting process:



- Personal Injury / occupational illness while working for CSX
- Accident / Equipment collision while working for CSX

- Immediately notify a CSX Supervisor/Project Manager of the incident. Provide all known information regarding the incident.
- Complete the **CSX Contractor Employee Injury and/or Illness Report (FORM PI-1aCON) (Appendix F)**
- Send the completed **FORM PI-1aCON to the CSX Supervisor/Project Manager.**
- If the contractor's employee does not immediately seek medical attention, the contractor must notify the CSX Supervisor/Project Manager regarding the incident immediately.
- If the medical attention orders change from the initial report, the contractor must notify CSX in a timely manner satisfy FRA Reporting Guidelines and to ensure all information is updated accordingly.

- Collaborate with the Contractor for on-site safety and well being of employees
- Create an incident in Railroad Accident Reporting System (RARS)
- Coordinate with CSX's Compliance Reporting (ComplianceReporting@csx.com) team to ensure required information is collected and documented.



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5. CSX Environmental Information



Environmental sustainability is at the core of CSX’s value proposition. As the most fuel-efficient mode of freight transportation on land, rail will continue to enable significant emission reductions, while driving economic prosperity.

Fuel efficiencies of rail are good for CSX’s business, its customers and the environment. On average, CSX moves a ton of freight more than 500 miles on a single gallon of fuel.

CSX has a three-pronged approach to sustainability, which includes reducing the environmental footprint of operations, engaging openly on sustainability issues, and supporting sustainable developments. You can read CSX’s full [Environmental Policy](#) and [Sustainability Statement](#).

To learn more about how CSX is providing a sustainable environmental solution, read our latest [Environmental, Social and Governance Report](#).

Additional information regarding CSX’s Environmental program is available on www.csx.com:
About Us → Responsibility → Environment & Efficiency

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6. Safety Rules and Requirements

Safety processes, procedures, and instructions (“Safety Rules”) are rules that are the foundation of a safe operation, however, people are the key ingredient to make the Safety Rules successful. Safety Rules are intended to set expectations and aid CSX employees, along with our contractors, with creating a safe work environment.

Prior to performing work, CSX employees and contractors are to collectively engage in a **Safety Job Briefing** to discuss and coordinate the specific task(s) and relevant Safety Rules to accomplish the project.

Effective job briefings will increase employee awareness of hazards and reduce exposure to the potential effects of those hazards. A job briefing must be conducted at the beginning of each tour of duty, prior to beginning any work activity, at mid-shift, and anytime:

- a. Activity or conditions change, or
- b. Another employee joins the crew or workgroup, or
- c. After any unexpected delay in work activity, or
- d. A new hazard that poses immediate risk is identified.

How to Access CSX Safety Rules

Safe Way Rules are available on CSX.com and on the CSX Employee Gateway:

[CSX.com → Suppliers → Doing Business With Us → Contractor Safety Program \(LINK\)](#)

[CSX Employee Gateway → Operations → Operating Rule Books & Timetables → Safety Documents → CSX Rule Books \(LINK\)](#)

Applicable Safety Rules related to the project and tasks are to reviewed on-site with the contractors team and the CSX employee(s) with the

CSX Safe Way Rules

- | | |
|--|---|
| 1. General Safety Requirements (i.e., Safety Job Briefing, Personal Protective Equipment (PPE) etc.) | 4. Fuses, Fire Prevention, Hazardous Materials, Explosives, and Electrical Safety |
| 2. On Track and Equipment Safety, Handbrake Operation | 5. Tools, Ladders, and Crane Safety |
| 3. Switch and Derail Safety | 6. Engineering and Mechanical Safety |
| | 7. Emergency Action Plan Procedures |

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(Continued... 6. Safety Rules and Requirements)

CSX Operating Rules

- | | |
|--|--|
| 1. General Requirements | 7. Roadway Worker and On Track Safety |
| 2. Signals and Their Use | 8. On Track Worker Qualifications |
| 3. Movement of Trains | 9. Remote Control Operations |
| 4. Utility Employee, Switches, Switching, Shoving, and Securement | 10. Electronic Devices and Radio Communications |
| 5. Centralized Train Dispatching System and Authorities for Movement | 11. Protection in Bowls and Blue Signal Protection |
| 6. Train Dispatching | 12. Signal Aspects and Indications |
| | 13. Positive Train Control |

Departmental Safety Rules / Safety Job Procedures / Timetable - Special Instructions

Each department at CSX developed specific Safety Rules to align tasks, responsibility, and accountability. Contractors are to follow these Safety Rules when performing work or services on CSX property. Additionally, each subdivision on the CSX network has Timetable which includes Special Instructions. Timetables provide location based Safety Rules.

Regulatory Requirements

CSX is committed to complying with local, state, and federal safety requirements. CSX strives to be a valued neighbor and strengthen the communities where we operate. This commitment of compliance extends to our contractors that perform work and services on CSX property.

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7. Acronyms / Definitions / Terms

CFR – Code of Federal Regulations

CFR 219 – Control of Alcohol and Drug Use regulations enforced by FRA (49 CFR Part 219).

CFR 243 – Training, Qualifications, and Oversight For Safety-Related Railroad Employees (“Minimum Training Standards”) regulations enforced by FRA (49 CFR Part 243)

CFR 271 – Risk Reduction Program regulations enforced by FRA (49 CFR Part 271)

Contractor Grades – Contractors are required to upload company safety information to their ISN site, which produces a safety performance grade for the contractor (**See Contractor Grading Process in Section 2**):

A or B Grade – Acceptable grade and nothing additional is required.

C or F Grade – Unacceptable grade and requires the CSX POC and the contractor to coordinate and complete a Contractor Grade Variance Form (**Appendix E**)

Contractor – A company that CSX enters into an agreement with to perform work / services on CSX property. Term is interchangeable with “Company”.

Elevated Safety Tasks – Contractor performs a specific task that requires ISN subscription. Refer to the **Contractor Safety Task Matrix (Appendix A)** for more information).

Employee Training Qualified – Contractor’s employee completes all required safety training and is qualified to perform service for CSX. Required safety training based on the CSX department that the contractor is connected to in ISN Refer to the safety **CSX Safety Training Qualification Requirements (Appendix D)** for more information.

FRA – Federal Railroad Administration

Grade Variance Form (Appendix E) – Required by CSX contractors that have a unacceptable grade (**See Contractor Grading Process in Section 2**)

ISN – ISNetwork (www.isnworld.com). Third party that CSX has partnered with to enhance safety and risk reduction for contractors and their employees (See ISN Stakeholders Roles & Responsibilities for more information).

ISN Site – ISN/contractor safety program term interchangeable with CSX Department.

POC – CSX Point of Contact that is liaison for ISN compliance for a CSX Department/Site.

Prime Contractors – The company that CSX procures into an agreement with to complete work/service on CSX property. Referenced with Sub-Contractor Management.

FRA Safety Tasks – Contractor performs tasks that requires ISN subscription pursuant to 49 CFR 219, 49 CFR 243, and 49 CFR 271. Refer to **Contractor Safety Task Matrix (Appendix A)** for more information.

RRP – Risk Reduction Program as required by 49 CFR 271.

RWP – Roadway Work Protection as required by 49 CFR 214 and 49 CFR 243.

Safety Rules and Requirements – CSX safe job processes, procedures, and instructions which include, but not limited to, CSX’s Safe Way, Operating Rules, Timetable/Special Instructions, Departmental procedures (i.e., MWI, FMI, etc.). Also, included are local, state, and federal (i.e., FRA, OSHA, EPA, etc.) requirements.

APPENDICES

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Appendix A – CSX Safety Task Matrix (Determining if ISN is Required)

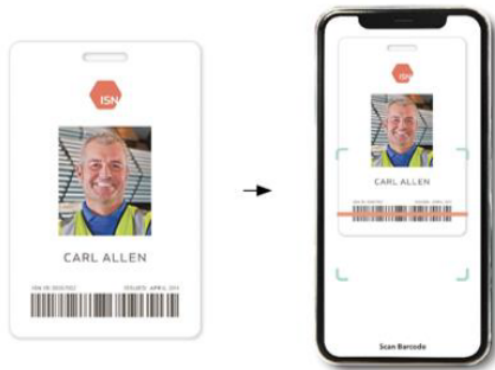
ONE CSX	CSX CONTRACTOR SAFETY TASK MATRIX
<p>REGULATORY TASKS</p> <p>ISNetwork (ISN) Subscription Required</p> <p>FRA - 49 CFR Parts 219 and 243</p>	<p>Activities and/or Work - Regulatory Definitions:</p> <p>Regulated Employees- means a covered service (subject to hours of service laws), maintenance of-way, or mechanical employee who performs regulated service for a railroad subject to the requirements of § 219.</p> <p>Regulated Service - means activities a covered employee, maintenance-of-way employee, or mechanic. An employee performs of which makes an employee subject to § 219 Maintenance of Way - means a roadway worker as defined in § 214.7.</p> <p>Roadway worker - Means any employee of a railroad, or of a contractor to a railroad, whose duties include inspection, construction, maintenance or repair of railroad track bridges, roadway, signal and communication systems, electric traction systems, roadway facilities or roadway maintenance machinery on or near track or with the potential of fouling a track, and flagmen and watchmen/lookouts as defined in this section.</p> <p>Mechanical (MECH) Employees-Any employee who, on behalf of a railroad, performs mechanical tests or inspections required by parts 215,221, 229,230,232,238, or 299 of this chapter on railroad rolling equipment, or its components.</p> <p>Safety-related railroad employees- means an individual who is engaged or compensated by an employer to:</p> <ul style="list-style-type: none"> • Perform work covered under the FRA hours of service laws found at 49 U.S.C. 21101 • Perform work as an operating railroad employee who is not subject to the hours of service laws found at 49 U.S.C. 21101 • In the application of parts 213 and 214, inspect, install, repair, or maintain track, roadbed, and signal and communication systems, including a roadway worker or railroad bridge worker as defined in § 214.7 • Inspect, repair, or maintain locomotives, passenger cars or freight cars • Inspect, repair, or maintain other railroad on-track equipment when such equipment is in a service that constitutes a train movement under part 232 • Determine that an on-track roadway maintenance machine or hi-rail vehicle may be used per part 214, subpart 0, without repair of a non-complying condition • Directly instruct, mentor, inspect, or test, as a primary duty, any person while that other person is engaged in a safety-related task, or: • Directly supervise the performance of safety-related duties in connection with periodic oversight per § 243.205.
<p>ELEVATED TASKS</p> <p>ISN Subscription Required</p>	<p>Activities and/or Work:</p> <p>Railroad related tasks performed on or within 25 feet of tracks.</p> <p>Environmental investigation, remediation and monitoring activities.</p> <p>Transporting and transferring fuel/petroleum/chemical products to bulk storage or direct to locomotives.</p> <p>Facilities/mechanical work that requires confined space and/or lock out tag out.</p> <p>Has access to operations and/or a direct role in site operations or maintenance, where a failure could result in serious harm to employee or public well-being, company assets or the environment.</p>
<p>Exempt Tasks</p> <p>ISN Subscription Not Required</p>	<p>Activities and/or Work Tasks</p> <p>Snow removal contractors, landscapers, plumbers, carpenters, delivery personnel, janitorial services, HVAC, fire protection services, pest control, offsite technical support, surveyors, contractors performing utility installations for third parties, etc unless such activities meet regulatory or elevated risk criteria.</p>

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Appendix B – ISN Contractor Badging Process

ISN – Contractor Badging Process

1. Log in to the ISN mobile (ISNetworld in App Store), click on the Single-Sign On Login link and enter your CSX email address
2. Click the green QuickCheck tile
3. Select QuickCheck Profile in Step 1 (created for each CSX Department)
4. Select a contractor company in Step 2 or leave as *All Companies*
5. Click Scan New in Step 3
6. Scan the contractor's physical or mobile badge



7. The selected contractor employee will scan red or green depending if company-level requirements and individual-level training requirements have been satisfied or not

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Appendix C – Getting Started with ISN

E P O I N T L E S S O N

ISN: Getting Started

Author: ISN Team

CSX Requirements

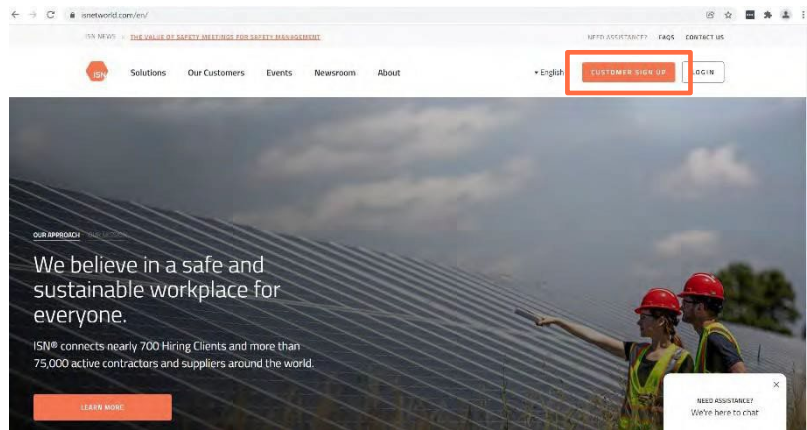
Last Updated: January 2025

Review this document completely prior to commencing ISNetworld Registration

Step-by-Step Guide

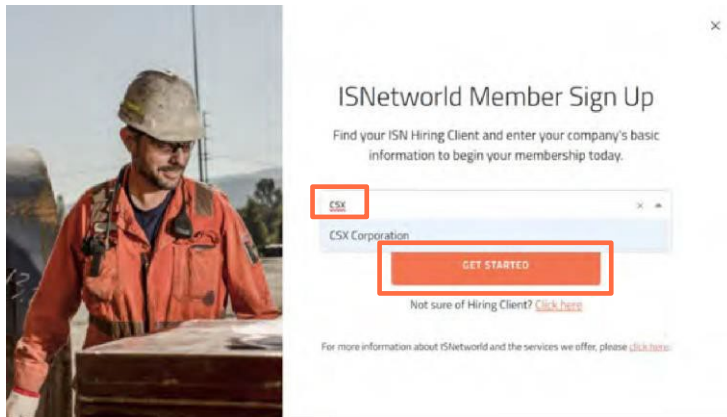
Step 1:

1. From the ISN Home Page, locate the **Customer Sign Up** button in the right-hand corner



Step 2:

1. Select **CSX Corporation** as your Hiring Client
2. Click **Get Started**



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Step 3:

1. Fill in your Company Information, Contact Details and Client Information
2. Once submitted, an ISN Representative will reach out to you directly to confirm your information and send over the invoice

NOTE: You will not receive login credentials until the invoice is paid

The screenshot shows the 'ISNETWORLD MEMBER SIGN-UP' form. At the top is the ISN logo and the text 'ISNETWORLD MEMBER SIGN-UP'. Below this are three tabs: '1. Company Information' (highlighted with a red box), '2. Contact Details', and '3. Client Information'. The form fields are as follows:

- * Legal Company Name: Text input field
- Doing Business As: Text input field
- * Language: Dropdown menu
- * Total People in the Company Workforce (Avg of past 3 years): Text input field
- * Billing Address: Text input field
- * Billing City: Text input field
- * Billing Country: Dropdown menu
- * Billing State: Dropdown menu
- * Billing Zip/Postal Code: Text input field
- Federal ID/VAT: Text input field

At the bottom right, there is a 'NEXT' button highlighted with a red box. Below the form, there are links for 'Contractor Pricing' and 'EADs'.

Step 4:

1. Once you are logged into the account, you will see all of CSX's requirements.

NOTE: The following steps outline the documentation you will need to submit within your account.

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Safety Statistic Information

1. You will be required to submit the OSHA 300 Log and OSHA 300A Summary Form for the previous three years
2. For years with no incidents, **only** the OSHA 300A Summary will be required
3. OSHA Form 300 – Fill out Company Name, Company Address, Incident Count, Classification of Incident, and Year
4. OSHA 300A Summary – Fill out Company Name, Company Address, Employee Count, Hours Worked, Incident Count, Classification of Incident, Signature, and Date.

NOTE: These forms are required regardless of company size.

NOTE: If you have not been in business for the past 3 years, please reference the information to the right regarding what you can submit as an exemption.

OSHA's Form 300 (Rev. 1/2004)
Log of Work-Related Injuries and Illnesses

Year 20

Establishment name
 City State

Date	Employee Name	Job title or position	Description of injury or illness	When the event occurred (Date, time and location)	Describe injury or illness, parts of body affected, and circumstances that directly led to the event (e.g., "Slipped on liquid spill on wet floor")	Classify the case		Days away from work		Job transfer or restriction		Medical treatment beyond first aid		Lost workdays due to injury or illness	
						OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)	OSHA 300 (Use only for OSHA 300 purposes)		

OSHA's Form 300A (Rev. 11/1991)
Summary of Work-Related Injuries and Illnesses

Year 20

Number of Cases

Total number of cases	Total number of cases by type of injury or illness	Total number of cases by type of injury or illness	Total number of cases by type of injury or illness
(A)	(B)	(C)	(D)

Number of Days

Total number of days lost	Total number of days lost by type of injury or illness
(E)	(F)

Injury and Illness Types

Total number of cases	(A) Poisoning	(B) Hearing loss	(C) All other illnesses
(G)	(H)	(I)	(J)

Exemption Information

Are you exempt from this form? (If yes, check the appropriate box.)

(1) Small business (fewer than 10 employees)

(2) State or local government agency

(3) Federal government agency (excluding U.S. Postal Service)

(4) Railroad carrier (excluding U.S. Postal Service)

(5) Air carrier (excluding U.S. Postal Service)

(6) Interstate carrier of passengers by motor vehicle

(7) Interstate carrier of goods by motor vehicle

(8) Other (Specify exemption):

Not in Business? Submit a letter with the following information included:

1. Company name/letterhead
2. Month and year that business was established
3. Signature from a manager or above

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<p style="text-align: center;">Citations</p> <p>NOTE: If a citation was incorrectly tied to your account, please call the ISN Customer Service Department at 1 (800) 976-1303</p>	<ol style="list-style-type: none">1. Your company's citations will automatically pull into your ISNetworld account.2. This is matched via your Company Name and Physical Address.
<p style="text-align: center;">Health & Safety Pre-Qualification</p>	<ol style="list-style-type: none">1. A series of Health and Safety questions will need to be completed for CSX requirements.
<p style="text-align: center;">Written Safety Programs</p>	<ol style="list-style-type: none">1. Based on your company's scope of work you will be required to submit various RAVS Written Programs (Safety Programs).
<p style="text-align: center;">TSA Mandated Reporting Requirements</p>	<ol style="list-style-type: none">1. A required acknowledgement form within your account.2. You will select the category that best describes the work/services performed for CSX and your Employee Count.

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<p>FRA Requirements if applicable. <i>This is triggered by the contractor response to FRA Identification Questionnaire</i></p>	<ol style="list-style-type: none">1. This will be a series of questions indicating if FRA 219 or FRA 243 will be required of your company.
<p>FRA 219 Requirements</p>	<ol style="list-style-type: none">1. FRA 219 Acceptance Letter2. Drug & Alcohol Statistical Testing Report3. Employee Roster for Negative Pre-Employment DOT Test Results (i.e. passed results)
<p>FRA 243 Requirements</p>	<ol style="list-style-type: none">1. FRA 243 Acceptance Letter

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Appendix D – CSX Safety Training Qualification Requirements

CSX Contractor Safety Training Qualification Matrix

* All Contractors working on CSX property must connect to all CSX Departmental "sites" within ISN in which they are performing work/services for. Each employee on that job site is expected to complete all required safety training prior to performing work/services on CSX property.

** Please note - If a contractor's employee is connected to more than one CSX department in which that "site" in ISN requires duplicative training, the employee is only required to take that training course one time. Should the employee be asked to take a course already completed, please contact ISN at CSXISNTeam@isn.com for further assistance.

CORE SAFETY TRAINING COURSES REQUIRED FOR QUALIFICATION

Coal Terminals & Rockport		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Blue Signal Protection (BSP) - 48	Every 12 Months	15 Minutes
CSX Transportation (CSXT) Environmental Certification - 49	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Engineering (Includes Communications & Signals (C&S), Design & Construction (D&C), and Maintenance of Way (MOW)/Track)		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) (Includes CSXT Environmental Certification and CSX Rail Security Awareness)	Every 12 Months	3 - 4 Hours
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Facilities		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Lock Out Tag Out Awareness - 33	Every 12 Months	15 Minutes
CSX Transportation (CSXT) Environmental Certification - 49	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

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Intermodal

Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Blue Signal Protection (BSP) - 48	Every 12 Months	15 Minutes
CSX Intermodal (CSXIT) Environmental Certification - 12	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
CSX Intermodal (CSXIT) Contractor Orientation	Every 12 Months	Read 177 Page PDF
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Load Engineering and Design Services (LEADS)

Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Confined Space Awareness - 8	Every 12 Months	15 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) (Includes CSXT Environmental Certification and CSX Rail Security Awareness)	Every 12 Months	3 - 4 Hours
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Mechanical

Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Mechanical Safety Rules Training - 34	Every 12 Months	2 Hours
CSX Transportation (CSXT) Environmental Certification - 49	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

OSPRE

Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) (Includes CSXT Environmental Certification and CSX Rail Security Awareness)	Every 12 Months	3 - 4 Hours
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

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Public Safety Health & Environmental (PSH&E)		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) <i>(Includes CSXT Environmental Certification and CSX Rail Security Awareness)</i>	Every 12 Months	3 - 4 Hours
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Realty / Real Estate		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) <i>(Includes CSXT Environmental Certification and CSX Rail Security Awareness)</i>	Every 12 Months	3 - 4 Hours
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

Total Distribution Services Inc (TDSI)		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Blue Signal Protection (BSP) - 48	Every 12 Months	15 Minutes
CSX Transportation (CSXT) Environmental Certification - 49	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes
TDSI Critical Rules - 32	Every 12 Months	

Transflo		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	Estimated Course Duration
Employee Background Screening - 1	Once	10 - 15 Minutes
Operation Lifesaver Rail Safety Education Tips - 3	Once	10 - 15 Minutes (Self paced PDF)
Blue Signal Protection (BSP) - 48	Every 12 Months	15 Minutes
Confined Spaces Awareness - 8	Every 12 Months	15 Minutes
Lock out / Tag Out Awareness - 33	Every 12 Months	15 Minutes
CSX Transportation (CSXT) Environmental Certification - 49	Every 12 Months	53 Minutes
CSX Rail Security Awareness - 10	Every 12 Months	10 Minutes
Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS] - 19	Every 12 Months	18 Minutes
TSA First Observer Plus Security Awareness Training - 45	Every 12 Months	24 Minutes

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ADD-ON TRAINING COURSES REQUIRED FOR QUALIFICATION

Required if Contractor's Employees Perform Certain Tasks		
Safety Training Course Title (ISN Course Number)	Frequency Course Required	
Roadway Worker Protection (RWP) (RailPros Field Services Inc.) - 14		
Blue Signal Protection (BSP) - 15		
Engineering Work on TDSI - 18		
Engineering Work on Intermodal - 19		
Signing Manifest and/or Land Disposal Restrictions (LDR's) on CSX's Behalf - 16		
Railroad Remediation and Hazmat Emergency Response - 17		
AAR Training for Loading Motor Vehicles on Railcars (TQ) - 5	Every 12 Months	
Loading Motor Vehicles on Railcars - 20		
Transport of Hazardous Material - 21		
49 CFR Part 172 DOT Training (Transport of Hazardous Materials)(TQ) - 4	Every 12 Months	
Hazmat Technical Training (NFPA 472)(TQ) - 20	Once	
Hazmat Technical Training Refresher (TQ) - 21	Every 12 Months	
Hazwopper 40 Hour (TW) - 22	Once	
Hazwopper 8 Hour Refresher - 23	Every 12 Months	
RCRA Hazardous Waste Training (TQ) - 29	Every 12 Months	

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Appendix E – Contractor Grade Variance Form

CSX Grade Variance Request Form

Use of this form is to certify CSX Departments have reviewed contractor safety issues associated with OSHA citations, Fatalities, Total Recordable Incident Rate or Experience Modifier.

CSX Department:	
CSX Department POC	

CONTRACTOR CONTACT INFORMATION

Provide contact information for the company or individual that the variance will cover.

Company Name/CSX Supplier # and ISN #			
Primary Contact Name			
Email			
Phone Numbers:	Office:	Cell:	

REASON FOR REQUESTING VARIANCE

Contractor's grade is C or F in ISNetworld due to a safety related issue.

Deficiency	Evaluation From ISN Scorecard
OSHA/MSHA Citations	
Fatalities	
Total Recordable Incident Rate	
Experience Modifier	
CSX Department Comments	

Contractor Plan to improve safety performance (be specific)	1. See attached safety plan
	2.
	3.
	4.

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(Continued.....CSX Grade Variance Form)

Variance valid through date established by the reviewers of the submitted information.

Signatures below indicate a complete review of contractor safety performance issues and certify the CSX Department:

- Accepts the contractor's past safety performance
- Approves the contractor's plan to improve safety performance
- Agrees to monitor the contractor's current and future safety performance

MANAGEMENT APPROVAL

Role	Name	Signature	Date:
CSX Project Manager or Project Leader			
CSX Department Director or above / Head of Department			
CSX Safety Department			

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Appendix F – CSX Contractor Employee’s Injury and/or Illness Report (FORM PI-1aCON)



CONTRACTOR EMPLOYEE'S INJURY AND/OR ILLNESS REPORT

FORM PI-1aCON

INSTRUCTIONS FOR FORM PI-1aCON

1. This report should be completed by the contractor employee as soon as practicable after an injury/illness.
2. After ensuring this form is completed, CSX supervisor will sign, witness and include the form in the Railroad Accident Reporting Incident report. The CSX supervisor will then forward the original document to Safety Reporting in Jacksonville.

CSX Transportation is committed to the complete and accurate reporting of all accidents, incidents, injuries and occupational illnesses arising from the operation of the railroad. CSX Transportation requires its contractors to fully comply with the letter and spirit of the Federal Railroad Administration’s accident/incident reporting regulations, which appear at 49 CFR Part 225. The actions below are strictly prohibited:

- Harassment or intimidation of any person calculated to discourage or prevent that person from receiving proper medical treatment or from reporting such accident, incident, injury, or illness
- Falsification of any accident, incident, injury, or illness record or report
- Retaliation against any person for reporting any accident, incident, injury, or illness
- Retaliation against any person for complaining any of these violations have occurred

INCIDENT NUMBER (Leave blank) R - - - - -		CONTRACTOR EMPLOYEE'S NAME			
HOME ADDRESS					
(Street Address)		(City)	(State)	(ZIP Code)	(Home Phone No.)
DATE OF BIRTH	AGE	OCCUPATION			
CONTRACTOR COMPANY NAME			CONTRACTOR COMPANY SUPERVISOR NAME AND PHONE NUMBER		
DATE INJURY/ILLNESS OCCURRED Mo. Day Yr.	INJURY/ILLNESS TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		INJURY/ILLNESS LOCATION (Shop, Plant, Truck, Station, Train, Etc.)		
INJURY/ILLNESS CITY	INJURY/ILLNESS COUNTY	INJURY/ILLNESS STATE	MILEPOST (To Nearest Tenth)	DIVISION	
VISIBILITY <input type="checkbox"/> Dawn <input type="checkbox"/> Daylight	WEATHER <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy	IS THIS INJURY/ILLNESS CLAIMED TO HAVE HAPPENED: <input type="checkbox"/> On Duty? <input type="checkbox"/> Off Duty?		DID THIS INJURY/ILLNESS OCCUR WHILE ON A BREAK <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Dusk <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Dark <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> On CSX Property? <input type="checkbox"/> Off CSX Property?					
DESCRIBE FULLY HOW THE INJURY/ILLNESS OCCURRED (ATTACH ADDITIONAL PAGES IF NECESSARY)					
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
DID DEFECTIVE TOOL(S) OR EQUIPMENT CAUSE INCIDENT?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Describe and Specify Defect.					
DID WORKING CONDITIONS CAUSE OR CONTRIBUTE TO THE CAUSE OF THE ACCIDENT/INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF YES, PLEASE PROVIDE COMPLETE DETAILS.					

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(Continued.....CSX Grade Variance Form)

WAS THE WORKPLACE ADEQUATELY LIGHTED? If No, Describe Conditions. <input type="checkbox"/> Yes <input type="checkbox"/> No	IF ON-TRACK EQUIPMENT INVOLVED, GIVE INITIALS AND NUMBERS (I.e. CSXT 1234) <input type="checkbox"/> N/A	
WAS THERE ANY FAILURE TO GIVE USUAL OR NECESSARY SIGNALS, WARNINGS OR PROTECTION? <input type="checkbox"/> Yes <input type="checkbox"/> No	WAS ANYONE AT FAULT If Yes, Who and to What Extent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WAS MEDICAL ATTENTION PROVIDED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/>	
IF MEDICAL ATTENTION WAS PROVIDED, PROVIDE THE NAME AND ADDRESS OF PHYSICIAN AND MEDICAL FACILITY.		
WILL INJURY/ILLNESS RESULT IN LOST WORK DAYS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 40px; height: 20px;" type="text"/> <input type="checkbox"/> <input type="checkbox"/>		
IF THIS IS AN ILLNESS OR CONDITION RATHER THAN AN ACUTE INJURY, WHEN DID YOU FIRST NOTICE SYMPTOMS? (IF N/A, CHECK BOX) <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;"><input type="checkbox"/> N/A</div>		
CONTRACTOR EMPLOYEE SIGNATURE	DATE	NAME OF WITNESSING CSX SUPERVISOR (PRINTED)
SIGNATURE OF WITNESSING CSX SUPERVISOR	DATE	CSX SUPERVISOR PHONE#



Safe Way

Updated through March 1, 2025

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Chronological List of Rule Changes

Rule ID	Effective Date	Rule ID	Effective Date
2016.3	03-02-2025	2102.4	03-01-2024
2100.3	03-01-2025	2102.2	03-01-2024
2014.1	02-10-2025	2101.3	02-01-2024
2603.6	01-01-2025	2009.14	10-01-2023
2606.1	01-01-2025	2104.1	08-03-2023
2606.4	01-01-2025	2509.1	08-01-2023
2603.3	01-01-2025	2105.1	08-01-2023
2601.1	01-01-2025	2105.2	07-15-2023
2603.2	01-01-2025	2105.5	07-01-2023
2102.1	12-01-2024	2105.4	07-01-2023
2009.25	08-01-2024	2105.6	07-01-2023
2105.3	05-01-2024	2009.11	05-01-2023
2507.1	04-22-2024	2007.9	04-01-2023
2002.3	03-06-2024	2009.24	04-01-2023
2002.2	03-06-2024	2007.8	03-01-2023
2000.1	03-06-2024	2007.2	02-01-2023
2002.1	03-06-2024		

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Chapter 1 - General Safety Requirements

2000 - Safety Responsibilities

2000.1 All employees are governed by the rules contained in the Safe Way and must have a copy available for use when on duty. Employees must:

1. Warn co-workers of unsafe acts and hazards;
2. Behave in a civil and courteous manner in the workplace;
3. Keep work areas and CSX property clean, orderly, and protected from hazards;
4. Observe all local, state, and federal laws and regulations; and
5. Report any suspicious activity to your immediate supervisor, yardmaster, or dispatcher immediately. If they are not available, report the condition or activity directly to the Public Safety Coordination Center (PSCC) at (800) 232-0144.

2000.2 When performing a task, employees must not:

- a. Use excessive force, or
- b. Place any part of the body where it could be pinched.

2001 - Substance Abuse

2001.1 The illegal use or possession of a drug, narcotic, or other substance that affects alertness, coordination, reaction, response, or safety is prohibited both on and off duty.

2001.2 An employee must not report for duty nor perform service while under the influence of nor use while on duty or on CSX property any drug, medication, prescription medication, or other substance that will in any way adversely affect the employee's alertness, coordination, reaction, response, or safety.

2001.3 Employees must not possess, use, or be under the influence of alcoholic beverages or intoxicants when:

- a. Reporting for duty, or
- b. On duty, or
- c. On CSX property, or
- d. Operating a company vehicle, or
- e. Occupying facilities provided by CSX.

2002 - Job Briefing

2002.1 Effective job briefings will increase employee awareness of hazards and reduce exposure to the potential effects of those hazards. A job briefing must be conducted at the beginning of each tour of duty, prior to beginning any work activity, at mid-shift, and anytime:

- a. Activity or conditions change, or
- b. Another employee joins the crew or workgroup, or
- c. After any unexpected delay in work activity, or
- d. A new hazard that poses immediate risk is identified.

2002.2 To conduct a job briefing at the beginning of a shift, employees must:

1. Discuss the assigned tasks and sequence of job steps,
2. Inspect tools and equipment before use,
3. Identify PPE required and necessary for the job tasks,
4. Determine the method of communication to be used (radio, hand signal, etc.), and
5. Identify all potential hazards and discuss steps to control employee exposure to the hazards.

2002.3 A mid-shift job briefing must be conducted at least four but not more than six hours into the shift. The crew or workgroup must:

1. Discuss common exposures encountered during the work shift and how they were mitigated,
2. Identify any new hazards encountered and discuss any additional steps planned to mitigate or eliminate exposure to those hazards, and
3. Discuss progress of assigned job tasks, lessons learned, and any new tasks that have been assigned

2002.4 A job briefing must be conducted with the train dispatcher prior to initially occupying any controlled track (or any time information changes en-route) to include verification for the following:

1. Train ID,
2. Locomotive Numbers,
3. Crew Names,
4. Time on-duty,
5. Dispatcher bulletin number
6. Train Totals, i.e. loads, empties, tonnage, and length,
7. sufficient locomotive horsepower for route as well as any defect(s) that would limit tractive effort,
8. Fuel reading (Lead Locomotive),
9. Key train, if applicable,
10. Any restrictions on the train,
11. Work to be performed en-route,
12. Confirm if train is PTC initialized. If not, why?
13. Confirm if operating with trip optimizer. If not, why?
14. Confirm if there is a DP capable unit anywhere in the train. If so, is it set up and operational?
15. Have all locomotives, including DP had their calendar day inspection completed? If not, work with train dispatcher to determine where to complete the inspection.

2003 - Inside an Office Environment

2003.1 When working inside an office environment, employees must:

1. Keep work areas orderly and free of slip, trip and fall hazards;
2. Use furniture for its intended purpose only;
3. Keep desk drawers, file drawers, and locker doors closed when not in use;
4. Avoid overloading the top drawers of filing cabinets; and
5. Clean up spills immediately or secure and protect the area until it can be cleaned.

2004 - Using Chairs

2004.1 Identify and label as out-of-service any defective chair. Before using a chair, employees must ensure:

1. It is free from obvious hazards and defects,
2. It is stable and supported by all legs, and
3. The seat and seatback are firmly attached to the base of the frame.

2004.2 When using a chair, keep all chair legs or casters on the floor at all times. Do not:

- a. Use as a step, stool, or ladder; or
- b. Put your feet above the level of the seat; or
- c. Lean out beyond the area covered by the legs; or
- d. Leave a chair where it would be a tripping hazard after use.

2005 - Avoiding Human Remains, Blood, and Other Fluids

2005.1 After any accident or incident where human remains, blood, or other fluids are observed on company equipment or property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144. Do not attempt to remove or clean blood or Other Potentially Infectious Materials (OPIM).

2005.2 Employees who come in contact with blood or OPIM must immediately wash the contact area, then report to the nearest medical facility for further examination.

2005.3 Employees are responsible for the cleanup of their own bodily fluids and disposal of clean up materials as appropriate and must:

1. Use approved multi-purpose germicidal cleaner and paper towels or disposable wipes; and
2. For cleanup of materials, that are not considered Bloodborne Pathogens or OPIM (Including saliva, vomit, urine, or fecal matter), facilities should contact a local industrial cleaning company (e.g., Serve Pro, Service Master) if cleanup is too large to handle internally.

2005.4 Employees who utilize needles or sharps are responsible for the safe disposal of those needles or sharps. Employees must:

1. Recap the hypodermic syringe or lancet after use,
2. Store syringes or lancets in a hard, closed casing marked with the word "biohazard" and/or labeled with a biohazard label, and
3. Dispose of used hypodermic syringe or lancet off CSX property, in an appropriate manner.

2005.5 If needles or sharps are encountered on CSX property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144. Do not attempt to dispose of, or otherwise handle needles or sharps.

2006 - Reporting Injuries or Incidents

2006.1 If an injury occurs when the employee is on duty, the employee must:

1. Report the injury to a manager at the time of the occurrence or prior to leaving CSX property on the day of the occurrence, and
2. Complete form PI-1A with a manager on the day of the occurrence. In the event of an injury that requires immediate care at a medical facility, the injured employee must complete the PI-1a with a manager as soon as possible.

2006.2 Employees must immediately report to their supervisor:

- a. The decision to seek medical attention as a result of an on-duty injury, or
- b. Any off-duty injury that affects performance of duties, or
- c. Any knowledge or information concerning an injury or accident involving another employee or non-employee on CSX property at the time of the occurrence.

2007 - Riding In and Operating a Motor Vehicle

2007.1 Before riding in or operating a motor vehicle, employees must:

1. Inspect the vehicle for unsafe conditions;
2. Remove the vehicle from service when any of the vehicle's equipment or safety devices are found unsafe;
3. Confirm a company vehicle is equipped with properly maintained back-up alarm, fire extinguisher, and first-aid kit; and
4. Complete required pre-trip inspection when a CDL is required to operate the vehicle.

2007.2 When riding in or operating a motor vehicle, employees must:

1. Ride in permanently installed seats that are approved by the manufacturer;
2. Wear seat belts correctly when equipped except when in a hi-rail vehicle on the rail; and
3. Never ride in the front seat of Taxi's or Vans unless all other seats in the vehicle are occupied.

2007.3 When operating a company vehicle, employees must:

1. Comply with federal, state, and local laws;
2. Comply with all posted signs;
3. Report any incident or damage to equipment immediately to the proper authority;
4. Keep passenger compartments orderly and free of loose items;
5. Keep truck beds and storage areas clean and orderly;
6. Keep all tools properly secured in the designated storage space;
7. Use hands-free voice communication when an electronic device is required;
8. Apply the parking brake before exiting the vehicle when the engine must be left running;
9. Keep adequate space between the vehicle in front of you; and
10. Apply a boom raised flag in a visible location inside the driver's side operating cab anytime a boom or hoist is in use on an Engineering Department vehicle.

2007.4 If using a personal vehicle to perform assigned duties, employees must:

1. Comply with federal, state, and local laws; and
2. Comply with all posted signs.

2007.5 When parking a CSX company vehicle, do so in a way that will not require a backing movement to exit except in lots designed for diagonal parking.

2007.6 When backing a CSX company vehicle or a personal vehicle, employees must inspect area to the rear to verify no people or obstructions are in the path of the intended movement.

2007.7 When backing a CSX company vehicle, a person positioned in a place of safety must be utilized, when available. The person should remain insight of the vehicle operator at all times to guide the backing movement.

2007.8 Employees operating a motor vehicle over crossings within yards must ensure that crossings are clear of rail traffic prior to proceeding.

2007.9 Employees must ensure track-side equipment and vehicles are not left fouling adjacent tracks, and must determine if standing track-side equipment or vehicles are clear of adjacent tracks by:

1. Taking a position outside of the rail at the end of the crosstie of the applicable track,
2. Extending an arm toward the track-side equipment or vehicle to be parked adjacent to the track, and
3. Ensuring that no part of the track-side equipment or vehicle is within arm's reach.

2008 - Riding in Equipment Other Than a Motor Vehicle

2008.1 When riding in equipment other than a motor vehicle, employees must:

1. Wear seat belts when equipped, and
2. Remain seated in permanently installed seats that are approved by the manufacturer unless duties require otherwise.

2008.2 When riding in equipment other than a motor vehicle and duties require movement within equipment, employees must maintain:

1. Firm hand holds on permanently attached objects,
2. Braced footing, and
3. Three points of contact.

2009 - Personal Protective Equipment (PPE), Clothing, Hearing Protection, and Jewelry

2009.1 Employee attire must be appropriate for the job classification and work environment. While on duty employees must not wear the following:

- a. Shorts, or
- b. Loose-fitting clothing or jewelry that could become entangled in equipment or create a hazard, or
- c. Finger rings if handling tools, materials or equipment (including ladders, grab irons, and switches), with the exception of riding, mounting/dismounting passenger equipment, or
- d. Jewelry or other metal items when repairing or maintaining electrical equipment, or
- e. Mouth or tongue jewelry, or
- f. Any jewelry or ornamental items determined by a supervisor to present a safety hazard.
- g. Any clothing that covers or obstructs the ears, while occupying the inside of a locomotive cab, or
- h. Any clothing that obstructs an employee's peripheral vision.

2009.2 Obtain, be familiar with, and wear unaltered CSX approved PPE and clothing required for the job classification and work environment. Employees must:

1. Wear shirts that have at least one-quarter length sleeves and cover chest, abdomen, and back;
2. Comply with specific PPE requirements of a work area or customer facility; and
3. Comply with additional PPE requirements for specific work activities identified in departmental PPE Charts.

2009.3 Employees must inspect PPE to ensure it is:

1. Properly fitted,
2. Clean and serviceable,
3. Worn as intended,
4. Kept in good working condition, and
5. Available for immediate use.

2009.4 CSX approved high visibility apparel must be worn as the top layer of clothing when:

- a. Within 25 feet of a track, or
- b. Performing road crossing work at grade, or
- c. Performing work within 15 feet of the traveled portion of any highway or grade crossing, or
- d. Employees with less than one year of service (new hires), to identify themselves as individuals with less railroad experience, are required to wear a CSX approved:
 - a. For Transportation: An orange vest in conventional service or orange hat when working in remote control service, or
 - b. For Mechanical and Engineering: Orange striped hard hats.

2009.5 Engineering employees providing flag protection at a highway crossing at grade must:

1. Wear a lime yellow or orange vest, and
2. Give precise signals to traffic.

2009.6 CSX approved high visibility apparel is not required to be worn as the top layer of clothing when working:

- a. Inside enclosed equipment or vehicles, or
- b. In a designated shop or locomotive servicing facility and protected by blue flag protection, or
- c. As an engineering employee underneath properly secured and protected roadway equipment, or
- d. While wearing fall protection PPE or a personal flotation device, or
- e. In designated passenger loading/unloading areas, or
- f. As a welder performing field welds, or
- g. As a remote control operator wearing an approved remote control harness as a top layer.

2009.7 CSX approved flame resistant high visibility apparel must be worn within 25 feet of a track when:

- a. Engaged in live electrical work, or
- b. Cutting, burning, or welding outside of a shop environment except when accompanied by a qualified watchman/lookout who is wearing high visibility apparel.

Note: Synthetic material such as high visibility apparel must not be worn as an under layer of any flame resistant clothing or while using a cutting torch.

2009.8 CSX provided safety glasses with side shields must be worn except when:

- a. Located in an office environment, or
- b. Located within lunch break areas or locker rooms, or
- c. Riding in a company vehicle with the windows and doors closed, or
- d. Locomotive cab with the windows and doors closed (non CSX approved eyewear is prohibited).

2009.9 Employees must not wear tinted safety glasses:

- a. When sunlight is not adequate to safely perform all job tasks, or
- b. From one hour before sunset continuing until one hour after sunrise, or
- c. When working in tunnels or places where there is a low level of light.

2009.10 When CSX safety glasses must be worn, employees must not wear corrective lenses (contacts) or glasses that change color or tint based on ambient light (transition lenses).

2009.11 CSX approved hearing protection must be worn:

- a. Within 100 feet of a stationary locomotive operating in a throttle position other than idle, or
- b. Within 100 feet of active humping or retarder operations, or
- c. On an operating locomotive when outside of the locomotive cab, or
- d. Inside the cab of a locomotive operating under load except those exempted by rule, or
- e. Providing flag protection at a highway crossing at grade, or
- f. In areas that require special hearing protection according to special instructions, notices, or posted signs, or
- g. When positioned on the ground while inspecting a passing train.

- 2009.12** Hearing protection is not required when inside the cab of the following locomotive models when all doors and windows are closed:
- a. GE Models: CW40-8, CW44-9, CW44AC, CW44AH, CW46AC, CW46AH, CW60AH, ES40DC, ES44AH, ES44DC; or
 - b. EMD Models: GP38-2s, GP40-2, GP40-3, MP15T, RoadSlug, SD40-3, SD50-2, SD50-3, SD60i, SD60M, SD70M, SD70AC, SD70ACe, SD80AC; or
 - c. NREC 3GS-21B, 3GS-21C (Genset).

2009.13 Safety boots must be worn when working outside of an office environment and the boots must have:

1. Six inch or more high top with laces,
2. Oil resistant soles,
3. Defined heel not more than one inch high, and
4. Safety toes if working as a mechanical or engineering department employee.

2009.14 Engineering and Mechanical department employees must wear CSX approved hard hats while on duty except when located within:

- a. Work equipment with fully enclosed cab or cab with rollover protection and seatbelts, or
- b. Highway motor vehicle, or
- c. Office environment including lunch room, break area, and locker rooms, or
- d. Designated non-hard hat areas, or
- e. While packing and fitting molds during a thermite weld.

2009.15 Transportation Department employees must wear CSX approved hard hats when located within:

- a. Areas designated by special instructions, notices, or signs, or
- b. 50 feet of equipment being re-railed by a wrecker or off-track equipment, or
- c. 50 feet of rail and/or ties being loaded or unloaded, or
- d. 50 feet of Mechanical, Engineering, or outside forces working with mechanized equipment, or
- e. 100 feet of a working pivotal crane.

2009.16 Mechanical department employees may use approved bump caps in lieu of a hardhat in a line of road area or other area that does not require hard hat protection due to heavy overhead exposure or locally posted instructions while involved in the following tasks:

1. Car inspection activity in the yard or on line of road,
2. Lite repairs made during inspection activity in the yard or on line of road, and
3. Traversing through a PPE area to retrieve a part or tool but not performing other work.

- 2009.17** When using bump caps, mechanical employees must:
1. Regularly inspect the cap for damage, and
 2. Wear bump caps with the plastic shell in place and the brim in the forward direction.
- 2009.18** When using bump caps, mechanical employees must not:
- a. Wear the cap in any shop or servicing track areas; or
 - b. Modify the cap in any way; or
 - c. Use them during welding, burning, heating, or during other tasks that require a welding hood or face shield.
- 2009.19** When required to wear a respirator, employees must not have facial hair where the sealing surface of the respirator comes into contact with the face.
- 2009.20** When using a portable radio while performing train service work activities, employees must wear a CSX approved:
- a. Chest-type radio harness, or
 - b. Holster or radio clip and use a lapel microphone.
- 2009.21** Engineering department employees may use approved bump caps in lieu of a hard hat on or about the tracks or other area that does not require hard hat protection due to heavy overhead exposure or locally posted instructions while involved in the following tasks:
- a. Performing inspection of infrastructure including assets on or about the tracks, or
 - b. Lite repairs made during inspection activity on or about the tracks, or
 - c. Traversing through a PPE area to retrieve a part or tool but not performing other work.
- 2009.22** When using bump caps, Engineering employees must:
1. Regularly inspect the cap for damage, and
 2. Wear bump caps with the plastic shell in place and the brim in the forward direction.
- 2009.23** When using bump caps, Engineering employees must not:
- a. Wear the cap when working with heavy machinery, overhead cranes or hoisting equipment (including boom trucks); or
 - b. Modify the cap in any way; or
 - c. Use them during welding, burning, heating, bonding, grinding, pole and climbing activities, or during other tasks that require a welding hood or face shield.

2009.24 Mechanical employees must wear company approved kneepads when inspecting trains.

2009.25 In addition to the requirements listed within craft-specific PPE charts, gloves must be worn by employees of all crafts when:

- a. Mounting, dismounting, or riding equipment or the steps or platforms of a locomotive, or
- b. Operating a hand brake, or
- c. Operating switches or derails, or
- d. Using hand tools to include a brake stick, or
- e. Performing any work related activity where there may be a risk of cuts, abrasions, or other injury to hands.

2010 - Fall Protection

2010.1 Employees must utilize personal fall protection (PFP) systems when required.

2010.2 When using fall protection equipment, fall retrieval equipment and flotation devices, employees must inspect the equipment for defects in strength and functionality before use.

2010.3 The use of fall restraint or fall arrest equipment is required when working 12 feet or more above the ground or water surface except when:

- a. Work is exclusively between, with no weight-bearing portion outside of, the running rails and no closer than six feet from an opening in the deck greater than one foot by one foot; or
- b. Work is outside the running rails on a bridge equipped with walkways and railings of sufficient height, width, and strength to prevent a fall and no closer than six feet from an opening in the deck or walkway greater than one foot by one foot; or
- c. A person qualified to perform bridge inspection has in their possession a valid bridge climbing procedures training card and is engaged solely in moving on or about the bridge or observing, measuring, and recording the dimensions and conditions of the bridge and its components.

2010.4 A written fall retrieval plan is required when work requires use of fall arrest equipment.

2011 - Using Life Vests

2011.1 Use an approved life vest when working over or adjacent to water with a depth of four feet or more, or where the danger of drowning exists except when:

- a. Work is being performed with the use of fall restraint or fall arrest equipment; or
- b. Work is exclusively between, with no weight-bearing portion outside of, the running rails and no closer than six feet from an opening in the deck greater than one foot by one foot; or

- c. Work is outside the running rails on a bridge equipped with walkways and railing of sufficient height, width, and strength to prevent a fall and no closer than six feet from an opening in the deck or walkway greater than one foot by one foot; or
- d. A person qualified to perform bridge inspections has in their possession a valid bridge climbing procedures training card and is engaged solely in moving on or about the bridge or observing, measuring, and recording the dimensions and conditions of the bridge and its components.

2011.2 When life vests are required:

1. Ring buoys are required with at least 90 feet of line and spaced no more than 200 feet between the buoys; and
2. At least one lifesaving skiff, inflatable boat, or equivalent device is required to be available. If environmental conditions, such as weather, water speed, and/or terrain merit additional protection, the skiff or boat shall be crewed.

2012 - Arc Flash and Electrocution Hazard Personal Protective Equipment

2012.1 Employees performing electrical repairs must comply with the arc flash label instructions posted on the electrical panel.

2012.2 Employees working or troubleshooting in energized service panels feeding electrical equipment on or near exposed and energized 120 or 240 volt components or circuits must wear the following CSX approved PPE:

1. Hard hat,
2. Safety glasses with side shields,
3. Safety-toe shoes, and
4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protectors.

2012.3 Employees working or troubleshooting switch heater panels, panelboards, switchboards, disconnect switches, motor control centers, or other panels and within four feet of exposed and energized 480V components or circuits must wear the following CSX approved PPE:

1. Hard hat,
2. Safety glasses with side shields,
3. Safety-toe shoes,
4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protector,
5. Category 2 flame resistant coveralls,
6. Arc Flash rated face shield, and
7. Hearing protection.

2012.4 Employees connecting, disconnecting, inserting, removing, racking-in, or racking-out circuit breakers or motor starters and are within four feet of energized 480V equipment must wear the following CSX approved PPE:

1. Hard hat,
2. Safety glasses with side shields,
3. Safety-toe shoes,
4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protector,
5. Category 4 flame resistant coat and leggings,
6. Arc Flash hood, and
7. Hearing protection.

2012.5 Employees working within 12 feet of high voltage power lines (751V and above) must wear the following CSX approved PPE:

1. Hard hat,
2. Safety glasses with side shields,
3. Safety-toe shoes,
4. Rubber insulating gloves with 17,000V Class 2 minimum rating and leather protector,
5. Category 4 flame resistant coat and leggings,
6. Arc Flash hood, and
7. Hearing protection.

2013 - Flashlights and Lanterns

2013.1 When using CSX approved portable lights, employees must:

1. Comply with departmental PPE charts to ensure the light is appropriate for the job classification and/or work environment, and
2. Always use the light when sunlight is not adequate to safely perform all job tasks.

2013.2 Never place a lantern battery in a grip or other storage device with metal objects. When storing or transporting lantern batteries, employees must protect battery terminal from short-circuiting by:

- a. Using insulating caps over the terminals when available, or
- b. Other means that prevent short-circuits.

2014 - Slip, Trip and Fall Prevention

2014.1 To prevent slips, trips, and falls, employees must:

1. Remain alert and mindful of your surroundings at all times;
2. Use designated walkways, crosswalks, handholds and railings when available;
3. Plan and choose routes that afford the safest walking conditions;
4. Keep clear view, and face in the direction of, where you are walking;
5. Do not walk with hands in pockets;
6. Avoid carrying objects that block your view;
7. Use appropriate PPE during times of poor weather or unusual conditions; and
8. Keep locomotive cab floors clear of obstructions and tripping hazards.
9. Wear CSX approved anti-slip boots with spikes when walking in ice and/or snow.

2015 - Operating Equipment Doors and Windows

2015.1 Employees must not use push poles or similar objects to move locomotives, rail cars, or other on-track equipment.

2015.2 When operating doors and windows by hand, employees must use opening/closing devices such as door handles where provided.

2015.3 Freight car doors must only be operated by employees who are trained and qualified to do so. When opening or closing freight car doors, employees must:

1. Inspect the door for defects,
2. Determine whether the door is properly tracked,
3. Use the approved plug door opening device on a plug door, and
4. Use opening and closing devices such as door handles where provided.

2016 - Adjusting Locomotive Cab Seats

2016.1 The height of a locomotive cab seat that is equipped with a spring-assisted adjustment mechanism may be adjusted by a single person.

2016.2 Two people are required to adjust the height of a locomotive cab seat not equipped with a spring-assisted adjustment mechanism as follows:

1. A job briefing must be conducted by the employees to determine the tasks each person will complete,
2. Both employees must inspect the seat and its components to ensure they are safe to operate,
3. Both employees must determine if a weld exists that would prevent the seat from being adjusted and not attempt to adjust a seat that is welded in this manner,
4. Employee will position self to lift seat to remove the press off the pin,
5. The second person must be in position to remove and insert the seat adjustment pin,
6. Person at the pin must remove the pin,
7. Person holding the seat must adjust to the desired height, and
8. Person at the pin must reinsert the pin.

2016.3 If the seat will not move:

1. Use a smooth moderate lifting effort, do not attempt to adjust it without additional help,
2. It is in a position that will permit safe operation; report the locomotive for repair in CLIP, and
3. It is in a position that will not permit safe operation, resolve the problem before the seat is used.

2017 - Lifting and Handling Objects and Materials

2017.1 When moving heavy or bulky loads employees must:

- a. Use a cart or other approved device, or
- b. Reduce the load, or
- c. Get help.

2017.2 When lifting an object, employees must:

1. Inspect the load before lifting/handling for sharp edges or projections that could cause injury or prevent the load from being secured,
2. Assume and maintain a stable and balanced posture,
3. Grasp the load securely,
4. Tighten abdominal muscles and lift and lower with legs,
5. Lift smoothly and do not jerk,
6. Keep upper body erect and lower back bowed in,
7. Keep the load close to the body and control the load during transport, and
8. Avoid twisting the body while lifting, transporting, or lowering the load.

2018 - Handling Track Skates

2018.1 Do not attempt to apply or remove a defective track skate. When handling track skates, employees must:

1. Immediately report a defective track skate or insufficient/lack of sand to the proper authority,
2. Only foul a track or equipment after it has been determined it is safe to do so and protection is applied if necessary,
3. Identify potential hazards such as end platforms and brake steps,
4. Ensure the equipment is stopped and the slack has adjusted before applying or removing the track skate, and
5. Apply sand to the rail prior to the application of the skate, and
6. Place track skates in the designated location. If no designated location exists, place parallel to and against the rail to prevent a tripping hazard.

2019 - Handling Air Hoses

2019.1 When handling air hoses, employees must:

1. Identify potential hazards such as end platforms and brake steps,
2. Take a balanced stance that allows quick exit,
3. Keep one foot outside the gage of the rail whenever possible,
4. Prevent any part of the body from extending over the top of or under a draw head to operate angle cocks,
5. Close both angle cocks before making any adjustments to air hoses,
6. Never kick or strike an air hose, and
7. Turn head away from glad hands when air hoses are uncoupled to protect eyes from debris.

2019.2 To couple air hoses, employees must:

1. Inspect the air to ensure no dust caps are covering the opening and both glad hands have gaskets,
2. Grasp the air hose nearest you firmly behind the glad hand and bend the hose upwards,
3. Grasp the other air hose and pull it to the bent air hose,
4. Match the glad hands into opposite contoured slots and push them downward, and
5. Ensure the glad hands seat against each other.

2019.3 Whenever possible, allow the movement of equipment to uncouple air hoses. If air hoses between equipment must be uncoupled by hand, employees must:

1. Close both angle cocks,
2. Use both hands to firmly grasp the closest air hose immediately behind the glad hand,
3. Brace hands against a leg to prevent uncontrolled movement of the air hose, and
4. Raise the air hose until it separates from the other hose.

2019.4 To uncouple ground air lines from equipment, employees must:

1. Close the angle cock on the equipment that the ground air is connected to,
2. Close the ground air valve,
3. Operate the bleed valve on the ground air to release the pressure if equipped,
4. Use both hands to firmly grasp the closest air hose immediately behind the glad hand,
5. Brace hands against a leg to prevent uncontrolled movement of the air hose,
6. Raise the air hose until it separates from the other hose, and
7. Stretch the ground air line along the rail in a way not to cause a tripping hazard or be damaged by rolling equipment.

2020 - Handling End-Of-Train (EOT) Devices

2020.1 When handling End-of-Train (EOT) devices, employees must:

1. Never lift or carry EOT by external antenna
2. Secure EOT hoses when transporting,
3. Get help from another employee when moving an EOT across a train or cut of cars. One employee must place the EOT onto the coupler and the other employee must remove the EOT to the destination side, and
4. Use EOT racks when available. When not available, do not place an EOT where it would be a tripping hazard or in a manner that would foul or obstruct handholds or other safety appliances.

2021 - Reporting Defects in Highway-Rail Crossings at Grade Warning Devices

- 2021.1** Employees who observe or have knowledge of a defect in highway-rail crossing at grade warning devices must:
- a. Report the malfunction to the train dispatcher, or
 - b. Contact the PSCC via telephone at (800)232-0144 and provide the requested information.

Chapter 2 - On Track and Equipment Safety , Handbrake Operation

2100 - On or About Track Safety

- 2100.1** Employees must not foul tracks or equipment unless job duties require. Before fouling tracks or equipment, employees must establish the proper protection for the job classification.
- 2100.2** Engineering employees must ensure On-Track Worker Protection is in place when working within four feet of the nearest rail of any track.
- 2100.3** When working on or about tracks, be alert for unsecured or shifted lading and movement of cars, locomotives, or equipment at any time, in either direction, on any track. Employees must not:
1. Stand less than 10 feet from a switch or derail being traversed by equipment during switching operations,
 2. Stand less than 30 feet from a switch or derail associated with the route of a passing train,
 3. Cross within 25 feet of the end of standing equipment unless protection has been provided,
 4. Cross between standing equipment separated by less than 50 feet except a mechanical employee working inside a mechanical facility or track with blue flag protection established,
 5. Take shelter under any car, equipment, or locomotive,
 6. Walk or stand foul of any track if a more suitable option is available, and
 7. Have back turned from moving equipment being controlled by employee when it is traveling in his/her direction.
- 2100.4** Employees must stop and look in both directions before:
- a. Fouling or crossing a track or set of tracks (it is permissible to cross more than one track without stopping at each track if safe to do so),or
 - b. Moving from under or between equipment, or
 - c. Getting on or off equipment, or
 - d. Operating a switch, or
 - e. Operating a derail.

2100.5 Except for engineering department employees performing repairs, employees must not step or sit on any part of:

- a. Rail, or
- b. Switch or switch machine, or
- c. Interlocking machine or its connections, or
- d. Derail, or
- e. Frog, or
- f. Retarder, or
- g. Defect detector

2100.6 Employees that need to position themselves between a controlled track and equipment on an adjacent track must safeguard themselves from movement on the controlled track with the following procedures:

- 1. The field side of the track should always be used when possible to stay clear of adjacent controlled tracks
- 2. Do not position yourself between a controlled track and equipment on an adjacent track until contacting the Train Dispatcher
- 3. If the adjacent controlled track is a foreign railroad line, communicate that to the Train Dispatcher
- 4. Complete a Job Briefing with the Train Dispatcher on the specific location and all movements closely approaching on the adjacent controlled track
- 5. Do not position yourself between these tracks until notified by the train dispatcher that it is safe to do so
- 6. Once work is complete contact the train dispatcher to inform them you are clear

2100.7 Trains operating on controlled tracks that are notified by the train dispatcher of employees working on adjacent track must:

- 1. Approach the equipment on the adjacent track at restricted speed not to exceed 10 MPH until headend passes the equipment entirely.
- 2. Ring bell continuously and sound the locomotive horn in compliance with operating rule 203.2 (c) while passing the equipment on the adjacent track.
- 3. Attempt to communicate with employees working on the adjacent track to alert them you are approaching the location

2101 - Mounting, Dismounting, and Crossing Over Equipment

2101.1 When mounting, dismounting or crossing over equipment, employees must:

1. Use locomotive steps and car side ladders;
2. Scan the area and equipment for hazards;
3. Mount and dismount clear of switches, derails, bridge approaches, close clearances, or any object that could cause a slip, trip or fall;
4. Face the equipment;
5. Maintain three points of contact;
6. Place the defined heel of the boot against the ladder rungs and brace feet against the side rails;
7. Keep clear of adjacent tracks; and
8. Stop at the bottom step or ladder rung to check for solid footing before dismounting.

2101.2 Employees that have been trained and qualified may mount and dismount moving equipment at a walking pace not to exceed 4 mph except in case of emergency. Before mounting or dismounting moving equipment, employees must:

1. Choose a location that provides solid footing and is free of any condition or object that could cause a slip, trip, or fall;
2. Verbally communicate the intent to mount or dismount moving equipment to the locomotive operator; and
3. Receive verbal confirmation from the locomotive operator that the equipment will not exceed 4 MPH at the mounting/dismounting location.

2101.3 When mounting, dismounting or crossing over equipment, employees must not:

- a. Have in his or her possession any grip/bag or other item that would prevent the full use of both hands, or
- b. Step, or reach, from one car to another, or
- c. Cross under equipment, or
- d. Jump from equipment or structure to ground level except in an emergency, or
- e. Mount or dismount a moving tank car (unless equipped with 2 vertical handholds) or mount or dismount any equipment if the equipment is moving too fast, or
- f. Step on or use as a hand hold:
 - a. Any part of the hand brake, or
 - b. Cut lever, or
 - c. Angle cock, or
 - d. Coupler, or
 - e. Components of a cushion underframe or sliding center sill.
- g. Mount free-rolling equipment that is not attached to a locomotive, or
- h. Step from equipment to any elevated platform or other structure except when working passenger service.

2101.4 When mounting moving equipment, employees must:

1. Face the approaching equipment,
2. Mount the:
 - a. Leading end of a car, or
 - b. Trailing end of a single car or rear car of a cut or cars, or
 - c. Leading or trailing end of a locomotive.
3. Grasp hand holds with both hands and step into the stirrup or onto the step first with your trailing foot (relative to the direction of the movement) in sync with the movement then the other foot,
4. Verbally communicate to the locomotive operator that you have safely mounted the equipment.

2101.5 To dismount moving equipment, employees must:

1. Select a safe location to dismount well in advance,
2. Face the direction of movement,
3. Focus on the selected location and scan for hazards just prior to dismounting,
4. Drop your trailing foot (relative to the direction of movement) from the stirrup or step.
5. Lower your trailing foot to the ground with your toes in the direction of movement,
6. Step away with the leading foot and release your lead hand,
7. Maintain a grip on the hand hold with your trailing hand until your feet are balanced and moving in sync with the equipment,
8. Release your trailing hand from the hand hold and step away from the movement, and
9. Verbally communicate to the locomotive operator that you have safely dismounted the equipment.

2101.6 When crossing over equipment, employees must:

1. Apply the appropriate protection,
2. Ensure the equipment is secured against unintentional movement, and
3. Only cross over equipment that:
 - a. Has sufficient hand holds to allow three points of contact, or
 - b. Is at the B-End of an intermodal well car (double stack) using short deliberate steps.

2101.7 Only Mechanical employees equipped with the required PPE and performing repairs or maintenance may occupy the roof of a rail car or locomotive.

2101.8 Only engineering employees that have been trained and qualified may mount and dismount the Plasser BDS unit, Plasser DYNA CAT, and a Plasser 2X Tamper while moving at a walking pace not to exceed 2 mph except in case of emergency. Before mounting or dismounting moving equipment, employees must:

1. Choose a location that provides solid footing and is free of any condition or object that could cause a slip, trip or fall,
2. Verbally communicate the intent to mount or dismount moving equipment to the machine operator; and
3. Receive verbal confirmation from the machine operator that the equipment will operate in work mode and not exceed 2 mph at the mounting/dismounting location.

2102 - Riding Equipment

2102.1 When riding on equipment, employees must:

1. Ride the side of rail cars with ladders that have at least one vertical grab iron or a horizontal grab iron at least 12 inches above the floor that allows employees to stand upright,
2. Ride the steps or front/rear platform when outside the cab of a locomotive,
3. Face the equipment when riding steps or side ladders,
4. Ride behind solid safety rails on platforms,
5. Maintain 3-points of contact and keep secure hand holds and footing to ensure safety in case of unexpected movements or slack action,
6. Look in the direction of travel,
7. Ride the field side of equipment whenever possible and be alert for potential hazards and close clearances,
8. When not possible to ride the field side, stop the movement and dismount before reaching any potential hazard,
9. Utilize the bottom ladder-rung (not the stirrup) when riding equipment across highway-rail crossings at grade,
10. Dismount prior to coupling, and
11. Dismount a minimum of 150 feet prior to:
 - a. Any obstruction fouling or potentially fouling the track, or
 - b. Close clearance, or
 - c. Equipment on an adjacent track that is fouling, or
 - d. Gate/doorway or other similar mechanism that is not fully opened and secured, or
 - e. Blue signal, or
 - f. Derail in the derailing position, or
 - g. Improperly lined trailing-point switch, or
 - h. End of the track

2102.2 When riding on equipment, employees must not:

- a. Transition from one side of a car to the other while the car is moving except in an emergency situation, or
- b. Place hands, arms or legs inside equipment or near the end gates of a drop gondola, or
- c. Use bridge plates or container brackets as hand holds on flat cars, or
- d. Occupy locomotive walkways when speed is greater than 20 mph, or when traversing crossings (railroad or highway), curves, bridges, and control points, or
- e. Ride between coupled equipment or the trailing side ladder of a car if equipment is coupled behind the car, or
- f. Ride brake platforms, or

- g. Ride end of cars being shoved unless the car is equipped with a shoving platform with a solid safety rail between the employee and the end of the equipment, or
- h. Ride couplers, draw-heads, cut levers or cushion underframe devices, or
- i. Ride the bottom step of the locomotive when traversing highway-rail crossings at grade, or
- j. Ride middle ladder of tank cars, or
- k. Ride the side of equipment that is adjacent to a main or siding that is occupied with equipment, or
- l. Ride free-rolling cars or equipment, or
- m. Behind walkway chains on locomotive platforms, or
- n. Any car in the following series: LEWX 1000-1099, LEWX 2100-2197, DEAX 11351-11450, CIGX 802713-803211.

2102.3 When riding tank cars, employees must ensure they have a firm hand hold that prevents unintentional movement and:

- a. If only one vertical grab iron, ride with one foot in the stirrups and one foot on the end platform, or
- b. If two vertical grab irons, ride with both feet in the stirrups, or
- c. If the tank car is the rear car of a pulling movement, employees may ride the outer edge of the end platform.

2102.4 When two or more employees are required to ride the side of equipment on the same movement, a job briefing consisting of the following must be held with all crewmembers confirming it is safe to do so and who will control the movement:

- 1. Employees must ride the same side of equipment when feasible. The employee riding the leading end must be the employee controlling the movement, and
- 2. It is permissible for employees to ride opposite sides of the leading end of equipment when necessary so long as it is safe to do so and all other requirements for riding equipment are met.

2103 - Adjusting a Coupler

2103.1 When necessary to adjust a coupler, employees must:

- 1. Separate the equipment by a minimum of 50 feet,
- 2. Secure the equipment,
- 3. Work from the side and ensure the knuckle is locked in the closed position,
- 4. Work with your back towards the coupler and one foot against the base of the rail,
- 5. Grab the coupler with both hands and use your legs to push the coupler towards the center position, and
- 6. Get assistance or use a knuckle-mate if unable to make the adjustment.

2103.2 When necessary to adjust a coupler, employees must not:

- a. Lift up on a coupler, or

- b. Kick a coupler, or
- c. Use a coupler alignment strap or chains. (note: only mechanical employees can use chains)

2103.3 When using a knuckle-mate, employees must:

1. Separate the equipment by a minimum of 50 feet,
2. Secure equipment,
3. Ensure the knuckle of the coupler to be adjusted is locked in the closed position,
4. Connect the knuckle-mate by placing it over the top of the knuckle with central pin in the hole of the knuckle,
5. Tighten the center pin of the knuckle-mate by using the top lever nut,
6. Assume a balanced position with both hands on the handle, and
7. Pull, not push the knuckle-mate to adjust the coupler into position.

2104 - Operating Hand Brakes

2104.1 Reserved for future use.

2104.2 Reserved for future use.

2104.3 Employees must not operate handbrakes unless equipment is stopped.

2104.4 Before operating a hand brake, employees must:

1. Observe the type and condition of the hand brake, including the brake wheel, lever and chains;
2. Keep hands, arms, other body parts, and clothing clear of moving parts; and
3. Report any defective hand brake to the proper authority and not attempt to operate.

2104.5 Reserved for future use.

2104.6 Reserved for future use.

2104.7 To operate a vertical wheel hand brake by hand, employees must not use any part of the hand brake as a hand hold. Do not attempt to operate a vertical wheel hand brake from the ground unless:

- a. Mounted on the side of the car, or
- b. There is no brake platform directly below the hand brake, or
- c. Flat cars not equipped with a handhold that allows an upright position.

2104.8 To operate a vertical wheel hand brake by hand, employees must:

1. Maintain three points of contact;
2. Properly position hands:
 - a. On cars with a brake platform, hold firmly with one hand to a grab iron, ladder rung or hand hold; or
 - b. On locomotives, place one hand on the handrail or against a flat surface if available;
3. Properly position feet:
 - a. On cars equipped with a brake platform, place right foot on the brake platform and left foot on the ladder rung firmly braced against the side rail or,
 - b. If operating from the ground, keep one foot outside the rail and be alert for sudden movement.

2104.9 To apply a vertical wheel hand brake by hand, employees must:

1. Place the release lever or pawl in the on position, if equipped,
2. Turn the wheel clockwise with right hand to take up the slack in the chain,
3. After taking up the slack, place right hand at approximately the 7 o'clock position on the wheel and apply lifting pressure with short pulls, and
4. Keep back straight and use legs to push and right hand to pull to apply pressure.

2104.10 To release a vertical wheel hand brake by hand employees must:

1. If equipped, operate the quick release lever or pawl, and
2. If not equipped:
 1. Grasp the brake wheel with right hand at about the 1 o'clock position, and
 2. Turn the brake wheel counterclockwise until the brake is completely released.

2104.11 Before operating a side-mounted ratchet hand brake, ensure the lever stop is operational on the hand brake housing.

2104.12 To apply a side-mounted ratchet hand brake, employees must:

1. Ensure the release lever or pawl weight is in the on position,
2. Maintain secure footing,
3. On locomotives, hold onto walkway railing with one hand and apply with short vertical pumping action, and
4. On cars, face the equipment, place one hand firmly against the car and apply the brake with vertical pumping action.

2104.13 To release a side-mounted ratchet hand brake, employees must operate the release lever or pawl.

2104.14 Employees must not attempt to operate or hold tension on a horizontal staff hand brake on a moving car.

2104.15 To apply a horizontal staff hand brake, employees must:

1. Make certain the hand brake is locked into the raised position,
2. Engage the pawl weight in the ratchet into the on position if equipped,
3. Place both feet securely on the car and assume a stable position,
4. Hold the brake wheel with both hands keeping thumbs on the outside of the brake wheel,
5. Turn the brake wheel clockwise, and
6. Use one foot to keep the foot-operated pawl engaged on the ratchet to obtain necessary tension if equipped.

2104.16 To release a horizontal staff hand brake that is equipped with a pawl, employees must:

1. Place both feet securely on the car and assume a stable position;
2. Hold the brake wheel with both hands keeping thumbs on the outside of the brake wheel;
3. Turn the brake wheel counterclockwise to remove the tension from the pawl;
4. Disengage the pawl with your foot; and
5. Let go of the brake wheel and keep hands, body, and clothing clear as the brake wheel spins counterclockwise.

2104.17 If necessary to lower the staff of a horizontal staff hand brake, employees must:

1. Make certain the car will not be moved,
2. From the ground, lift the hand brake wheel staff far enough to take the weight of the staff support,
3. Hold the weight off the hand brake staff with one hand and use the other hand to move the support from under the staff, and
4. Use both hands to slowly lower the hand brake staff.

2104.18 If unable to release a hand brake, employees must:

1. Charge the car's air brake system to the standard pressure,
2. Place the air brake into emergency, and
3. Attempt to release the hand brake.

2105 - Utilizing Brake Sticks

2105.1 The use of a CSX approved brake stick is optional. When utilized, brake sticks must only be used to apply and release vertical wheel handbrakes. Employees who are issued a brake stick are responsible for the use and care of the serial-numbered brake stick that they have been assigned.



2105.2 When using a brake stick, employees must:

1. Wear gloves while using the brake stick,
2. Inspect the brake stick for defects, damage, and remove from service if defective or damaged,
3. Adjust the brake stick to the proper length for the task,
4. Ensure locking mechanism is engaged,
5. Grip the lower section of the brake stick with both hands when operating a handbrake in the following manner:
 1. Lower hand should be a minimum of two inches from the end of the handle, and
 2. Upper hand should be at least 12 inches apart from the lower hand, and
6. Maintain balanced position from the ground and pull across your body.

2105.3 When using a brake stick, employees must not:

1. Pull into your body,
2. Use on a bent or defective brake wheel,
3. Extend the brake stick, or any part of the body over the top of a drawhead,
4. Place or store a brake stick in any location that would create a tripping hazard, or in a manner that would:
 1. Foul any locomotive handhold or safety appliance, or
 2. Foul any handhold or safety appliance on rolling-stock.
5. Mount, dismount, or ride equipment while carrying a brake stick.

2105.4 Before operating a handbrake, employees must:

1. Observe the type and condition of the handbrake, including the brake wheel, lever and chains,
2. Keep hands, arms, other body parts, and clothing clear of moving parts, and
3. Report any defective handbrake to the proper authority and not attempt to operate.

2105.5 To apply a vertical wheel handbrake using a brake stick, employees must:

1. Position feet parallel with the track,
2. Hook the brake stick to the handbrake wheel in a position that allows the wheel to be turned clockwise,
3. Turn the wheel until there is tension in the brake chain by pulling across the body, and
4. Apply final brake tension by pulling on the brake stick in short quarter turns.

2105.6 To release a vertical wheel handbrake using a brake stick, employees must:

1. If equipped, operate the quick release lever or pawl, and
2. If not equipped:
 1. Position feet parallel with the track,
 2. Hook the brake stick to the handbrake wheel in a position that allows the wheel to be turned counterclockwise,
 3. Use a short pulling action to loosen the handbrake if necessary, and
 4. Turn the handbrake wheel until the hand brake is fully released.

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Chapter 3 - Switch and Derail Safety

2200 - Operating Switches and Derails

2200.1 Before operating a switch or derail, employees must:

1. Identify the type of device that will be operated;
2. Look in both directions for moving equipment to ensure it is safe to operate the device;
3. Inspect the device for obvious defects;
4. Ensure there is nothing between the switch points or derail that will interfere with its operation;
5. Use a broom, stick, or similar device to remove the material from the switch point area;
6. Never use hands or feet to remove foreign material from switch point area; and
7. Have proper authority if working as an engineering department employee.

2200.2 If a switch or derail is difficult to operate, employees must:

1. Stop operating the device,
2. Apply a switch tag to warn others, and
3. Immediately report the device to the proper authority.

2200.3 When operating a switch or derail employees must keep body, hands, feet, and clothing clear of moving parts. Employee must not:

- a. Attempt to operate a switch or derail that is spiked, clamped, or tagged out of service, or
- b. Use feet for any purpose other than to operate the latch or apply the final downward pressure to the handle.

2200.4 To operate a low stand switch or derail, employees must:

1. Face the device squarely,
2. Firmly grasp the handle with both hands,
3. Be aware that the switch handle may be under tension and be in a position that will prevent the switch handle from striking you when the latch is released,
4. Release the latch, if equipped,
5. Center your feet with the lever's handle and stand as close as possible to the handle,
6. Lift the handle with slow and even pressure to the straight up position,
7. Reposition your feet so that your body will be over the handle on the downward movement,
8. Use steady pressure to push the handle downward to the latched position,
9. Make sure the switch is latched, if equipped, and
10. Make certain switch points are in the proper position.

2200.5 To operate a high stand switch, employees must:

1. Be aware that the switch handle may be under tension and be in a position that will prevent the switch handle from striking you when the latch is released,
2. Firmly grasp the handle with both hands and lift off the keeper,
3. Pull the handle with both hands to the desired position,
4. Place the handle in the appropriate keeper, and
5. Make certain the switch points are in the proper position.

2200.6 To operate a sliding handle derail that is not lift-off, employees must:

1. Face the device squarely;
2. Keep body, hands, and feet clear of pinch points and the area the derail will come to final rest;
3. Be well braced with feet firmly placed;
4. Firmly grasp the handle with both hands; and
5. Move the operating lever using arm and leg muscles.

2200.7 To operate a lift-off type derail, employees must:

1. Place one foot on each side of the rail,
2. Keep hands and feet clear of pinch points and area the derail will come to final rest,
3. Use handhold, if equipped,
4. Lift the derail using arm and leg muscles,
5. Lower the derail into the desired position, and
6. Maintain handhold until derail is seated in desired position.

2200.8 Engineering department employees must leave switches and derails as found in non-signalized yard track.

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Chapter 4 - Fusees, Fire Prevention, Hazardous Materials, Explosives, and Electrical Safety

2300 - Procedures of the Storage, Lighting, Handling and Extinguishing of Fusees

2300.1 Fusees must be stored in the designated containers when not in use. When necessary to use a fusee, employees must:

1. Hold the fusee at the base,
2. If necessary to drop a burning fusee from a moving train, hold at arm's length for at least five seconds but not more than 10 seconds.
3. Pull the tape over the top to expose the scratch surface of the end cap,
4. Twist the cap away from the fusee,
5. Hold the cap stationary, turn face away, then rub the ignitor of the fusee against the scratch surface of the cap in a motion away from the body,
6. If the fusee fails to ignite, continue to point the fusee away from the body and pause before making another attempt to ignite,
7. Always point burning end away from the body and others,
8. Take precautions to prevent falling molten ash from falling on the body or clothing,
9. Use even and easy motions to give hand signals,
10. Frequently remove ash by carefully shaking the fusee downward near the ground, and

2300.2 When handling fusees, employees must not:

- a. Ignite a fusee unless required by job duties, or
- b. Look directly at the flame, or
- c. Breathe the smoke produced by the fusee.

2300.3 When extinguishing a fusee, ensure burning compound does not come into contact with any flammable or combustible material. To extinguish a fuse, employees must:

- a. Bury the burning end of the fusee in sand or loose dirt, or
- b. Gently strike the burning end of the fusee over the edge of the rail or a heavy metal object until the burning compound separates from the rest of the fusee.

2300.4 When transporting fusees and torpedoes by highway, employees must:

1. Transport in compartmented metal containers. Each compartment must have a cover with a latching device. Compartments for railroad torpedoes must be equipped with a spring-loaded positive locking device. Each compartment may only contain one type of device.
2. Not transport more than 36 fusees or torpedoes per kit with no more than (6) kits transported at one time on any motor vehicle,
3. Only transport on railroad motor vehicles, including privately owned vehicles under the direct control of on-duty railroad employees,
4. Keep the flagging kits closed whenever they are not being used on the railroad right-of-way, while the motor vehicle is being driven, or whenever the motor vehicle is located on other than railroad property, and
5. Secure the flagging kits inside a locked motor vehicle or stored in a locked compartment of a motor vehicle when left unattended on non-railroad property.

2301 - Fire Protection and Prevention

2301.1 Employees discovering a fire must turn on the fire alarm immediately, if available, and

- a. In an enclosed space, clear out of the area quickly and safely, or
- b. In an open space, control or extinguish the fire using a fire extinguisher rated for the fire involved only when it can be done safely.

2301.2 When performing welding, cutting and heating work, engineering and mechanical employees must:

1. Have proper fire protection such as a fire extinguisher, water, sand, or dirt within 50 feet of the operation before starting work;
2. Use screens when other people may be affected by the work being performed;
3. Ensure the area is properly ventilated;
4. Use a utility blower when welding or grinding frogs, if not using a respirator;
5. Remove electrodes from holders when not in use;
6. Keep molten metal from contact with any form of moisture when making thermite welds; and
7. Close cylinder valves in the event of a fire.

2301.3 While working in environments where the risk of fire is elevated, do not use flammable or combustible liquids to start or accelerate fires. Employees must:

1. Maintain clear access to all fire-fighting equipment, and
2. Maintain contact between metal containers while gasoline or other highly flammable liquids are being poured from one container to another and use a wire with suitable connectors or clips where direct contact cannot be maintained.

2302 - Handling Hazardous Materials

2302.1 When handling hazardous materials, employees must:

1. Comply with Material Safety Data Sheet (MSDS) instructions;
2. Clear the area and notify the proper authorities in the case of an emergency;
3. Handle, store, and transport all flammable and combustible liquids in metal, CSXT approved containers that are color coded as follows:
 - Red- gasoline
 - Blue- kerosene
 - Green or Yellow- diesel
4. Secure cylinders of flammable compressed gas at least 20 feet from cylinders of oxygen, unless separated by a fire-resistant partition at least five feet high;
5. Cap all oxygen and fuel gas tanks when not in use unless protected by an approved non-rotating valve stem protector;
6. Gauges and hoses must be removed from cylinder at the end of every work day;
7. Purge regulators and hoses after use;
8. Never use oxygen for any purpose other than welding. Oxygen is not a substitute for compressed air and should never be used to blow off clothing;
9. Quick disconnect hose couplings are not to be used by Engineering employees except in a shop environment;
10. Flashback arrestors and reverse flow check valves must be present and inspected in accordance with manufacturer's instructions at least every six months unless required more often by the manufacturer.
11. The use of SNOOP (470.1663000.1) is the preferred method and the only approved liquid for locating leaks. Where SNOOP is not available the following pressure loss method may be used to detect leaks as follows:
 1. Connect equipment,
 2. Open cylinder valves, set pressures, and purge hoses,
 3. Close torch and cylinder valves,
 4. Watch gauges for approximately one minute,
 5. If the pressure indicated by the gauges remains the same, there are no leaks,
 6. If the gauge indicating tank pressure shows a drop, there is a leak between the cylinder and the regulator,
 7. If the gauge indicating hose pressure shows a drop, there is a leak between the torch and the regulator, and
 8. If a leak is indicated, check the fittings and hose in the appropriate area.
12. Keep oil and grease away from cylinders, cylinder valves, and hoses. Grease and oxygen is a highly explosive mixture;
13. Open cylinder valves slowly;
14. Purge oxygen and propane lines and hoses before lighting the torch;
15. Cylinders must not be roughly handled and must never be handled with a magnet. Cylinders must be transported, stored, and used in a vertical position. A special cradle can be used to ensure proper cylinder positioning; and

16. When loading and unloading cylinders from bed of truck, employees must use one of the following methods to lift cylinders:
 - a. approved lifting sling,
 - b. two person cylinder grab, or
 - c. assistance from another employee.

2303 - Transporting Compressed Gas Cylinders

2303.1 When transporting compressed gas cylinders on public highways, employees must:

1. Close cylinder valve and release pressure from regulators and hoses if approved non-rotating valve protector is used;
2. Remove regulators and securely install caps on compressed gas cylinders if the approved non-rotating valve cylinder is not used; and
3. Transport and use compressed gas and oxygen cylinders in a secured, vertical upright position.

2304 - Explosives

2304.1 Employees performing work with explosives must be qualified and licensed. Radios must not be operated within 500 feet of blasting area.

2305 - Electrical Hazards

2305.1 Electrical work must only be performed by qualified employees. When performing electrical work, employees must:

1. Use lock-out/tag-out procedures when required before performing work,
2. Verify with a meter that the circuit is de-energized before performing work, and
3. Allow no conductive material to come in contact with live power.

Chapter 5 - Tools, Ladders, and Crane Safety

2400 - Operating Tools

2400.1 When operating tools and equipment, employees must:

1. Inspect all tools, equipment and related safety devices for unsafe conditions before use,
2. Remove from service any defective or unsafe tool or equipment,
3. Only use tools and equipment the employee is trained to use,
4. Use tools and equipment for the designated purpose, and
5. Have chipping protectors on the struck end of all engineering track tools being struck by a hammer.

2400.2 When operating tools and equipment, employees must not:

- a. Make any unauthorized modifications, or
- b. Increase a tool's leverage by applying improvised extensions, or
- c. Use body to brace or support the object being worked on when using power tools.

2400.3 When using power tools, employees must:

1. Shut down or disconnect hydraulic, air, electric, and other mechanical tools from the powersource (bleed off when necessary) before adjusting, repairing, oiling, or cleaning them;
2. Allow sufficient time for cooling and not fuel power tools when hot;
3. Remove tool from area of hot material before fueling; and
4. Fuel an abrasion rail saw and attach it to the rail before using.

2400.4 When using magnetic drills, employees must:

1. Use on clean, flat steel plate that is at least 3/8" thick.
2. Tether or chain drill on all vertical and overhead drilling surfaces, to prevent an uncontrolled fall or swing in the event of a power failure.

2401 - Compressed Air

2401.1 Do not use compressed air to remove dirt and/or dust from clothing or body. When working with compressed air, employees must:

1. Bleed pressure off before disconnecting or connecting air couplings; unless the airline is equipped with a disconnect, and
2. Regulate air pressure not to exceed the PSI rating of the tools and equipment being used.

2402 - Using Abrasive Wheels, Blades, and Grinders

2402.1 Employees using abrasive wheels, blades, and grinders must:

1. Keep wheels and blades dry, and inspect them for damage before use,
2. Use a wheel or blade to grind the material for which it is designed,
3. Before use ensure that equipment is properly maintained and where required that RPMs are checked with a tachometer ensuring rotation meets manufacturer's rating,
 - a. Hydraulic tool RPM's checked monthly, or
 - b. Gas powered and electric RPM's checked prior to usage.
4. Grind only on the face of the wheel, and
5. Never leave a running grinder unattended.

2402.2 Mechanical employees using abrasive wheels, blades, and grinders must not wear gloves when grinding on a pedestal grinder that is equipped with a wheel that is less than 10 inches in diameter.

2402.3 Engineering employees using abrasive wheels, blades, and grinders must:

1. Not store wheels and blades on tools, and
2. Keep loose clothing and gloves away from wire wheels and grinders.

2403 - Using Blocks, Tackles, and Winches

2403.1 When handling blocks, tackles and winches, employees must:

1. Attach cable or wire rope clips with U-bolts bearing on the tail or dead end of wire rope,
2. Comply with the capacity limits of the lowest rated component,
3. Prevent cables on level wind winch drums from becoming crisscrossed, and
4. Wear leather-palmed gloves when handling wire rope.

2404 - Using Ladders, Scaffolds and Platforms

2404.1 When using ladders, scaffolds and platforms, employees must:

1. Use only approved ladders and scaffolds;
2. Use non-conductor type ladders and scaffolds near communication, signal, and electrical wires;
3. Properly secure all ladders, scaffolds, and platforms;
4. Utilize a ladder mate to secure the ladder when possible and position base of ladder to extend 1 foot for every 4 feet of height.
5. Face the ladder at all times and maintain three points of contact when ascending and descending;
6. When available, use a safety carrier rail with a locking sleeve when climbing a structural, stationary, vertical ladder over ten feet tall; and
7. Use a hand line or a lifting device to move tools or materials to a level different from the one on which you are currently working.

2404.2 When using ladders, scaffolds and platforms, employees must not:

- a. Climb higher than the third rung from the top of a straight ladder or the second step from the top of a stepladder, or
- b. Climb a ladder on which someone else is standing, or
- c. Over-extend your reach.

2405 - Cranes and Hoisting Equipment

2405.1 Employees qualified to perform work with cranes and hoisting equipment must:

1. Respond to standard signals from the designated person only,
2. Sound a warning signal before moving in any direction or near people,
3. Keep boom and cables away from all obstructions or power lines,
4. Turn off power before leaving equipment unattended,
5. Lower the load and secure the boom when clearing for a passing train, and
6. Use tag lines when necessary to control loads that are being moved higher than knee level. This does not preclude placing hands on a load for initial or final alignment.

2405.2 Employees qualified to perform work with cranes and hoisting equipment must not:

- a. Use dragging movement, unless performing dragline operations, or
- b. Exceed capacity for the lowest rated component, or
- c. Work under a suspended load or place yourself between a suspended load and an obstruction, or
- d. Leave a suspended load unattended.

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Chapter 6 - Engineering and Mechanical Safety

2500 - Excavations, Pits and Manholes

2500.1 When performing excavations or work around open pits, confined spaces and manholes, employees must:

1. Call utility locators before you dig,
2. Shore vertical excavations of five feet deep or more,
3. Protect all open holes and trenches with adequate barricades,
4. Never use open flames to thaw frozen pits or manhole covers, and
5. Ensure adequate atmospheric testing and ventilation in confined spaces.

2501 - Pole Climbing and Line Safety

2501.1 When performing pole climbing and line safety work, employees must:

1. Inspect poles before climbing,
2. Be secured by safety straps,
3. Never climb an occupied pole,
4. Inspect to see that sharpened gaffs are to the correct profile and the profile is with the proper gauge,
5. Remove gaffs when walking,
6. Be trained prior to climbing poles, and
7. Store climbers with gaff guards in place.

2502 - Operating Hi-Rail Vehicles

2502.1 When operating hi-rail vehicles, employees must:

1. Occupy track only with the proper authority,
2. Stop on-track equipment when the operator's attention cannot be directed exclusively to controlling the movement,
3. Perform roll-by inspections when two or more people are occupying the hi-rail,
4. Set the hi-rail on the track and inspect hi-rail wheels to determine that they are in place when operating alone, and
5. Be aware of the effects of weather on starting and stopping hi-rail equipment.

2503 - Operating Mechanized Equipment

2503.1 Employees operating mechanized equipment, forklifts, scissor lifts, or aerial lifts must:

1. Use equipment only to its rated capacity;
2. Inspect to see that the equipment you are operating has a properly maintained back up alarm, top mounted flashing amber light, fire, extinguisher and a first aid kit available, if so equipped;
3. Ride and operate equipment only in the manner in which it was designed;
4. Sound a warning and reduce speed when view is restricted;
5. Stop equipment when the operator's attention cannot be directed exclusively to controlling the movement;
6. Transport passengers only in designated, permanently installed seats;
7. Never leave running mechanized equipment unattended;
8. Maintain contact between fuel pipe and tank while fueling; and
9. See that occupants have safely dismounted and lockout/tagout devices are in place before maintaining or repairing equipment.

2503.2 Engineering employees operating mechanized equipment must:

1. Wear a seat belt when tramming, and
2. Operate equipment at a safe speed following the speed chart provided in Operating Rule 712.17, Maximum Speeds.
3. Make a radio broadcast of each mile post as they are passed.

Note: When traveling in a group with four or more machines, only the leading and trailing machine are required to broadcast passing mile post.

2503.3 Mechanical employees operating mechanized equipment must:

1. Wear a seat belt, when equipped, unless actively inspecting or repairing cars, (ex: lacing hoses, bleeding cars, changing brake shoes, etc.), and
2. Operate equipment not to exceed 15 MPH.

2504 - Coupling and Uncoupling Engineering Equipment

2504.1 When coupling and uncoupling engineering equipment, employees must:

1. Make sure work area is properly protected,
2. Assure alignment of couplers,
3. Stay in view of operator,
4. Use knuckle mate to align coupler when possible,
5. Be aware of slack action, and
6. When possible, keep one foot outside of the rail.

2505 - Intermodal Equipment

- 2505.1** Before performing work on Intermodal equipment in an area where loading and unloading is in progress, employees must communicate directly with the loader operator and loading crew.

2506 - Spotting Cars Within Shop Facilities

- 2506.1** Mechanical employees spotting cars within shop facilities must:
1. Activate track alarms before moving on-track equipment,
 2. Make sure all personnel are clear of movement, and
 3. Chock wheels in both directions before uncoupling from cars.

2507 - Air Brake Safety

- 2507.1** Mechanical employees performing work on air brake systems must:
1. Deplete air from the brake system before repairing brake rigging or removing air brake components,
 2. Make sure all personnel are clear before applying brake, and
 3. Ensure air is cut-out prior to working with brake rigging or replacing brake shoes.

2508 - Performing Work on Locomotives

- 2508.1** Mechanical employees performing work on locomotives must:
1. Secure unattended locomotive(s) properly,
 2. Ring bell before making any locomotive movement,
 3. Relieve pressure before working on any pressurized systems,
 4. Shut down power unit to avoid electrical shock when uncoupling power unit from switcher mate or road slug,
 5. Make sure that locomotive cab doors are in place while load testing or openings are barricaded when unattended, and
 6. Ensure locomotive horn has been cut out prior to spotting locomotives inside a repair facility.

2509 - Jacking or Lifting Cars

2509.1 Mechanical employees jacking or lifting cars must:

1. Make sure both trucks of the car are properly chocked until such time as movement is intended,
2. Make sure blocking under jack is at least as large as the jack base,
3. Use proper jacks with shims and ensure no metal-to-metal contact,
4. Use two jacks at all times except when using a Portec center of car jack or at derailments, and
5. Have approved jack stands or blocking devices in place prior to going under lifted cars.

Chapter 7 - Emergency Action Plan Procedures

2601 - Preparing for Emergencies

2601.1 Employees must be familiar with:

1. The emergency alarms that will be used to warn of fire and other types of emergencies,
2. The location of the Assembly Area for evacuation of the work area in case of fire,
3. The location of the Shelter-in-Place Assembly Area in case of severe weather or chemical release requiring shelter-in-place,
4. The location of the off-site Muster Areas in case of evacuation of a worksite for a chemical release, and
5. This information can be found in the site specific Emergency Action Plan (EAP). To access visit eapmobile.csx.com or the CSX Operations Portal/links/Emergency Action Plans

2601.2 Employees must notify their Supervisor at the beginning of the shift if they will need assistance during an emergency, and:

- a. The supervisor must have a plan to notify and, if possible, evacuate employees with disabilities during an emergency, or
- b. If evacuation is not possible, the supervisor must immediately notify emergency responders of the location of those employees who need additional assistance.

2602 - Responding to Fire Emergencies

2602.1 Employees discovering a fire must activate the fire alarm immediately, if available, and call 911, and:

- a. In an enclosed space, clear out of the area quickly and safely, or
- b. In an open space, control or extinguish the fire using a fire extinguisher rated for the fire involved only when it can be done safely and if you are trained to do so.

2602.2 Evacuation

- a. If the fire alarm is sounded, employees must:
 1. Stay calm, safely stop work and secure tools and equipment, and
 2. Report to the Evacuation Assembly Area for headcount.
- b. If inside a building employees must:
 1. Proceed to the nearest emergency exit,
 2. Use the stairwells and not an elevator to access the emergency exit,
 3. Look for signs of smoke and fire and do not enter a room that is filled with smoke, and
 4. Use the back of their hand to test a door prior to entry, and do not enter a room if the door is warm to the touch.
- c. If the fire alarm is sounded, the supervisor must:
 1. Ensure that the Fire Department has been notified and notify the CSX Public Safety Coordination Center (PSCC) at 1-800-232-0144,
 2. Notify the Emergency Coordinator of the situation and anyone remaining in the work area needing assistance,
 3. Assist with an orderly evacuation,
 4. Perform a head count of all personnel at the Assembly Area,
 5. Notify the Emergency Coordinator by radio if anyone is not accounted for, and
 6. Remain at the Assembly Area until the building has been cleared for re-entry by the Emergency Coordinator.

2602.3 If trapped by a fire employees must:

1. Call 911, if possible,
2. Stay low, cover their mouth and nose with a cloth, and stay near a window, if possible,
3. Hang something in the window to alert emergency personnel that they are in the building, and
4. Close the door to the room and try to seal cracks around the door and any other openings.

2602.4 Extinguishing a Fire

- a. If the fire cannot be safely extinguished with a portable fire extinguisher, employees must evacuate immediately, or
- b. To extinguish a fire, employees must:
 1. Ensure that there is a means of escape behind them,
 2. Consult the fire extinguisher nameplate for specific procedures and starting distances,
 3. Hold the extinguisher upright and pull the ring pin, snapping the plastic seal,
 4. Stand back from the fire the minimum distance specified on the extinguisher nameplate and aim at the base of the fire,
 5. Keeping the extinguisher upright, squeeze the handles together to discharge and sweep from side to side,
 6. Move closer as the fire is extinguished, but not so close as to scatter the burning material,
 7. When the fire is out, watch for re-ignition, and
 8. Evacuate and ventilate the area immediately after use because the fumes and smoke from any fire may be hazardous and can be deadly.

2603 - Responding to Hazardous Materials Releases

2603.1 To report a hazardous substance release, employees must:

1. Protect themselves and others and advise employees to avoid the area where the spill has occurred,
2. Gather information from a safe distance: product(s), car initial and number(s), location, problem (leak, fire, venting),
3. Where there is imminent danger to personnel, the public, or the environment, employees are authorized and directed to immediately warn others within the area, call your immediate supervisor and contact local Emergency Responders by dialing 911,
4. Report the hazardous substance release by calling the Public Safety Coordination Center (PSCC) at 1-800-232-0144. If there is any question as to the appropriate action to take, employees shall call the PSCC.

2603.2 Shelter-in-Place

1. In the event of a chemical release requiring that building occupants remain inside the building, the Emergency Coordinator will call 911 and notify all personnel by radio or telephone,
2. If instructed by the Emergency Coordinator to shelter-in-place, remain calm, stop work and secure tools and equipment,
3. Stay clear of windows and glass and proceed to the Shelter-in-Place Assembly Area within your building,
4. If you are in the Yard and unable to make it to an indoor Shelter-in-Place Assembly Area, quickly enter the nearest structure,
5. Ensure that:
 1. Heating, ventilating and cooling systems are turned off,
 2. Windows, doors and outside air vents and closed, and
 3. Cracks and other openings are covered or sealed.
6. Remain in the Shelter-in-Place Assembly Area until the all-clear is given by the Emergency Coordinator.

2603.3 Evacuation from the Worksite

1. In the event of an emergency requiring evacuation of the worksite, the Emergency Coordinator will notify the all personnel,
2. The appropriate off-site Muster Point will be selected based on weather conditions, wind direction, and location of the incident, and
3. The Emergency Coordinator will instruct personnel to proceed to the appropriate off-site Muster Point and will take a head count at the Muster Point.

2603.4 Clean-up of Incidental Spills from Fixed Facilities

1. For a spill at a fixed facility, employees that have been trained as part of the facility's Hazard Communication program to clean up incidental spills their work area and have the appropriate personal protective equipment and clean-up materials, may follow the steps in the section below to clean-up the spill.
2. To cleanup an incidental spill, employees must:
 1. Clear the area, determine the identity of the material, and assess the size of the spill to determine if it can be safely cleaned up or if an evacuation is necessary,
 2. Determine if there are injuries and get assistance as needed,
 3. If the spill is within assigned parameters, don appropriate PPE and contain the spill using proper supplies,
 4. Ensure that the Supervisor and the Environmental Field Services Manager are notified as soon as possible after a hazardous substance spill has occurred,
 5. Place all collected wastes into sealed containers and/or double-lined poly bags and ensure they are properly labeled,
 6. Dispose of the waste material as directed by the Environmental Field Services Manager, and
 7. Clean equipment and replace supplies as necessary.

2603.5 Prohibited Clean-ups

Employees must not attempt to clean-up a spill when:

- a. A fire occurs involving a hazardous substance, or
- b. You have not been trained to safely handle the release, or
- c. Necessary equipment and supplies are not available to safely contain or clean-up the release, or
- d. A chemical reaction occurs (such as release of smoke or heat), or
- e. You have experienced signs or symptoms of exposure while cleaning up the release.

2603.6 Safety Data Sheets

1. Employee must always refer to the spilled chemical's Safety Data Sheet for information regarding the hazards of the chemical and appropriate protective measures,
2. For immediate access to a Safety Data Sheet, employees can call 1-800-940-4736 and KHA will send it via fax or email, and
3. Employees may also access Safety Data Sheets on the Employee Gateway by typing "SDS" or "MSDS" into the Internet Explorer browser from a CSXT computer or selecting the SDS icon from the start menu.

2604 - Responding to Severe Weather and Natural Disaster

2604.1 In the event of a tornado or severe weather warning, the Emergency Coordinator shall:

1. Listen to latest advisories on radio, television, etc.,
2. If necessary, initiate emergency shutdown procedures,
3. Notify Supervisors to move all personnel to designated safe assembly areas within the building, and
4. After the tornado passes, restore calm and check for injuries.

2604.2 Earthquake

1. In the event of an earthquake, all personnel should attempt to get into a doorway passage, under a table or desk or other safe location,
2. NO ONE SHOULD GO OUTSIDE THE BUILDING, and
3. After the earthquake has stopped:
 1. All employees should help restore calm to other employees,
 2. Supervisors shall check for injuries and call 911 as necessary,
 3. The Maintenance Dept. shall check for fires and shut off all gas, electricity and water at the main controls as necessary,
 4. The Emergency Coordinator or designee shall inspect the building for damage,
 5. If major structural damage has occurred, the Emergency Coordinator shall order an evacuation, and
 6. The Emergency Coordinator shall notify the proper utility companies or other services as necessary.

2604.3 Hurricane

If a hurricane warning is announced for your area, the Emergency Coordinator shall ensure:

1. Small outdoor objects that could become airborne are brought indoors or anchored down,
2. All LP tanks and processes are turned off,
3. Windows and doors are boarded up and locks applied to prevent burglary,
4. A plan is developed for safe evacuation of personnel and equipment as necessary, and
5. A plan is established for post-storm activities.

2604.4 Flood

In the event of a flood:

1. Stay out of low lying areas and move to higher ground,
2. Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet,
3. Standing water may be electrically charged from downed power lines,
4. Beware of snakes, alligators, or other animals that have been driven to higher ground from flooding, and
5. Do not drive through flooded areas.

2605 - Responding to Medical Emergencies

2605.1 Rescue and Medical Assistance

1. Rescue operations and medical/first aid assistance will be performed by the local Fire Department,
2. If a building occupant is injured, notify your Supervisor,
3. If the injury is severe or potentially life threatening, call 911 immediately,
4. Employees who are certified to perform CPR or first aid may identify themselves if they are willing to assist during an emergency situation,
5. Stay with the injured person until EMS personnel arrive,
6. Do not move the injured person unless he/she is in imminent danger at the present location.
7. Keep the individual calm and comfortable until help arrives, and
8. Your Supervisor will notify the Emergency Coordinator and have someone meet EMS personnel and guide them to the injured person.

2605.2 Avoiding Human Remains, Blood, and Other Fluids

1. After any accident or incident where human remains, blood, or other fluids are observed on company equipment or property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144,
2. Do not attempt to remove or clean blood or other potentially infectious materials (OPIM),
3. Employees who come in contact with blood or OPIM must immediately wash the contact area, then report to the nearest medical facility for further examination,
4. Employees are responsible for the cleanup of their own bodily fluids and disposal of clean up materials as appropriate and must:
 - a. Use approved multi-purpose germicidal cleaner and paper towels or disposable wipes, or
 - b. For cleanup of large quantities of materials, that are not considered Bloodborne Pathogens or OPIM (including saliva, vomit, urine, or fecal matter), facilities should contact a local industrial cleaning company (e.g., Serve Pro, Service Master).
5. Employees who utilize needles or sharps are responsible for the safe disposal of those needles or sharps,
6. Employees must:
 1. Recap the hypodermic syringe or lancet after use,
 2. Store syringes or lancets in a hard, closed casing marked with the word "biohazard" and/or labeled with a biohazard label, and
 3. Dispose of used hypodermic syringe or lancet off CSX property, in an appropriate manner.
7. If needles or sharps are encountered on CSX property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144, and
8. Do not attempt to dispose of, or otherwise handle needles or sharps.

2605.3 Follow-Up to Chemical Exposure Incidents

1. For workers that are experiencing signs or symptoms of over exposure to a spill or release of chemical in the workplace, notify the CSX Public Safety Coordination Center (PSCC) at 1-800-232-0144 as soon as practical,
2. The PSCC Dispatcher will contact the on duty CSX Industrial Hygienist (IH) who will triage the situation.
3. If it is deemed a non-emergency situation, the CSX IH may talk to the employee directly to answer any questions or concerns they may have about potential exposure to the specific chemical(s),
4. If the employee needs immediate medical attention (emergency situation), the CSX IH will activate the Worker Health Response Program (WHRP) and have a Clinical Toxicologist contact the Clinic, Emergency Room, and/or treating physician that the employee is in-route to, and
5. The Clinical Toxicologist will provide the healthcare professional with the most up-to-date exposure information and treatment protocols to help ensure that the employees receive the best possible care available.

2606 - Responding to Bomb Threat, Suspicious Packages and Workplace Violence

2606.1 Bomb Threat

1. If you receive a bomb threat by telephone, press the mute button on your phone and contact your Supervisor immediately,
2. Your Supervisor will call 911 and notify the Emergency Coordinator,
3. Gather information, documenting at least the following:
 1. Where the bomb is located or is going to be planted,
 2. When the bomb is going to be detonated,
 3. Information about the caller including gender, accent, etc.
 4. Submit the checklist to your Supervisor or Emergency Coordinator, and
 5. Evacuate the building in accordance with the Evacuation Tab if told to do so by your Supervisor or Emergency Coordinator.
4. Submit all obtained information to your Supervisor or Emergency Coordinator, and
5. The Supervisor shall safely direct an evacuation of the building and account for personnel at the Assembly Area if told to do so by the Emergency Coordinator or Law Enforcement Officials.

2606.2 Suspicious Package

- a. If an employee sees a suspicious object, or receives a suspicious package in the mail, the employee must:
 1. Report it to their Supervisor immediately,
 2. Not move or tamper with the object/package, and
 3. Move away from any suspicious object/package and advise others to stay clear of the area.
- b. If an employee reports a suspicious object or receives a suspicious package in the mail, Supervisors must:
 1. Recognize that it is suspicious or unusual,
 2. Record the date, time, description and details,
 3. Report who, what, when and where immediately to the Emergency Coordinator and the Public Safety Coordination Center (PSCC), and
 4. Remind the employee to not move or tamper with the object/package.

2606.3 Workplace Violence within the Building

If you encounter or witness threatening behavior, physical assault or an armed aggressor within the building: remain calm, call 911 when it is safe to do so and take the following action:

- a. RUN
 1. Have an escape route and plan in mind,
 2. If possible and safe to do so, leave your belongings and exit the incident area immediately, and
 3. Keep your hands visible and follow the instructions of the police.
- b. RETREAT
 1. If you are not able to safely exit during an incident; close, lock and block all doors leading to your work area,
 2. Hide under a desk, in a closet, in a restroom or behind a large object, and
 3. Turn off all noise sources and silence your cell phone.
- c. RESIST
 1. As a last resort and ONLY when you are in imminent danger, take action against the aggressor,
 2. Call 911 and leave the line open, and
 3. Try to disrupt or incapacitate the aggressor by acting with physical aggression and throwing items at the aggressor.

2606.4 Lockdown of the Building Due to Armed Subject, Civil Unrest or Other Threat Outside of the Building

- a. Building occupants must:
 1. Follow your Supervisor's instructions,
 2. Remain away from windows and doors,
 3. Wait for approval from the Emergency Coordinator to reopen doors and/or windows and resume normal operations, and
 4. If you refuse to stay in the building during a lockdown, exit the building from an exit as far away from the potential area of danger, and then re-secure the door. You will not be permitted to re-enter the building.
- b. Supervisors shall:
 1. Notify all occupants in your zone of the situation and call 911, if necessary,
 2. Lock and secure all windows and doors in your zone and instruct employees to stay away from them,
 3. Advise any employee in your area that refuses to remain inside the facility during a lockdown to exit the building from an exit as far away as possible from the potential area of danger. Also, advise the employee that they will not be admitted to re-enter the building,
 4. Notify First REsponders if anyone is missing from your building, and
 5. Wait until the building has been "cleared for re-entry" by the Emergency Coordinator.

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Transportation Safety Equipment Chart

X - Authorized

O - Optional

	Locomotive Operator	Remote Control Operator	Conductor/Utility Employee	Other
Lights				
Darcy LED Engineer Light	X			X
LED Star Lantern	X	X	X	X
Adjustable Head Safety Light	X	X	X	X
Rail-Tek Headlamp		X		
Hi-Vis Apparel				
RCO Vest		X		
CSX Approved Hi-Vis	X	O	X	X

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Engineering Personal Protective Equipment (PPE) Chart

- X - Mandatory Equipment
Safety glasses, hardhat and steel-toe shoes required for all tasks
- R - Recommended additional equipment
Gloves are recommended for all tasks
- O - If using face shield with chin guard, wire mesh face shield is not required

	Ear down protection	Chain saw chaps	Leather leggings and foot guards	Rubber apron	*Hearing protection	Face shield with chin guard req.	Cover Style Goggles/ Foam Back Safety Glasses	**Burning goggles or faceshield	Welders helmet	Traffic vest	Aluminum leggings & foot guards	Wire mesh face shield	Long sleeves, cotton	Welder's jacket or sleeves	Lanyards	Safety belt	Leather gloves	Rubber gloves	Hi-voltage gloves	Welder's gloves	Respirator (see chart)
Adze																					
Hand						R															
Walking					X	X					X							R			X
Powered with enclosed cab					X																
Chain saw		X			X	O						X						X			R
Climbing poles																X	X				
Cutting/burning			X		R			X					X	R							X
Cutting/burning, overhead	X							X						X							X
Flagging traffic crossings					R					X											
Frog welding			R						X ¹					R						X	R
Grinders																					
Bicycle Grinder					X	X	X				X							X			R
Hand held					X	X	X				X							X			R
Rail maul					X	X	X											X			R
Rail slotter					X	X	X											X			R
Rail surface					X	X	X				X							X			R
Shop bench					X	X	X											X			
Handling chemical/caustic				X		X													X		
Handling high voltage																				X	
Metal bridge welding/cutting	X								X				X	R							X
Metal bridge grinding					X	X												X			X
Rail saw			X		X	X	X											X			
Servicing/handling batteries				R		X													X		
Weed eater			X		X							X						X			
Welding									X				X	R							X
Welding, overhead	X								X					X							X
Working outside protected platform (signal work)															X	X					

X¹ Hard hat not required for downhand frog work if there is no overhead work in the area.
 * Hearing protection mandatory at placarded location or subject to manufacturer recommendation.
¹ Tinted face shield and safety glasses may be used as alternative to goggles and clear face shield.

Engineering - Welding Operations

Guide for selection of filter shades that should be used when welding and cutting.

This selection may be varied to suit the individual's needs.

X - Mandatory equipment

O - Recommended additional equipment

Shade number	2	3 or 4	4 or 5	5 or 6	6 or 8	10	11	12	14
Shielded metal-arc welding: 1/16-; 3/32-; 1/8-; 5/32- inch electrodes						X			
Gas-shielded arc welding (nonferrous): 1/16-; 3/32-; 1/8-; 5/32-inch electrodes							X		
Gas-shielded arc welding (ferrous): 1/16-; 3/32-; 1/8-inch electrodes								X	
Shielded metal-arc welding: 3/16-; 7/32-; 1/4-inch electrodes 5/16-; 3/8-inch electrodes								X	
Atomic hydrogen welding						X	X	X	X
Carbon arc welding									X
Soldering			X						X
Torch brazing			X						
Light cutting, up to 1 inch			X						
Medium cutting, 1 inch to 6 inches			X						
Heavy cutting, 6 inches and over				X					
Gas welding									
Light, up to 1/8 inch			X						
Medium, 1/8 inch to 1/2 inch				X					
Heavy, 1/2 inch and over					X				

Note: In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a

Engineering Department Respirator Chart

Employees who perform the job tasks listed must wear one of the respirators as marked by an X.

Location	Task	Potential Hazards	Respirator Types							
			3M Half Face Respirator with HEPA P100 or N100 Cartridges	3M Half Face Respirator with Organic Vapor Cartridges	PAPR (Powered Air Purifying Respirator)	PAPR, Welding Helmet	Supplied Air Welding Helmet	Supplied Air Half Face Respirator	Supplied Air Hood with Collar	Supplied Air Abrasive Blasting Helmet
Multiple Locations	Welding, Frog Without a Blower	Manganese, Hexavalent Chromium	X			X	X			
Multiple Locations	Grinding, Frog Without a Blower	Manganese, Hexavalent Chromium, PNOC	X			X	X			
Multiple Locations	Manual Dumping of Ballast Rock	Silica	X		X					
Multiple Locations (Bridge Construction or Repair)	Manual Hand Scraping	Lead	X							
Multiple Locations (Bridge Construction or Repair)	Torch Cutting or Burning With Prior Paint Stripping	Lead				X		X		
Multiple Locations (Bridge Construction or Repair)	Torch Cutting or Burning Without Prior Paint Stripping	Lead						X		
Multiple Locations (Bridge Construction or Repair)	Rivet Busting	Lead	X							
Multiple Locations (Bridge Construction or Repair)	Needle Gun Paint Removal	Lead							X	
Barboursville Bridge Shop; Barboursville, West Virginia	Abrasive Blasting	Lead								X
	Painting Surface Preparation (Except Abrasive Blasting)	Lead	X							
	Spray Painting (Except Aerosol Can Spray Painting)	Organic Vapors							X	
	Painter Helper	Organic Vapors		X						
Bryan Park Equipment Shop; Richmond, Virginia	Abrasive Blasting	Lead								X
	Painting Surface Preparation (Except Abrasive Blasting)	Lead	X							
	Spray Painting (Except Aerosol Can Spray Painting)	Organic Vapors							X	
	Painter Helper	Organic Vapors		X						

Note: Filtering facepiece (dust mask) may not be used for any of the tasks listed above. Voluntary use of filtering facepiece (dust mask) are allowed for personal comfort use for job tasks not included in this chart.

Engineering Safety Eyewear Chart

Type of safety eyewear to be worn in addition to safety glasses.

(Proper tinted lenses must be used as required)

Specific operations requiring safety eyewear	Mandatory	Optional	Special equipment, requirements, or remarks
a) Chipping, cutting or caulking metal	cover type goggles and faceshield	cover type goggles and faceshield	
b) Breaking or cutting concrete, stone or asphalt	faceshield	cover type goggles and faceshield	
c) Striking, or striking with, hardened tools and fastenings	safety glasses	cover type goggles and faceshield	Faceshield mandatory when using striking tool (hammer, maul, etc) greater than 3 lbs
d) Cutting rivets, bolts or cotter keys, splitting nuts, etc.	safety glasses	cover type goggles	
e) Using power-activated impact tools	safety glasses	cover type goggles	
f) Using tools powered by explosive charges	cover type goggles and faceshield		
g) Boring, drilling or reaming metal	safety glasses	cover type goggles and faceshield	
h) Operating woodworking machines	faceshield	cover type goggles	cover type goggles must be used under dusty conditions
i) Operating adzing machines	faceshield	cover type goggles and faceshield	
j) Operating rail drill	safety glasses	cover type goggles and faceshield	
k) Operating or dressing grinding wheels, including rail grinders	faceshield and cover type goggles or foam back safety glasses	cover type goggles and faceshield	
l) Bench grinders	faceshield	cover type goggles and faceshield	
m) Blowing or cleaning with compressed air	cover type goggles	faceshield	
n) Steam cleaning	faceshield	cover type goggles	
o) Sandblasting	air supplied hood		
p) Spraying paint (gun)	faceshield	cover type goggles	
q) Spraying or general use of cleaning agents	faceshield	cover type goggles	

Engineering Safety Eyewear Chart

Type of safety eyewear to be worn in addition to safety glasses.

(Proper tinted lenses must be used as required)

Specific operations requiring safety eyewear	Mandatory	Optional	Special equipment, requirements, or remarks
r) Handling acids or other chemical solutions and servicing/charging refrigeration equipment	faceshield	cover type goggles	
s) Handling or servicing storage batteries	faceshield	cover type goggles	
t) Power rail saws	faceshield and cover type goggles or foam back safety glasses		
u) Electric welding	welding helmet		see welding operation shade chart
v) Gas welding	welding helmet or tinted faceshield		see welding operation shade chart
w) Cutting with a torch	cover type goggles or tinted faceshield		see welding operation shade chart
x) Working in areas where heavy dust conditions exist including using a circular saw. Mandatory Cover type goggles	cover type goggles		
y) Using cut-off discs, saws or other tools having carbide bits	faceshield	cover type goggles and faceshield	
z) Working under cars or equipment		cover type goggles and faceshield	
aa) Grinding	Facesh with chin guard and cover type goggles or foam back safety glasses		

Seat Belt Matrix

Operators of CSX equipment are required to wear seat belts as noted below:

Prefix	Machine Description	TRAVEL	WORK	Comments
AARR	Anchor Applicator	Yes	No*	*Exception: *Yes while on bridges without walkways
ARRR	Adzer ride-on	N/A	Yes	
BCRR	Track Crane	Yes	Yes	
BRRR	Ballast Regulator	Yes	Yes*	*Exception: *No in work mode on PBR500 and 550
BDRR	Bulldozer	Yes	Yes	
BSTR	Ballast Stabilizer	Yes	Yes	
BUFF	Buffalo Winch	Yes	Yes	
CARR	Crib Adzer	Yes	No	
CBHR	Crawler/Excavator	Yes	Yes	
CBHR	Hydr Excavator	Yes	Yes	
CRRR	Ballast Cribber	N/A	Yes	
DASR	Dual Anchor Spreader	Yes	Yes	
DATR	Dual Anchor Tightner	Yes	Yes	
DLRR	Drag Line	Yes	Yes	
EXRR	Excavator	Yes	Yes	
FLRR	Front Loader	Yes	Yes	
FLTR	Fork Lift	Yes	Yes	
HRBC	High Rail Bridge Crane	Yes	Yes	
HRMH	High Rail Material Handle	Yes	Yes	
HBCR	Brush Cutter	Yes	Yes	
KBCR	Bridge Tie Crane	Yes	Yes	
MCRR	Mobile Crane	Yes	Yes	
MGRR	Motor Grader	Yes	Yes	
MTRR	Cat 09-16	Yes	Yes	
MTRR	Cat 09-32	Yes	Yes	
MTRR	Production Tamper	Yes*	Yes	Exception: *6700 - No in travel mode
PCTR	Personel Carrier	Yes	Yes	
PTFR	Spot Tamper	Yes	Yes	
PTMR	Power Trencher	Yes	Yes	
RACR	Rail Anchor Cart	Yes	N/A	
RHRR	Rail Heater	Yes	No	
RLRR	Rail Lifter Placer/Insertter	Yes	Yes	
RTCR	Rough Terrain Crane	Yes	Yes	
RTCR	Swingmaster	Yes	Yes	
SBRR	Snow Blower	Yes	No	
SCRR	Spike Reclaimer/Cleaner	Yes	Yes	
SDRR	Spike Driver	Yes*	No**	Exception: *No-operator at controls while traveling;
SLRR	Scrap Loader	Yes	No	
SPRR	Spike Puller	Yes	No*	Exception: *Yes-work mode in enclosed cab.
SRRR	Spike Retriever	Yes	N/A	
SSMR	Screw Machine/Lagger	Yes	No	
TBDR	Tie Bore Dual	Yes	No	

Seat Belt Matrix

Operators of CSX equipment are required to wear seat belts as noted below:

Prefix	Machine Description	TRAVEL	WORK	Comments
TBHR	Backhoe	Yes	Yes	
TBMR	Quad Drill	Yes	No	
TBRR	Double Broom	Yes*	Yes	*Exception: TBRRC02004- *No in travel mode.
THRR	Tie Handler	Yes	Yes	
TJTR	Pup Tamper	Yes	Yes	
TMRR	Tractor Mower	Yes	Yes	
TRIR	Tie Remover/Inserter	Yes	Yes	
TRWR	Tie Remover/Inserter	Yes	Yes	
BRANDT	Material handler truck	Yes	Yes	
BAAM	Anchor Applicator	Yes	No	
MTRR	Dyna-Cat	Yes	Yes	
PGBR	Paint buggy	Yes*	No	Exception: *No when in reverse travel.
PCPS	Personnel Carrier/Plate Sweeper	Yes	Yes	
RPIR/RL	Ride-on Plate Inserter	Yes	Yes	
BDS	BDS	Yes	No	
PM	Plate Machine	Yes	No*	Exception: Yes crows nest seat belt while working.

Engineering Personal Protective Equipment Track Welding Operations (PPE) Chart

X - Mandatory Equipment

Safety glasses, hardhat and steel-toe shoes required for all tasks

O - Recommended additional equipment

Gloves are recommended for all tasks

	Leather Leggings with shin guards	* Hearing Protection	Face shield with chin guard req.	Burning goggles or face shield	FR welding vest	Long sleeves, cotton	Welders jacket or sleeves	Leather gloves	Welders gloves	Respirator (see chart)	Fan	Welding Helmet
Torch												
Cutting	X	X		X		X	O		X	O		
Burning	X	X		X		X	O		X	O		
Heating	X	X		X		X	O		X	O		
Boutet												
Tear Down & De-mold	O	O	X			X	O		X	O		
Shearing	O	O				X	O		X	O		
Hot Cut	X	O	X			X	O		X	O		
Riser Removal W/Sledge Hammer	X	O	X			X	O	X		O		
Riser Removal Tool	O	O	O			X	O	X	O	O		
Electric Welding												
Manganese Welding		O							X	X*	X*	X
Carbon Steel Welding		O							X	O	O	X
Air Carbon Arc, Welding, or Grinding	X	X							X	X*	X*	X
Grinding	X	X	X					X		X*	X*	

* Note: A fan or a respirator is required while welding or grinding on manganese components

Mechanical Operations PPE Chart

X - Mandatory equipment

Safety glasses, hard hat and safety-toe shoes required for all tasks

O - Recommended additional equipment

Gloves recommended for all tasks

	Respirator (see chart)	Ear protection	Welders jacket or sleeves	Leather gloves	Hot gloves for high voltage	Appropriate gloves	Spats, leggings	Rubberized apron or smock	Welder helmet assembly	Face shield	Cover type goggles	Burning goggles	Hearing Protection
Blowing & cleaning with compressed air or steam	O							O		O	X		X
Boring, reaming, drilling							O			X	O		X
Breaking, cutting concrete, stone or asphalt						O	O			X	O		X
Electrical hazards					X								
* Electric welding	O	X	X	X			O		X				X
* Gas welding, cutting, heating	O	X	X	X			O			X ¹		X ²	X
Grinding with abrasive wheels, blades							O			X	O		X
Handling acid, chemical solutions, refrigerants	X					X		O		X	O		
Handling/servicing storage batteries	O					X	O	O		X	O		
Machining steel, iron, etc.						X	O			X	O		
Operating wood working machines						X	O			X	O		X
Sandblasting	X					X							
Spraying/general use of cleaning agents - follow manufacturers instructions	O					O		O		X			
Use of Impact tools or working with or near loud equipment						X				O			X
Handling Material						X							

* Car operation employees refer to Safe Job Procedure M072 for additional PPE requirements when burning/cutting/welding.

¹ Tinted face shield required with safety glasses. ² Clear face shield recommended when worn with welding goggles.

Mechanical Welding Operations

Guide for selection of filter shades that should be used when welding and cutting. This selection may be varied to suit the individual's needs.

X - Mandatory

O - Recommended additional equipment

Shade number	2	3 or 4	4 or 5	5 or 6	6 or 8	10	11	12	14
Shielded metal-arc welding: 1/16-; 3/32-; 1/8-; 5/32- inch electrodes						X			
Gas-shielded arc welding (nonferrous): 1/16-; 3/32-; 1/8-; 5/32-inch electrodes							X		
Gas-shielded arc welding (ferrous): 1/16-; 3/32-; 1/8-inch electrodes								X	
Shielded metal-arc welding: 3/16-; 7/32-; 1/4-inch electrodes								X	
5/16-; 3/8-inch electrodes									X
Atomic hydrogen welding						X	X	X	X
Carbon arc welding									X
Soldering	X								
Torch brazing		X							
Light cutting, up to 1 inch		X							
Medium cutting, 1 inch to 6 inches			X						
Heavy cutting, 6 inches and over				X					
Gas welding									
Light, up to 1/8 inch			X						
Medium, 1/8 inch to 1/2 inch				X					
Heavy, 1/2 inch and over					X				

Note: In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or

Mechanical Safety Eyewear Chart

Type of safety eyewear to be worn in addition to safety glasses.

(Proper tinted lenses must be used as required)

Specific operations requiring safety eyewear	Mandatory	Optional	Special equipment, requirements, or remarks
a) Chipping, cutting or caulking metal	cover type goggles or faceshield	cover type goggles and faceshield	
b) Breaking or cutting concrete, stone or asphalt	faceshield	cover type goggles and faceshield	
c) Striking, or striking with, hardened tools and fastenings	safety glasses	cover type goggles or faceshield	Faceshield mandatory when using striking tool (hammer, maul, etc) greater than 3 lbs
d) Cutting rivets, bolts or cotter keys, splitting nuts, etc.	safety glasses	cover type goggles	
e) Using power-activated impact tools	safety glasses	cover type goggles	
f) Using tools powered by explosive charges	cover type goggles and faceshield		
g) Boring, drilling or reaming metal	safety glasses	cover type goggles or faceshield	
h) Operating woodworking machines	faceshield	cover type goggles	cover type goggles must be used under dusty conditions
i) Operating adzing machines	faceshield	cover type goggles and faceshield	
j) Operating rail drill	safety glasses	cover type goggles or faceshield	
k) Operating or dressing grinding wheels, including rail grinders	faceshield	cover type goggles and faceshield	
l) Bench grinders	faceshield	cover type goggles and faceshield	
m) Blowing or cleaning with compressed air	cover type goggles	faceshield	
n) Steam cleaning	faceshield	cover type goggles	
o) Sandblasting	air supplied hood		
p) Spraying paint (gun)	faceshield	cover type goggles	
q) Spraying or general use of cleaning agents	faceshield	cover type goggles	
r) Handling acids or other chemical solutions and servicing/charging refrigeration equipment	faceshield	cover type goggles	
s) Handling or servicing storage batteries	faceshield	cover type goggles	
t) Power rail saws	faceshield	cover type goggles	
u) Electric welding	welding helmet		see welding operation shade chart

Mechanical Safety Eyewear Chart

Type of safety eyewear to be worn in addition to safety glasses.

(Proper tinted lenses must be used as required)

Specific operations requiring safety eyewear	Mandatory	Optional	Special equipment, requirements, or remarks
v) Gas welding	welding helmet or tinted faceshield		see welding operation shade chart
w) Cutting with a torch	cover type goggles or faceshield		see welding operation shade chart
x) Working in areas where heavy dust conditions exist	cover type goggles		
y) Using cut-off discs, saws or other tools having carbide bits	faceshield	cover type goggles	
z) Working under cars or equipment	cover type goggles or faceshield		

Mechanical Department Required Use Respirator Chart

Employees who perform the job tasks listed at these locations, must wear one of the respirators as marked by an X.

Location	Task	Shop/Job Position	Potential Hazards	Respirator Types					
				3M Half Face Respirator with HEPA P100 or N100 Cartridges	3M Half Face Respirator with Organic Vapor Cartridges	PAPR, Welding Helmet	Supplied Air Welding Helmet	Supplied Air Abrasive Blasting Helmet	Supplied Air Hood with Collar
FGE Yard; Jacksonville, FL; Locomotive Shop Huntington, WV; Waycross Paint Shop; Waycross, GA	Abrasive Blasting	Paint Shop Carmen	Lead, PNOC					X	
	Painting Surface Preparation (Except Abrasive Blasting)	Paint Shop Carmen	Lead, PNOC	X					
	Spray Painting (Except Aerosol Can Spray Painting)	Paint Shop Carmen	Organic Vapors						X
	Painter Helper	Paint Shop Carmen	Organic Vapors		X				
Tampa Project Shop; Tampa, FL;	Burning on Safety Appliances (Unidrive Fasters, > 25 in one day)	Project Line; Carman	Cadmium	X		X	X		

Note: Filtering facepiece (dust mask) may not be used for any of the tasks listed above. Voluntary use of filtering facepiece (dust mask) are allowed for personal comfort use for job tasks not included in this chart.