Operate Safely

The CSX Guide for Contractor Safety & Compliance

Effective December 14, 2023

Contents

Introduction

Introduction – this manual replaces the 12/12/2017 **Minimum Safety Requirements for Contractors Working on CSXT Property**. That document is obsolete and should be discarded.

Operate Safely – The CSX Guide for Contractor Safety and Compliance is published to provide information for all stakeholders to ensure an aligned understanding of expectations to Operate Safely on the property of CSX Transportation, its parent, affiliates and subsidiaries. Stakeholders must pay close attention to the Roles & Responsibilities section of this guide to ensure everyone has an understanding of actions required by CSX business partners, contractors and ISNetworld.

The guide is prepared as a dynamic resource and will be updated as required to maintain relevance and be the very best resource for stakeholder reference when questions arise.

This document applies to the following groups of stakeholders:

- CSX Business Partners – Managers from CSX Transportation, its parent, affiliates and subsidiaries who engage with contractors who perform work/services on CSX property.
- Procurement Department - Establishes CSX's purchasing policies and procedures, sources contractors to meet business partner requirements. Additional information available at Who We Are - CSX.com.
- CSX Contractors - Companies and their employees who are contracted to perform work/services on CSX property. See Appendix A Contractor Risk Matrix for details.
    - High Risk - Contractors who perform work/services classified as high risk per Appendix A.
    - High Risk FRA - Contractors regulated by 49 CFR Part 219 and/or Part 243
    - Not High Risk - Contractors who perform work/services classified as not high risk
    - Subcontractors performing work/services for a prime contractor.
- ISNetworld – the CSX third-party partner for managing the CSX Contractor and Safety Compliance program.

The guide details the framework for the CSX Contractor Compliance and Safety program that includes:

- How CSX will manage relationships with contractors performing work/services on CSX Property.
- Work/Services classified as "High Risk" or "High Risk FRA" requires a contractor subscription to ISNetworld.
- Sets expectations for all stakeholders through assigned roles and responsibilities.
- Establishes requirements for **all contractors to know and follow the CSX Safe Way Rules** linked to and included within this guide.
- Contractors shall possess a copy of this guide (paper or electronic copy) while operating on CSX property.
- Provides a single resource to ask questions by emailing contractorcompliance@csx.com.

Roles and responsibilities - detailed list of expectations for each stakeholder

Accounting & Reporting

- Ensure contractors added to the CSX invoicing system are evaluated for ISNetworld subscription requirement (see Appendix B Steps to Complete the ISNetworld Registration Process).
- 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.

CSX Departments and Subsidiaries

- Partner with a designated representative from Procurement for contractor sourcing.
- Communicate CSX requirements as published in this guide to all contractors and their subcontractors.
- Designate department points of contact to liaison with the Safety Department and ISNetworld on management of department contractors. Update POC list as required.
- Ensure department leaders who manage high-risk contractors have access to the CSX-ISN Team Site and have access to the ISNetworld Web & Mobile Applications.
- Directly engage contractors on ISNetworld Subscription requirements and their responsibility to subscribe and comply with submission of information (see details in ISNetworld section).
- Review new contractor responses to ISNetworld questionnaires and other contractor information to ensure accurate work and training requirements.
- Conduct annual review of Appendix C – Contractor Training Matrix to ensure material is updated as required.
- Monitor new contractor ISNetworld 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 take these steps:
    - 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 (email to:ContractorCompliance@csx.com) to document review of the safety performance plan and contractor's commitment to improve.
    - A director or higher is required to sign the CSX Contractor Grade Variance form.
- Ensure contractors enroll and assign contractor employees to CSX Projects within ISNetworld to initiate CSX required training assignments.
- Bi-weekly (every two weeks), review department contractor scores in ISNetworld 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 ISNetworld mobile application.
- Identify questions and concerns about the contractor compliance program to the CSX Safety Department and Procurement.
- Regularly refer to the CSX-ISN Team Site for program updates and information.

CSX Contractors Required to Maintain an ISNetworld Subscription

- When required in contract or agreement with CSX, initiate subscription with ISNetworld through the ISN website (www.isn.com) and:
    - 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 ISNetworld to begin the qualification process for CSX. Payment options and processing times are included on each invoice sent from ISN.
    - Log into your ISNetworld account to view and submit required information graded by CSX on your company's scorecard. (See ISNetworld 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 request. This process is complete when your scorecard status is displayed with a yellow flag next to the grade.
- Concurrent with ISNetworld document requirements, add all employees to your company's account and assign applicable employees to CSX Projects within ISNetworld to start CSX required training.
- Upload a photo of each employee under the Employee Information & Training section in ISNetworld. 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 ISNetworld account and review contractor company Bulletin Board for new information or updated CSX requirements.
- Participate in regularly scheduled contractor forums sponsored by ISN and CSX.
- 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 High Risk FRA or High Risk work/services on CSX property are responsible for ensuring subcontractors maintain the same ISNetworld registration as the Prime contractor.
- Questions - Contact your CSX point of contact, the CSX procurement department, or send an email to contractorcompliance@csx.com for assistance.

ISNetworld

- 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 submitted by CSX.

    - 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.
- Coordinate notifications and onboarding of new contractors using the New Supplier Worksheet on the CSX/ISN Coordination Team Site.
- Ensure scorecard grades reflect the most recent contractor information submissions.
- Participate in and host as required CSX/ISN Contractor forums quarterly to receive up to date information on program changes.
- Develop Custom Reports to support CSX contractor management requirements.
- Maintain Contractor Bulletin Board to publish information updates.
- Develop One Point Lessons to support contractors and CSX Business Partners to be referenced on the CSX/ISN Collaboration Team Site.
- Conduct bi-weekly program status meetings with CSX Safety Department and business partners on outstanding program issues.

Procurement

- Support departments with a supply of contractors qualified to perform desired work/services on CSX property.
- Maintain contractual relationship with ISNetworld and arrange for payment of annual ISNetworld subscription.
- Ensure there is specific language within the contractor agreement that includes:
    - There is a requirement for all contractors to perform a pre-employment background investigation and drug screening on employees working on CSX property.
    - Insurance requirements.
    - Requirement of prime contractors to ensure subcontractors comply with instructions in this guide.
    - Subscription with ISNetworld for High Risk and High Risk-FRA work/services is required.
    - There is cost to the contractor for ISNetworld subscription.
    - ISNetworld subscription (see ISNetworld section for completion description of registration requirements.)
    - Estimate for ISNetworld annual subscription is at ISNetworld Platform for Contractors and Suppliers | ISNetworld.

RailPros

- Provide CSX approved Roadway Worker Training (RWT) for contractor employees when required.
- Establish and maintain Application Program Interface connection with ISNetworld's Learning Management System to ensure training completions are reported to the ISNetworld Learning Management System.
- 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 FRA 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. (at least quarterly.)

CSX Transportation Safety Department

- Develop and manage the CSX Contractor Compliance Program.
- Collaborate with Procurement, Accounting & Reporting, and departments on requirement for new contractor to maintain an ISNetworld subscription.
- Add new contractors who perform high risk work/services on CSX property to the "New Suppliers Worksheet" which is used by ISNetworld to notify the contractors of their registration requirements. Maintain ISNetworld subscription decisions on CSX/ISN Collaboration Team Site.
- Provide ISNetworld 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 ISNetworld.
- Conduct bi-weekly review to ensure CSX Departments and Subsidiaries are managing contractors per CSX requirements.
- Maintain CSX/ISN Collaboration Team Site to ensure CSX business partners have up-to-date information and instructions for managing contractors.
- Upload contractor grade variance request to ISNetworld when approved and signed document is submitted by the department.
- Review and make decisions (with department consultation) on contractor written safety program exemption requests made through ISNetworld application.
- Conduct Contractor and CSX Business Partner forums quarterly.
- Notify Accounting & Reporting and department when contractors need to be suspended from CSX Invoicing Systems for failing to maintain an ISNetworld subscription.

Stakeholder Measures of Success and Responsibility Matrix

CSX Department/Subsidiary	Measure(s) of Success
Accounting & Reporting	New contractors are reported to the Safety Department for determination on requirement for ISNetworld subscription. New requests to actívate a suspended Contractor are approved by the CSXT Safety Department prior to action being taken to restore access to the billing system.
Department/Subsidiary	High risk contractors are ISNetworld subscribed with a scorecard grade of A, B or Variance applied. Contractor employees have completed training and possess an ISNetworld badge on their person or mobile electronic device.

	Bi-weekly review of contractor scores and employee training completions.
Contractors (ISNetworld subscription required)	Maintain subscription to ISNetworld with scorecard grade of A, B or Variance applied. Assign administrators who regularly check the ISNetworld online bulletin board for updates and program changes. Ensure employees are registered with the ISNetworld Learning Management System and that required training is completed prior to commencing work on CSX property. Ensure subcontractors registered with ISNetworld and meet all training requirements prior to commencing work on CSX property.
ISNetworld	Weekly engagement of new contractors performing high risk work/services with subscription information. Participate in biweekly program meetings and track action items to completion. Provide contractor performance reporting as requested by CSX Business Partners. Host contractor forums to educate and inform contractors on program changes, updates and lessons learned. Provide annual Executive Update to highlight progress and progression plan for following year prioritization.
RailPros	Deliver selected training required to qualify contractors to work on CSX property. Report training completions via API to ISNetworld for recording in contractor employee transcript.
CSXT Safety Department	Publish CSX Contractor Compliance Guide and update annually or as required to maintain program Conduct daily review of ISNetworld Dashboard and take action on exceptions.

	Assist CSX Departments/Subsidaries with their Contractor Compliance efforts to ensure all leaders Sponsor CSX Business Partner forums (at least quarterly) to provide a venue for publishing program changes and to answer questions from business partners.

CSX Classification of Contractors

CSX classifies work/services performed by contractors by the risk categories shown below.

High Risk
High Risk FRA 219/243 also referred to as High Risk FRA
Not High Risk

When a contractor company partners with CSX, the work being performed is screened by the department engaging the contractor and the CSX Transportation Safety Department to evaluate the level of risk on CSX property. Contractors performing High Risk work/services receive a notification from the CSX Department sponsoring the work being performed regarding the ISNetworld subscription requirement.

Additionally, ISNetworld sends an invitation for registration to the contractor. ISNetworld independently assesses the contractor data submitted and proactively works with contractors to update information when needed. Companies that do not complete the surveys as requested or are non-compliant with program requirements will be evaluated for possible removal from CSX's pre-approved contractor list, which may affect their ability to do business with CSX.

Contractors performing high risk work/services on CSX property are required to maintain an active subscription with ISNetworld (aka ISN). The primary point of contact for questions on this requirement is the contractor point of contact at the CSX department sponsoring the work being performed.

ISN registration provides an efficient means to exchange and evaluate contractor data on safety performance, FRA compliance, and ensuring contractor employees have completed required training that enable them to Operate Safely on CSX property.

ISNetworld will administer short surveys to determine whether a contractor is subject to compliance requirement listed below. If subject to any of the criteria, contractors are required to register with ISN and complete the program requirements.

Contractor Registration Decisions

- Contractors who perform high risk work/services on CSX property must register with ISNetworld and complete all requirements, i.e. training, background checks, OSHA reporting, etc. This requirement is included within the contract or agreement with CSX.
- CSX classifies contractors according to the Contractor Risk Matrix during an initial evaluation when the contractor is added to the CSX payment system.

Classification of work/services and requirement for Contractor ISNetworld Subscription

- Exempt – ISNetworld subscription not required
  - Routine work/services that do not impact terminal, rail or facility operations. Examples: Janitorial, routine maintenance/minor repairs, HVAC, pest control, interior carpentry, electrical or plumbing work; FedEx or UPS deliveries, etc.
  - Contractor meets contractual obligations for pre-employment background investigations, drug screening, and any other related requirement specified in the agreement with CSX or subsidiaries.
- High Risk - ISNetworld Subscription is required to be on property
  - Work/services involving high risk activities as identified in the risk matrix. Refer to Appendix A - The Contractor Risk Matrix for a complete description.
- High Risk FRA 219 and FRA 243
  - **FRA 49 CFR Part 219 Control of Alcohol and Drug Use.** Contractors with safety senstive employees (regulated, covered, maintenance of way, or mechanical employees - see 49 CFR Part 219.5 for definitions) are required to comply with the alcohol and drug regulations set forth in 49 CFR Part 219.
  - **FRA 49 CFR Part 243 Training, Qualification, and Oversight for Safety-Related Railroad Employees.** Contractors with employees performing safety-related work as defined by 49 CFR Part 243 must be trained and qualified to comply with any relevant Federal railroad safety laws, regulations, and orders, as well as any relevant railroad rules and procedures promulgated to implement those Federal railroad safety laws, regulations, and orders.

Exemptions - High risk work/services that qualify for ISNetworld subscription exemption

- **When an ISNetworld contractor is not used due to an emergency or extreme circumstance the work by a nonqualified contractor must be approved by a Department Director prior to the work commencing and an email sent to contractorcompliance@csx.com with that notification. (Department Director approval required for categories below).**
  - **Limited scope/duration** - Escort Required by CSX employee or authorized prime contractor or subcontractor for the duration of time on property.
  - **Emergency or High Priority** - Every effort will be made to use an ISNetworld subscribed contractor or subcontractor to perform emergency repairs. When due to extreme circumstances this is not possible, a CSX employee will accompany the contractor performing the work for the duration of the time spent on property.
- Work requiring Roadway Worker training requires contractor employees have completed training even if the company is not registered with ISNetworld.
- CSX Departments are expected to develop internal processes to ensure compliance on exemptions and that no work commences without required approvals.

Sample Exemption cases are below. Always contact the Safety Department or send an email to contractorcompliance@csx.com to coordinate prior to work commencing.

Sample Exemption Cases	Department Actions
Contractor project is less than 30 days. No future plans to use contractor for work/services.	Department notifies contractorcompliance@csx.com of the plan/scope and duration. Department is responsible for ensuring contractor operates safely during the project period through direct supervision or the supervision by an ISNetworld qualified prime contractor.
Contractor performs work/services infrequently or on call basis.	Department escorts contractor while they are on property ensuring all safety requirements are in place during time on property.
Emergency repair or unplanned service required to support operations that is not of a routine nature.	Department takes action to ensure continuity of operations and safety of CSX personnel and contractor employees providing the work/service. Within 48 hours, Department notifies the Safety Department contractorcompliance@csx.com of the situation and explains why the nonqualified contractor was required.

Subcontractor Management

- Subcontractors are subject to the same requirements for safety, compliance, and ISNetworld registration 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.
- Refer to the section above on High Risk work/services that qualify for ISNetworld subscription exemption for guidance on exemptions for subcontractors.

The ISNetworld Registration Process

- There are several ways for a contractor to connect to CSX through ISNetworld.
  - First, new contractor notification from CSX department when the contractor is added to the CSX invoicing system. Follow up emails and letters are generated by ISNetworld.
  - Second, manually being added by CSX manager through ISNetworld using the steps in the **Adding a Contractor One Point Lesson** which includes steps to add subscribed and not subscribed companies.
  - Third, by contractor request – contractors can reach out to the ISNetworld Customer Service team directly; provide their CSX contact and requested CSX project connection. ISNetworld will send a connection request for CSX to process within ISNetworld under the To Do List.

- Emailing contractorcompliance@csx.com with company information (Company, POC email/phone, company address). A CSX manager will review and when approved notify ISNetworld to initiate the registration process.

Contractors initiating registration should ensure subject matter experts are available to assist company ISNetworld administrators who are completing on-boarding questionnaires.

- A guide to ISNetworld subscription fees is found at ISNetworld subscription fees (scroll to the bottom of the web page at ISNetworld.) Contractors, see Appendix B - for information required to complete the ISNetworld subscription process. Important to start the process are:
  - Identification of Contractor Company point(s) of contact for ISNetworld and CSX (name and contact information of the company POC and the CSX manager for the company)
  - FRA Requirements (FRA 219 & 243):
    - Information regarding FRA 219 & FRA 243 requirements can be found at
      - https://www.ecfr.gov/current/title-49/subtitle-B/chapter-II/part-219
      - https://www.ecfr.gov/current/title-49/subtitle-B/chapter-II/part-243
    - FRA requirements are triggered based upon contractor's responses to questions within the Federal Railroad Administration (FRA) Questionnaire. Contractors must complete the FRA Questionnaire to determine if they are subject to or not subject to FRA requirements.
    - If the contractor is performing work/services requiring designation as FRA 219 or FRA 243, ISNetworld or CSX will connect the contractor to a separate FRA scorecard to measure completion of those specific requirements.
  - Contractor safety history verified from OSHA log submissions:
    - Contractors are required to upload the last 3-years OSHA 300 Log and/or 300A Summary form to be reviewed by ISNetworld.
    - ISNetworld's SmartLog Tool can be used to help complete OSHA reporting requirements and download the necessary forms once populated to upload for review within their account.
    - Contractors who are exempt from OSHA reporting should coordinate exceptions with ISNetworld customer service (csxisnteam@isn.com)
    - Fatalities History (past three years) is verified by the ISNetworld Health & Safety team based upon submitted OSHA forms.
    - Citations – ISNetworld connects daily to the OSHA and EPA databases for information posted regarding subscribed contractor citations and fatality inspections. Closed citations that match contractor company information are posted to the contractor's account. The contractor company name and the NAICS Code or the address are the criteria for matching regulatory agency information to contractor accounts in ISNetworld.

- Experience Modifier – A rate determined by a regulatory agency or the contractor company's workers compensation carrier to either discount or surcharge a premium depending on company loss history. Contractors must upload their company's Experience Modifier Rate for ISN's review on an annual basis. Contractors will not receive scorecard points if their Experience Modifier Rate is greater than 1.00.
- Written Programs – Written Health and Safety requirements triggered by the contractor's work type selection, CSX or regulatory requirements. Common written program requirements include: Bloodborne Pathogens, Driving Safety, First Aid, HazCom, PPE, etc.
    - Written Program Exemption Requests:
        - Contractors can request exemptions for specific written program requirements which may not apply to work performed once their RAVS score displayed on the scorecard is 50% or greater.
        - CSX can proactively exempt contractors from written program requirements at any time. Each requirement/protocol provides an Additional Guidance and References link.
    - The Additional Guidance link in the ISNetworld website puts the question in layman's terms to help contractors build out or create their safety plan if one has not been created in the past.
    - Once written program requirements are verified by the ISNetworld Team, no action is required for 3 years. At that point, each program will go into a Revalidation status and contractors will need to revalidate their written programs or upload new policies if anything has changed in the last 3 years.
        - Can be requested by contractors once their RAVS score is 50% or greater.
        - CSX can proactively exempt written program requirements for contractors at any time.

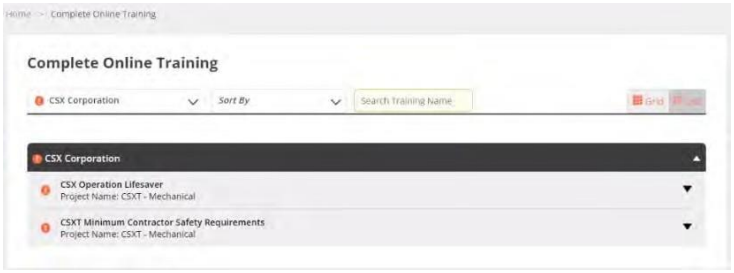
Contractor Connection to CSX projects

- CSX Departments and subsidiaries are referred to within ISNetworld as projects/sites. Contractors will connect to the CSX department or subsidiary who they support with work/ services.
- Additionally, contractors performing work/services that are covered by FRA 219 or FRA 243 are connected to those projects/sites too.
- A complete list of CSX projects/sites is found in Appendix C - The Contractor Training Matrix.

Contractor Employees and Required Training

- Minimum Requirements when adding employees to your company's ISNetworld account includes:
    - First and Last Name, Email, and Photo that meets ISNetworld guidelines.
    - ISN ID Cards are required for any employee working on CSX property.
    - ISN ID Cards can be requested through the contractor's ISNetworld account at no additional charge, after an employee record and photo is uploaded.

- Contractor ISNetworld Administrators are responsible for initiating the assignment of training to their employees by following these steps:
    - Contractor Company is connected to CSX and the applicable project sites in the ISNetworld online application (Mechanical, Engineering, Facilities, etc.).
    - Contractor Admin logs into their ISNetworld account to add employee records. **Must have first and last name, email and a photo.**
    - Contractor Administrator assigns individual employees to the applicable CSX Training Project(s) and Activities based on the work/services the employee provides for CSX. For example a heavy equipment mechanic performing locomotive repairs is connected to Mechanical training.
    - Contractors can reference the Hiring Client Activity List under the Training Qualifications section within their ISNetworld account to view requirements associated with each Activity.
    - Individual employees assigned to the training projects and activities are emailed login credentials (unless currently connected to another hiring client).
    - Contractor employees login to ISNetworld and access the learning management systems by selecting Employee Information & Training from the Navigation pane on the left side of the screen.
    - Select Online training/Complete online training
    - Select CSX Corporation and the list of training requirement is listed.
    - Once all requirements are met for the employee's assigned activities, the employee will scan Green and show as Qualified under QuickCheck.



- Employee is qualified when:
    - Minimum company grade of B (or variance applied) and qualified for their assigned activity based on the CSX Training Matrix.
        - Employee status under QuickCheck is green and shows employee is qualified.
        - The ISNetworld Activity Report shows the employee has completed all required.
- Training Assignments
    - CSX is using ISNetworld's Training Qualifications (TQ) tool to track individual level training qualifications to ensure contractor employees who perform work for CSX meet the minimum training requirements.
    - Contractors are automatically connected to the **applicable training project** once connected to a CSX site in ISNetworld (i.e., Mechanical or Engineering).
    - Contractor Admins are required to assign individual employees to the training project and then assign required training to the contractor employee.

- Employee Background Screening - Contractor Company Administrators will upload individual employee background screening documentation through the Training Qualifications (TQ) tool in ISNetworld.
- Questions about training requirements – send email to csxisnteam@isn.com or contractorcompliance@csx.com.
- Sample Contractor Scorecards are displayed in Appendix D.
- For information on scorecard elements and element scoring, refer to the online scorecard on the contractor company home page at www.isnetworld.com.

Contractor Training Matrix

- All contractors performing High Risk or High Risk FRA work/services on CSX property will complete training to comply with CSX requirements, including but not limited to federal regulations. Appendix C - The Contractor Training Matrix is used by ISNetworld to assign training requirements by department and/or subsidiary.
- A majority of training is hosted by ISNetworld on their learning management system.
- Roadway Worker Protection training (RWP) as required by 49 CFR Part 214
    - CSX partners with RailPros to administer CSX's Roadway Worker Protection training (www.RailPros.com)
    - Contractor employees should plan to complete Roadway Worker Protection training upon their enrollment with ISNetworld as the training includes credit for training modules covering:
      1) Rail Security Awareness, 2) Blue Signal Awareness, and the 3) CSX Environmental Training.
    - Upon satisfactory completion of Roadway Worker Protection training, RailPros will electronically transfer completion information to ISNetworld for application to the contractor employee's profile.
    - The contractor will receive credit within ISNetworld after taking RWT via RailPros via an automated process.

Contractors Starting Work on CSX Property

- Contractors will check in with CSXT management at the yard or facility prior to commencing any work. The contractor must notify CSX personnel of the planned work on the property and receive a safety job briefing prior to going to work. See Appendix H –Safety Job Briefs.

- CSX Department project managers will notify the terminal or site managers prior to contractor work commencing. A TEAMS or conference call between all parties is recommended to ensure alignment on project timelines.
- If the contractor is unable to contact any CSX personnel at the site (e.g. no one is available or the work is being conducted in a remote area) they must contact one of the following numbers and provide the required information:
    - If working for Mechanical: 1-800-624-8385
    - If working for Engineering: 904-381-2187

All others should contact the **CSXT Public Safety Coordination Center (PSCC)** at **1-800-232-0144** and be prepared provide the following information:

1. Identity
2. Location where the contractor is going to perform the work
3. Who the contractor is working for
4. What type of on-track protection will the contractor have, and
5. How the contractor can be contacted.

Accident and Injury Reporting

- Reporting Requirements In the event that a personal injury/occupational illness, accident, or incident (i.e. – safety rule violation, procedures, etc.) occurs involving a contractor/consultant and/or a subcontractor while working for CSX, the contractor/consultant must notify CSX as soon as possible, but no later than twenty-four (24) hours after the incident. The consultant/contractor must notify the respective CSX Project Manager of the injury/illness, accident, or incident, and provide as much detail as possible. This notification should be followed up with written confirmation of the details of the incident.
- In the event of a personal injury or an occupational illness, the consultant/contractor must complete a CSXT Personal Injury/Occupational Illness Report (PI-1aCON)) and forward as soon as possible to the CSX Project Manager. The form will be completed and provided to the CSX Project Manager no later than 24 hours after the injury/illness occurred. See Appendix E for a copy of the PI-1Acon form.

Roadway Worker Protection Training

- The Federal Railroad Administration (FRA) regulation 49 CFR Part 214, Subpart C, and CSXT's Policy require all independent contractors, subcontractors, and their employees who are roadway workers on railroad property must receive annual Roadway Worker Training. CSX requires contractors and/or their subcontractors to have this training if they will be on or near track, within 25' from the outside of the rail or with the potential for fouling track.
- Contractor employees must have documentation of their training and qualifications while on the work site. At a minimum, each contractor employee must be trained as a Roadway Worker. Additional training and qualification requirements for the positions of Machine Operator, Lookout, or Lone Worker must be met for those contractor employees performing those functions. **Contractors must have a copy of this guide and the Roadway Worker Protection Contractor Handbook accessible at all times while working on CSX property**.

CSX Department and Subsidiaries - What you need to know!

- All contractors performing high risk work/services must complete the Federal Railroad Administration (FRA) questionnaire within ISNetworld (ISN).
- FRA 49 CFR Part 219 requirements
    - Contractors and Sub-Contractors shall neither report for duty nor perform service while under the influence of, nor use while on duty or on CSX property, any drug, medication, or other substance, including prescribed medication that will in any way adversely affect the employees' alertness, coordination, reaction, response or safety.
    - The use or possession of, alcoholic beverages while on duty or on CSX property is prohibited. The illegal use and/or possession of a drug, narcotic, or other substance that affects alertness, coordination, reaction, response, or safety as defined in 49 CFR § 219.103 is prohibited while on or off duty.
    - Drug & Alcohol Program Compliance
        - For purposes of Part 219, FRA has designated its safety-sensitive employees to be those who perform service covered under the hours of service laws (covered service) and Maintenance of Way employees as defined as a "Roadway Worker" in Part 214.7; and/or any employee who, on behalf of a railroad, performs mechanical tests or inspections required by Parts 215, 221, 229, 230, 232, or 238 of this chapter on railroad rolling equipment, or its components will also be subject to Part 219 requirements. On March 4, 2022, the term "regulated service" will include all hours of service employees, roadway workers and mechanical employees, inclusive of "regulated service" contractors and also individuals who may volunteer to perform regulated service duties for a railroad. These generally include train and engine service employees involved in the movement of trains or engines (e.g., conductors, brakemen, switchmen, engineers, locomotive hostlers/helpers), dispatching employees who issue mandatory directives (e.g., train dispatchers, control operators), signal employees who inspect, repair or maintain signal systems and maintenance of way employees performing duties of roadway workers as defined in Part 214.7; and/or any employee who, on behalf of a railroad, performs mechanical tests or inspections required by parts 215, 221, 229, 230, 232, or 238 of this chapter on railroad rolling equipment, or its components, as defined by the definition of "Mechanical or MECH employee" in Part 219.5, which is effective March 4, 2022.
        - Contractors and Sub-Contractors subject to the requirements of 49 CFR Part 219 are required to conduct pre-employment, post-accident, random, and reasonable suspicion drug and alcohol testing of employees who perform FRA Regulated Service work for CSX. We encourage contractors and sub-contractors to review Part 219 and become familiar with all the requirements. Contractors and sub-contractors must submit documentation and proof of their program's compliance to CSX through the ISNetworld platform.
    - FRA Pre-Employment Drug Test - Before an employee can be assigned to perform FRA Regulated Service work for CSX, the contractor must verify to CSX that the employee has a negative pre-employment DOT drug test on file with the contractor.
    - FRA Drug and Alcohol Compliance Plan - A contractor whose employees are subject to Part 219 must have a FRA drug and alcohol compliance program (including a random drug and alcohol testing program) that meets the requirements of the regulation. FRA has

- developed model drug and alcohol compliance plans for contractors. The model plans are currently available at https://www.fra.dot.gov/eLib/details/L02815.

- FRA Drug and Alcohol Testing Compliance – CSX will complete periodic audits and/or reports to ensure Contractors and Sub-Contractors maintain compliance. The required information and documentation include, but are not limited to:

    - Copy of FRA acceptance letter (or FRA acknowledgment letter if working towards compliance)
    - Drug and alcohol testing data
    - CSX will only utilize contractors and subcontractors that are in compliance with 49 CFR Part 219 or are working towards compliance.

- FRA 49 CFR Part 243 requirements
    - All contractors who perform safety-related work as defined by 49 CFR § 243 must submit their Part 243 plan to the FRA via their website: https://safetydata.fra.dot.gov/Part243/login
    - For contractors taking Roadway Worker Protection training via RailPros (an approved FRA learning provider), you may choose to adopt the RailPros Model Program. See the RailPros 243 Model Program Job Aid in Appendix F.
    - Once the plan has been submitted, the contractor will receive an acknowledgment letter from the FRA which must be uploaded to their ISNetworld account.
    - Once the plan has been approved, the contractor will receive an acceptance letter from the FRsA which must be uploaded to their ISNetworld account.
    - For questions related to CFR 243, please submit all inquiries to the FRA at part243questions@dot.gov.
- CSX Intermodal Terminals – TBD future date
- CSX Technology – TBD future date
- CSXT – Engineering – TBD future date
- CSXT – Mechanical – TBD future date
- CSXT – Facilities - TBD future date
- CSXT – LEADS – TBD future date
- CSXT – Coal Terminals and Rockport – TBD future date
- CSX Realty Development LLC – TBD future date
- TDSI – TBD future date
- TRANSFLO – TBD future date

Appendices

Appendix A - Contractor Risk Matrix
Appendix B – Steps to Complete the ISNetworld Subscription Process
Appendix C - Contractor Training Matrix and Core Requirement Menu
Appendix D - Contractor Sample Scorecard
Appendix E – FRA Form PI-1Acon
Appendix F – Adopting the RailPros FRA 243 Model Program
Appendix G – RailPros Guide for Assigning ISN ID to BIS Account
Appendix H – Sample Job Briefs
Appendix I – Contractor Start Work Requirements
Appendix J - CSX Rail Security Awareness
Appendix K - ISN Quick Start Guide – North America
Appendix L - Background Check and E-Verify Requirements
Appendix M - Initial Letter from CSX to Contractor
Appendix N - CSX Partnership with ISN
Appendix O - TSA Sensitive Functions for Freight Rail - Appendix B to Part 1580
Appendix P - Supplier Relationship Guide
Appendix Q - Grade Variance Request Form
Appendix R – Email from Accounts Payable to CSX Employee When Adding a New Contractor Appendix S - Engineering Terminal Development - Contractor Acknowledgement Form Appendix T - TRANSFLO OP-100 HSEQ
Appendix U - LEADS Contractor Safety Audit Form

Included References

CSX Environmental Map

CSX Hazmat Map

CSX Transportation Safe Way Operating Rules
Safe Way Updated through 11-1-2021.pdf (csx.com)

APPENDIX A - CSX CONTRACTOR RISK MATRIX

High Risk

FRA 219 & 243

ISNetworld Subscription Required

Regulatory Definitions:

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.

Regulated Service - means activities a covered employee, maintenance-of-way employee, or mechanical employee performs of which makes an employee subject to§ 219.

Maintenance of Way - means a roadway worker as defined in § 214.7.

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.

Mechanical (MECH) Employees• Any employee who, on behalf of a railroad, performs mechanical tests or inspections required by part 215, 221, 229, 230, 232, 238, or 299 of this chapter on railroad rolling equipment, or its components.

Safety-related railroad employees - means an individual who is engaged or compensated by an employer to:

- Perform work covered under the FAA 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

High Risk

ISNetworld Subscription Required

Activities and/or Work Types:

- Railroad related activities performed on or near tracks and/or mechanical shops
- Environmental investigation, remediation and monitoring activities
- Transporting and transferring fuel/petroleum/chemical products to bulk storage or direct to locomotives
- Requires confined space entry
- 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.

Exempt

ISNetworld Subscripton Not Required

Activities and/or Work

- Snow removal contractors, lands.capers, plumbers, carpenters, delivery personnel, janitorial services, HVAC,.fire protection services, pest control,.offsite technical support, surveyors, contractors performing utility installations for third parties, etc.

Appendix B - ISN: Getting Started in the USA

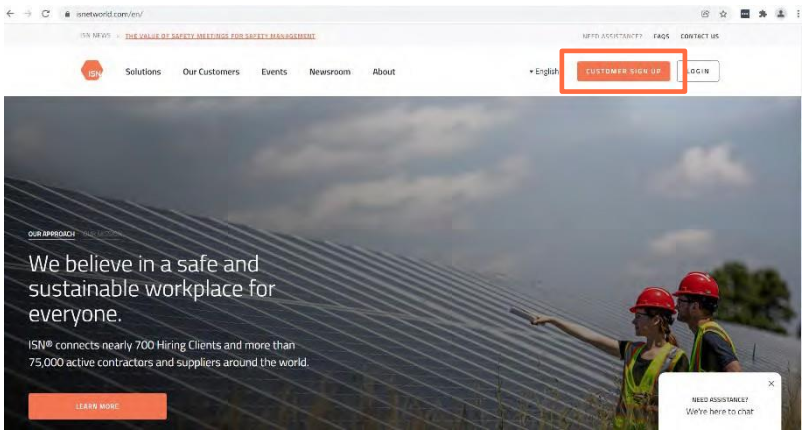
Author: ISN Team	US CSX Requirements	Last Updated: November 2021

Review this document completely prior to commencing ISNetworld Registration

Step-by-Step Guide

Step 1:

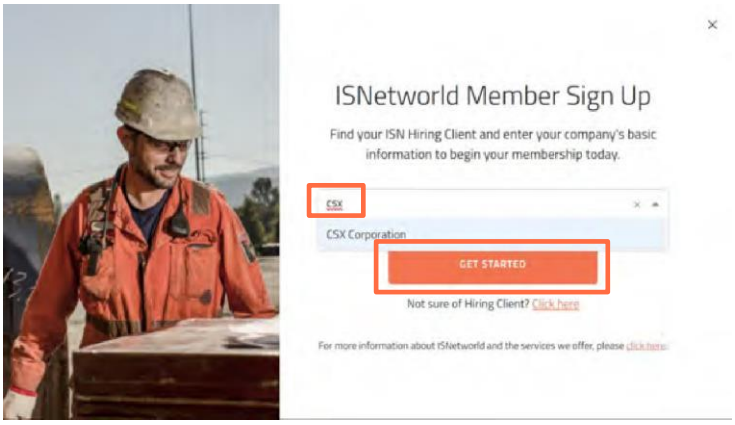
1. From the ISN Home Page, locate the **Contractor Sign Up Button** in the right-hand corner



Step 2:

1. Select **CSX Corporation** as your Hiring Client

2. Click **Get Started**

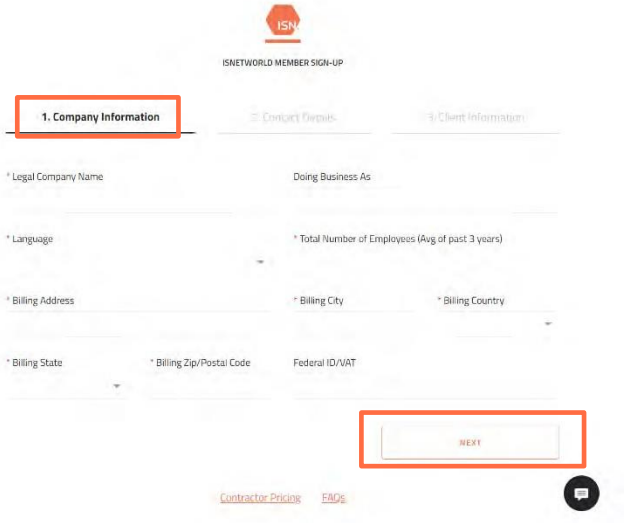


Step 3:

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



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.

US Safety Statistic Information

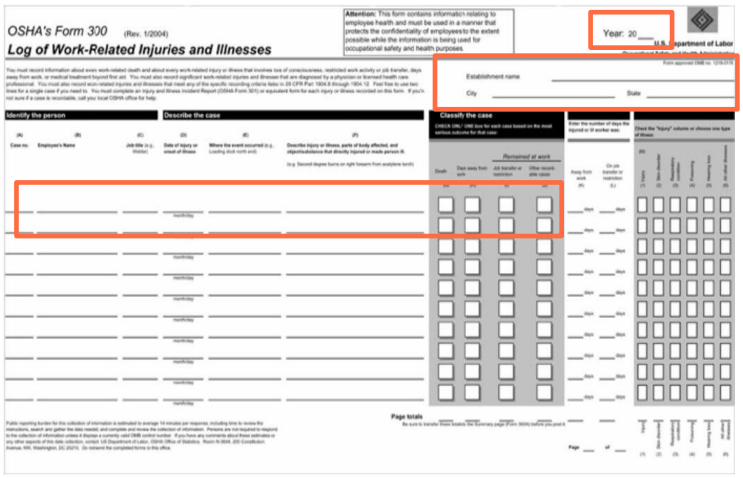
1. You will be required to submit the OSHA 300 Log and OSHA 300A Summary Form for 2018, 2019, and 2020

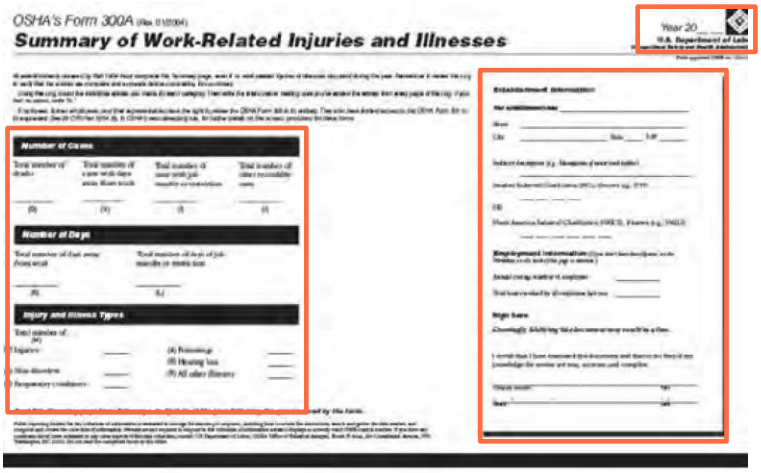
2. For years with no incidents, **only** the OSHA 300A Summary will be required

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.


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


OSHA's Form 300A
Summary of Work-Related Injuries and Illnesses

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.

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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Experience Modifier 1. Please gather your experience modifier document for the current year to submit within your account. **NOTE:** If your company does not qualify for an experience modifier rate, you can submit one of the following items to the right to become exempt.	Exemption Documentation: 1. If your company does not qualify for an Experience Modifier, please submit a letter from your Workers Compensation Carrier or Agent stating the reason why your company does not qualify. 2. If your company does not have Worker's Compensation coverage, please submit proof that your company is either self-insured or not required to have Worker's Compensation.
Citations **NOTE:** If a citation was incorrectly tied to your account, please call the ISN Customer Service Department at 1 (800) 976-1303	1. Your company's citations will automatically pull into your ISNetworld account. 2. This is matched via your Company Name and Physical Address.
Health & Safety Pre-Qualification	1. A series of Health and Safety questions will need to be completed for CSX requirements.
Written Safety Programs	1. Based on your company's scope of work you will be required to submit various RAVS Written Programs (Safety Programs).

TSA Mandated Reporting Requirements	1. A required acknowledgement form within your account. 2. You will select the category that best descirbes the work/services perfomed for CSX and your Employee Count.
FRA Requirements if applicable. ***This is triggered by the contractor response to FRA Identification Questionnaire***	1. This will be a series of questions indicating if FRA 219 or FRA 243 will be required of your company.
FRA 219 Requirements	1. FRA 219 Acceptance Letter 2. Drug & Alcohol Statistical Testing Report 3. Employee Roster for Negative Pre-Employment DOT Test Results (i.e. passed results)
FRA 243 Requirements	1. FRA 243 Acceptance Letter

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Appendix C: Contractor Training Matrix

CSX Contractor Training Matrix (X = Required)		CSXT - PSH&E Required Training	CSXT - Engineering (All) Required Training	CSXT - Realty Development Required Training	CSXT - Mechanical Required Training	Load Engineering and Design (LEADS) Required Training	CSXT - Coal Terminals & Rockport Required Training	CSXT - Facilities Required Training	CSXT - Fuel Required Training	CSX Intermodal Terminals Inc Required Training	Total Distribution Services Inc (TDSI) Required Training	TRANSFLO Terminal Services Required Training	OSPRE (Outside Plant Reliant Engineering) Required Training	CSX Technology Inc Required Training
Core Requirements (All Contractors)	**Job Title (Task) Frequency in Months**													
1 - Employee Background Screening (TQ)	999	X	X	X	X	X	X	X	X	X	X	X	X	X
3 - Operation Lifesaver Rail Safety Education Tips (Online Training Tool)	999	X	X	X	X	X	X	X	X	X	X	X	X	X
4 - 49 CFR Part 172 DOT Training (Transport of Hazardous Material) (TQ)	36													
5- AAR Training for Loading Motor Vehicles on Railcars (TQ)	12													
48 - Blue Signal Protection (BSP) (Online Tool)	12						X			X	X	X		
34 Mechanical Safety Rules Training (Online Training Tool)	12				X	X								
35 - Mechanical Blue Signal Protextion (BSP) (Online Training Tool)	12													
8 - Confined Spaces Awareness (Online Training Tool)	12											X		
33 - Lock Out - Tag Out Awareness (Online Training Tool)	12							X				X		
50 - CSXT Environmental Certification (Online Training Tool)	12				X	X	X	X	X		X			X
49 - CSXT Environmental Certification (Online Training Tool)	12									X		X		
10- CSX Rail Security Awareness (Oneline Training Tool)	12				X	X	X	X	X	X	X	X		X
12 - CSXIT Environmental Certificaiton	999									X				
36 - Introduction to DTL Fueling & Bulk Fuel Transfer to Storage (Online Training Tool)	12								X					
37 - DTL Vehicle Inspection & Regulatory Compliance (Online Training Tool)	12								X					
38 - DTL Driving on CSX Property (Online Training Tool)	12								X					
39 - DTL Job Breifing (Online Training Tool)	12								X					
40 - DTL Parking for Fueling Operation (Online Training Tool)	12								X					
41 - DTL Snyder II Fueling Operation (Online Training Tool)	12								X					
42 - DTL Fueling Operation (Online Training Tool)	12								X					
43 - DTL Bulk Fuel Transfer and Storage (Online Training Tool)	12								X					
44 - DTL Fuel Contractor Review Program (Online Training Tool)	12								X					
15 - Direct to Locomotive Audit Checklist Acknowledgmment (Online Training Tool)	12								X					
16 - Direct to Locomotive Fueling Instructions Acknowledgment (Online Training Tool)	12								X					
19 - Hazardous Communications (Hazcom) - [OSHA Hazard Communication Standard (HCS) 1901,1200] (Online Training Tool)	12	X	X	X	X	X	X	X	X	X	X		X	X
20 - Hazmat Technician Training (NFPA 472) (TQ)	999													
21 - Hazmat Technician Training Refresher (TQ)	12													
22 - Hazwopper 40 hour (TW)	999													
23 - Hazwopper 8 Hour Refresher (TQ)	12													
29 - RCRA Hazardous Waste Training (TQ)	12													
Roadway Worker Prorectection (RWP) (Railpros Field Services Inc)	12	X	X	X	X								X	
32 - TDSI Critical Rules (Online Training Tool)	12										X			
45 - TSA First Observer Plus Security Awareness Training (Online Training Tool)	12	X	X	X	X	X	X	X	X	X	X	X	X	X

Add-Ons Below														
14 - Roadway Worker Protection (RWP)														
15 - Mechanical Blue Signal Protection (BSP)														
16 - Signing Manifests and/or Land Disposal Restrictions (LDR's) on CSX behalf														
17 - Railroad Remediation and Hazmat Emergency Response														
18 - Engineering Work on TDSI														
19 - Engineering Work on Intermodal														
20 - Loading Motor Vehicles on Railcars														
21 - Transport of Hazardous Material														

1. **CSXT – PSH&E**
    1. Employee Background Screening
    2. Operation Lifesaver Rail Safety Education Tips
    3. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
    4. Roadway Worker Protection (RWP) (RailPros Field Services Inc)
        a. Environmental (included)
        b. TSA (included)
    5. TSA First Observer Plus Security Awareness Training
2. **CSXT – Engineering (ALL)**
    1. Employee Background Screening
    2. Operation Lifesaver Rail Safety Education Tips
    3. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
    4. Roadway Worker Protection (RWP) (RailPros Field Services Inc)
        a. Environmental (included)
        b. TSA (included)
    5. TSA First Observer Plus Security Awareness Training
3. **CSX – Realty Development**
    1. Employee Background Screening
    2. Operation Lifesaver Rail Safety Education Tips
    3. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
    4. Roadway Worker Protection (RWP) (RailPros Field Services Inc)
        a. Environmental (included)
        b. TSA (included)
    5. TSA First Observer Plus Security Awareness Training
4. **CSXT – Mechanical**
    1. Employee Background Screening
    2. Operation Lifesaver Rail Safety Education Tips
    3. Mechanical Safety Rules Training
    4. CSXT Environmental Certification
    5. CSX Rail Security Awareness
    6. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
    7. TSA First Observer Plus Security Awareness Training
5. **Load Engineering and Design (LEADS)**
    1. Employee Background Screening
    2. Operation Lifesaver Rail Safety Education Tips
    3. Confined Spaces Awareness
    4. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
    5. Roadway Worker Protection (RWP) (RailPros Field Services Inc)
        a. Environmental (included)
        b. TSA (included)
    6. TSA First Observer Plus Security Awareness Training

6. **CSXT – Coal Terminals & Rockport**

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Blue Signal Protection (BSP)
4. CSXT Environmental Certification
5. CSX Rail Security Awareness
6. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
7. TSA First Observer Plus Security Awareness Training

7. **CSXT – Facilities**

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Lock Out – Tag Out Awareness
4. CSXT Environmental Certification
5. Rail Security Awareness
6. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
7. TSA First Observer Plus Security Awareness Training

8. **CSX Intermodal Terminals Inc.**

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Blue Signal Protection (BSP)
4. CSXIT Environmental Certification
5. CSX Rail Security Awareness
6. CSXIT Contractor Orientation
7. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
8. TSA First Observer Plus Security Awareness Training

9. **Total Distribution Services Inc (TDSI)**

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Blue Signal Protection (BSP)
4. CSXT Environmental Certification
5. CSX Rail Security Awareness
6. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
7. TDSI Critical Rules
8. TSA First Observer Plus Security Awareness Training

10. TRANSFLO Terminal Services

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Blue Signal Protection (BSP)
4. Confined Spaces Awareness
5. Lock Out – Tag Out Awareness
6. CSXIT Environmental Certification
7. CSX Rail Security Awareness
8. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
9. TSA First Observer Plus Security Awareness Training

11. OSPRE (Outside Plant Reliant Engineering)

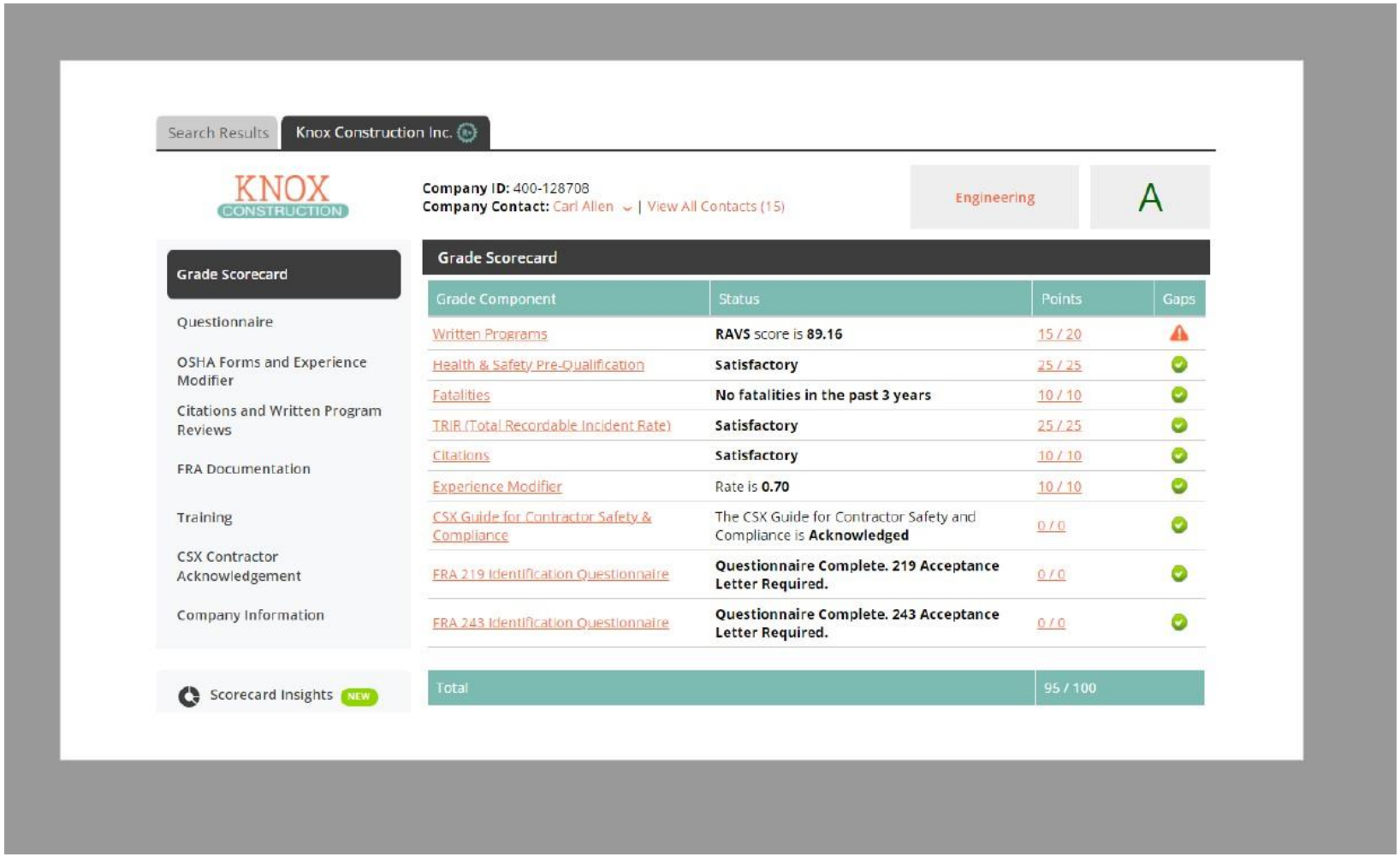
1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
4. Roadway Worker Protection (RWP) (RailPros Field Services Inc)
    a. Environmental (included)
    b. TSA (included)
5. TSA First Observer Plus Security Awareness Training

12. CSX Technology

1. Employee Background Screening
2. Operation Lifesaver Rail Safety Education Tips
3. CSXT Environmental Certification
4. Rail Security Awareness
5. Hazardous Communication (Hazcom) [OSHA Hazard Communication Standard HCS]
6. TSA First Observer Plus Security Awareness Training

Legend	
Blue Text	Required by All Groups
Green Text	Required by 7 of 12 Groups
Purple Text	Required by 5 of 12 Groups
Black Text	Required by less than 5 Groups

Sample Scorecard



CSX TRANSPORTATION

Appendix E

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)	CONTRACTOR EMPLOYEE'S NAME
R _ _ _ _ _ _ _ _ _	

HOME ADDRESS

(Street Address)	(City)	(State)	(ZIP Code)	( ) (Home Phone No.)

DATE OF BIRTH	AGE	OCCUPATION

CONTRATOR COMPANY NAME	CONTRACTOR COMPANY SUPERVISOR NAME AND PHONE NUMBER

DATE INJURY/ILLNESS OCCURRED	INJURY/ILLNESS TIME	INJURY/ILLNESS LOCATION
Mo. | Day | Yr.	☐ AM ☐ PM	(Shop, Plant, Truck, Station, Train, Etc.)

INJURY/ILLNESS CITY	INJURY/ILLNESS COUNTY	INJURY/ILLNESS STATE	MILEPOST (To Nearest Tenth)	DIVISION

VISIBILITY	WEATHER	IS THIS INJURY/ILLNESS CLAIMED TO HAVE HAPPENED:	DID THIS INJURY/ILLNESS OCCUR WHILE ON A BREAK
☐ Dawn ☐ Dusk ☐ Daylight ☐ Dark	☐ Clear ☐ Rain ☐ Sleet ☐ Cloudy ☐ Fog ☐ Snow	☐ On Duty? ☐ Off Duty? ☐ On CSX Property? ☐ Off CSX Property?	☐ Yes ☐ No

DESCRIBE FULLY HOW THE INJURY/ILLNESS OCCURRED (ATTACH ADDITIONAL PAGES IF NECESSARY)

DID DEFECTIVE TOOL(S) OR EQUIPMENT CAUSE INCIDENT?

☐ Yes ☐ No If Yes, Describe and Specify Defect.

DID WORKING CONDITIONS CAUSE OR CONTRIBUTE TO THE CAUSE OF THE ACCIDENT/INJURY? ☐ Yes ☐ No
IF YES, PLEASE PROVIDE COMPLETE DETAILS.

WAS THE WORKPLACE ADEQUATELY LIGHTED? If No, Describe Conditions. ☐ Yes ☐ No	IF ON-TRACK EQUIPMENT INVOLVED, GIVE INITIALS AND NUMBERS *(i.e. CSXT 1234)* ☐ N/A
WAS THERE ANY FAILURE TO GIVE USUAL OR NECESSARY SIGNALS, WARNINGS OR PROTECTION? ☐ Yes ☐ No	WAS ANYONE AT FAULT If Yes, Who and to What Extent? ☐ Yes ☐ No
WAS MEDICAL ATTENTION PROVIDED? ☐ Yes ☐ No	☐ ☐

IF MEDICAL ATTENTION WAS PROVIDED, PROVIDE THE NAME AND ADDRESS OF PHYSICIAN AND MEDICAL FACILITY.

WILL INJURY/ILLNESS RESULT IN LOST WORK DAYS?

☐ Yes ☐ No ☐ ☐

IF THIS IS AN ILLNESS OR CONDITION RATHER THAN AN ACUTE INJURY, WHEN DID YOU FIRST NOTICE SYMPTOMS? (IF N/A, CHECK BOX)

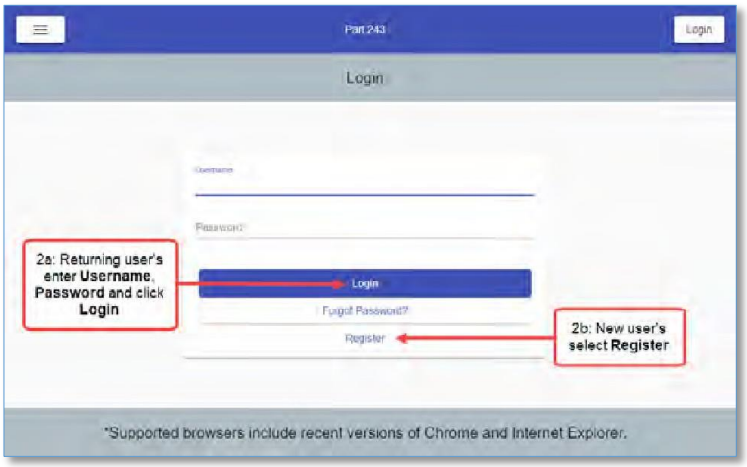
☐ N/A

CONTRACTOR EMPLOYEE SIGNATURE DATE	NAME OF WITNESSING CSX SUPERVISOR (PRINTED)
SIGNATURE OF WITNESSING CSX SUPERVISOR DATE	CSX SUPERVISOR PHONE#

RAILPROS

This Job Aid walks you through the steps to Register your Company, Create an Account, Access and Submit 243 Approved Model Programs.

1. Navigate to the FRA website
2. Logging In:
    a. For returning user's, enter your **Username**, **Password** and click **Login**
    b. For new user's, sign-up by selecting the **Register** button
        1. Enter the required details, then click **Register**
        2. If you can't find your **Organization**, click the **Can't Find Organization** button in the upper right corner and follow the page instructions. You will receive an email after your organization is added to the approved list and you can then register as a Part 243 user



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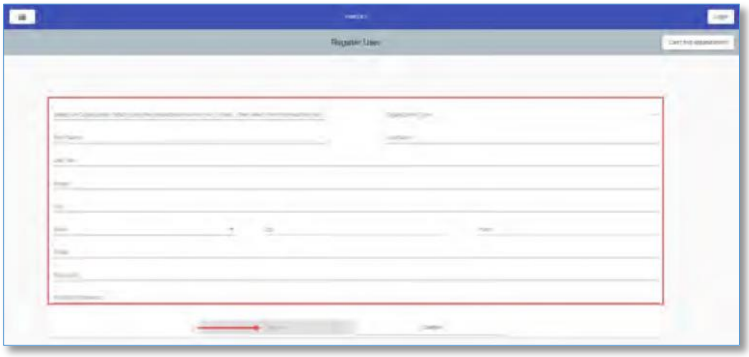
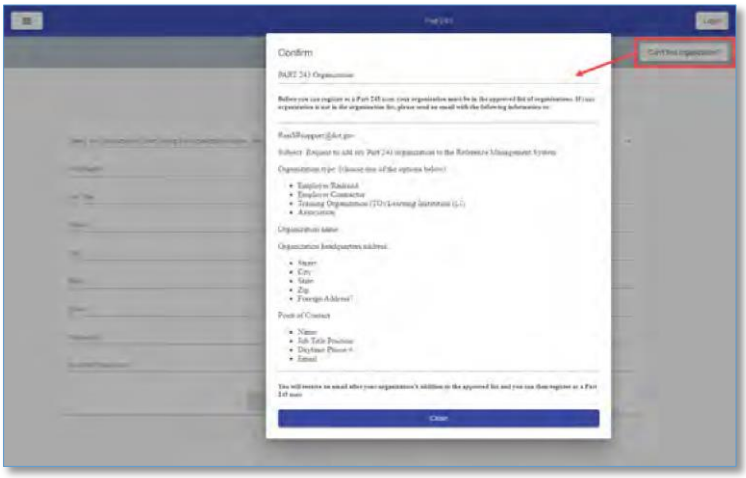
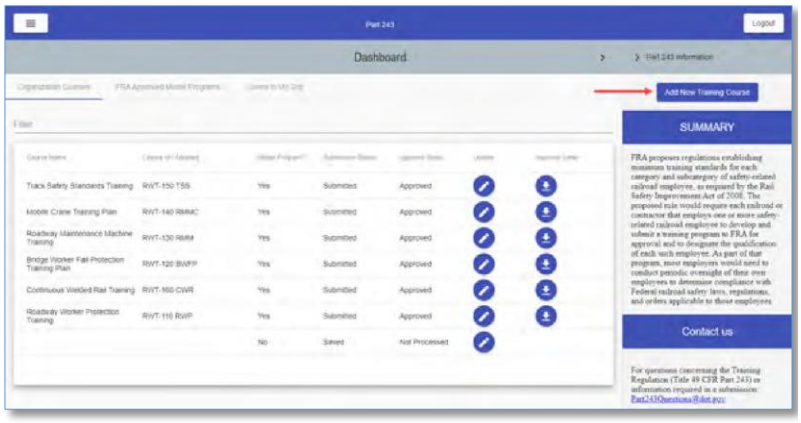
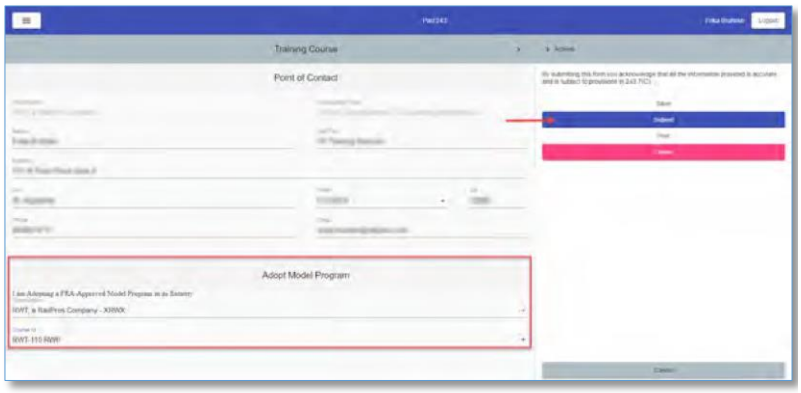




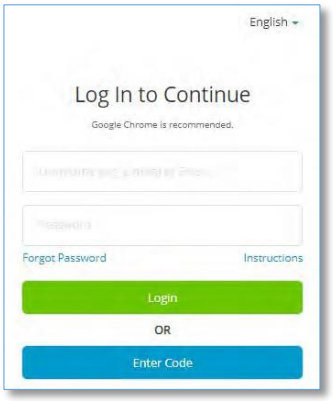
3. Once logged in, a new page will open to your **Dashboard**. Here you will see a list of **Organization Courses** with their **Approval Status**. To add a new Course, select the **Add New Training Course** button in the upper right corner	
4. A new page will open, select the **I am adopting an FRA-approved Model Program in its entirety** radio button 5. Click **Continue**	
6. A new page will open, under the **Adopt Model Program** section, select the following to add the **Roadway Worker Protection** course: • Organization: **RWT, a RailPros Company – XRWX** • Course Id: **RWT-110 RWP** 7. Click **Submit** • A confirmation email will be sent to you confirming your submission • Within 24-48 hours, a second email will be sent to you containing the **Approval Letter**, which should be uploaded into the ISN application. If you miss this email, you can access these details on the **Dashboard**	

RAILPROS

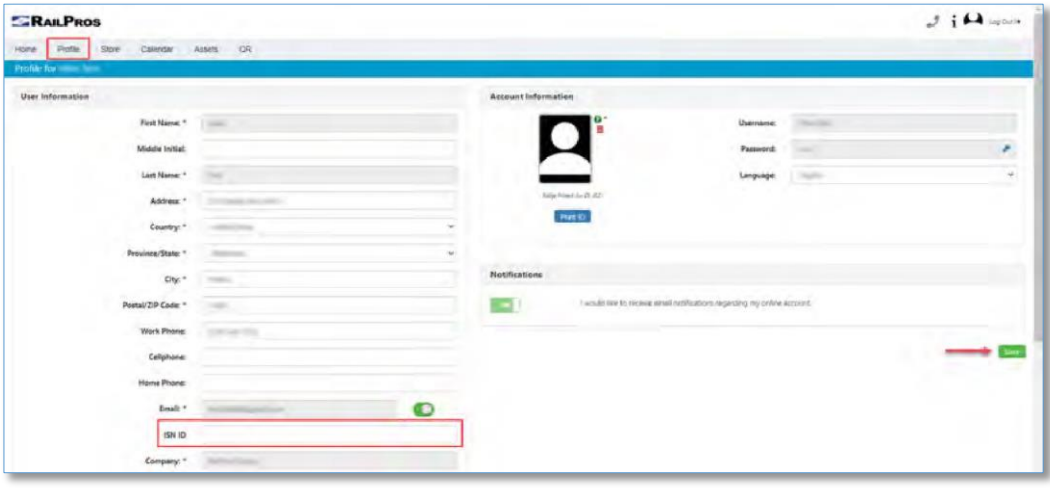
This Reference Guide walks you through the steps of adding the ISN number to a BIS account as an Individual User and as a Reporting Manager.

INSTRUCTIONS FOR AN INDIVIDUAL USER:

1. Login to BIS



2. Select **Profile**
3. In the **ISN ID** field, enter your ISN number. This should be the full ISN ID as follows: **ISN-01234567**
4. Click the **Save** Button

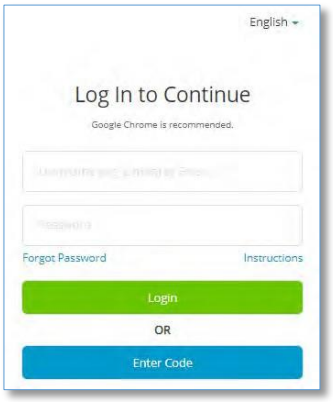
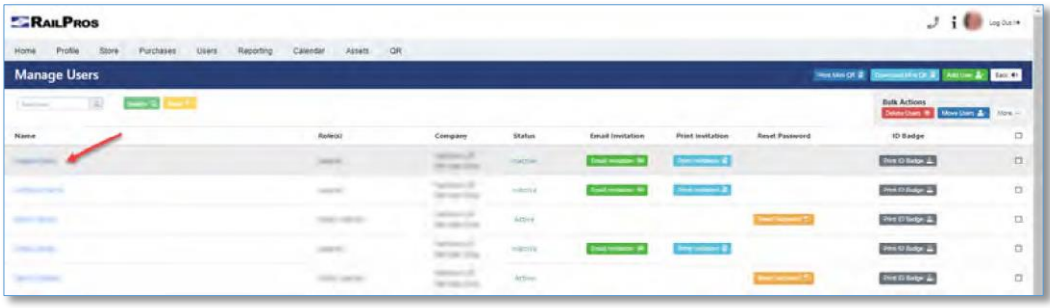


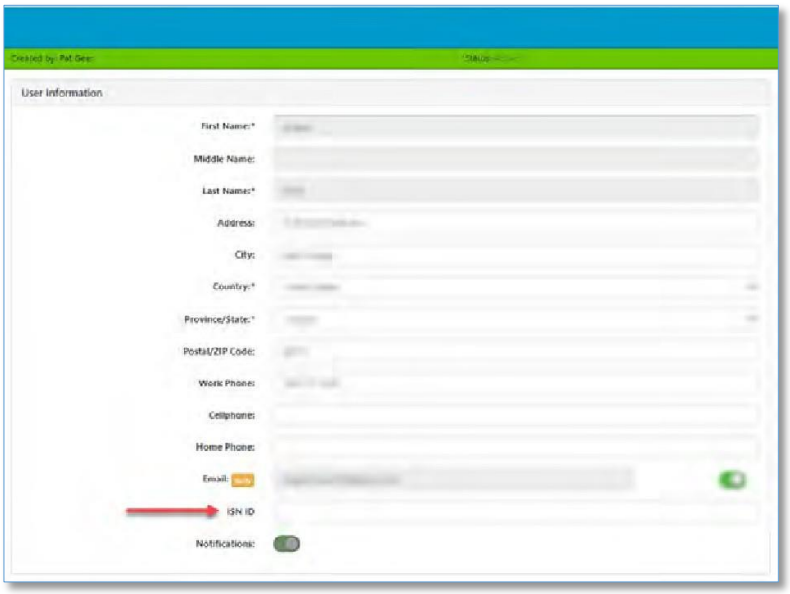
If you require assistance, you can reach support services here:

Email
support@railprostraining.com

Phone
(866) 416-1660

INSTRUCTIONS FOR REPORTING MANAGER BY LOCATION:

1. Login to BIS	
2. Select the **Users** tab 3. Click the hyperlink **Number** under the **Users** column within the **User Admin** window	
4. Click the users **Name**	

5. In the **ISN ID** field, enter your ISN number. This should be the users full ISN ID as follows: **ISN-01234567** 6. Click the **Save** button	

If you require assistance, you can reach support services here:

Email
support@railprostraining.com

Phone
(866) 416-1660

Appendix H Sample Job Briefs

Guidance on Conduct of Job Briefing

- General – The OSHA requirement for job briefs is found in 29 CFR 1926.952 (OSHA, Electric Power Transmission and Distribution, 2020). The job briefing is a crew participation discussion that identifies recognized hazards prior to commencing work along with how the hazards are controlled during the shift. Performing a job brief prior to the shift is mandatory on the intermodal facility because it creates a safer and healthier work environment.
- Job briefings are held prior to commencing work during a shift and if working conditions change and the crew needs to be aware of those changes to operate safely.
- The intermodal facility will provide all information necessary to include work expectations for the shift, hazards associated with work performed, special precautions, weather conditions, PPE and other factors influencing safety on the facility.
- If the work or operations performed during the workday or shift are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift.
- An employee working alone need not conduct a job briefing. However, the intermodal facility shall ensure that the tasks to be performed are planned as if a briefing were required.
- The senior leader responsible for performance and productivity during the shift will conduct the job brief.
- Employees shall be trained for all tasks assigned unless performing under the supervision of another employee while on-the-job-training.
- All employees will participate in mandatory pre-shift job briefs to ensure awareness of operational and environmental conditions.
- If tasks to be performed include fouling a track or working rail cars on a rail track, the protection to be established for that work will be discussed and known by all (locked switch, derailer, blue signal etc.)
- If tasks involve operating intermodal equipment, spotters or trucks the leader will require equipment inspections for all equipment prior to operating them to perform work during the shift.
- A sample job brief is provided in Table 1 below.

Table 1 Sample Pre-Shift Job Brief

Safe Start	-**Announce pre-shift brief starts now.** -Ensure all crew are present and wearing or have PPE on their person. -Ensure hard hat, eye protection, hearing protection, CL 2 ANSI vest, company approved boots are all serviceable and present during the job brief.
Weather	-Weather Impacts during the shift? -If adverse, discuss how the risk will be managed by the crew.
Safety Rule for Review and Network Accidents last 24 hours	-Discuss Safety rule selected for the day. -How does it apply to the crew on their shift? -Discuss accidents reported on the network? -What is the application to the crew working the shift today?
Vendor work on terminal	-Discuss contractor work scheduled during the shift and discuss space management and maintaining safety working distance from rail operations. -Ensure contractors check in with manager or foreman and radio announcement is made regarding their arrival on terminal.
Work Assignments and Risk Management	-Assign work for each craft and person on the shift -Question / Discussion – Identify one risk each task group will face during their shift and how the risk will be managed?
Equipment	-Conduct inspection of equipment prior to first use during the shift. -Equipment identified with safety concerns/discrepancies will be locked out/tagged out and the duty manager notified of the issue. -Equipment with known issues will not be operated until cleared by maintenance.

CONTRACTOR START WORK REQUIREMENTS

Contractor Name/Corporate ISN ID #:

Contractor Corporate ISN Grade:

Terminal/Project:

Scope of Work:

Work within 25' of track:
If yes, describe track protection to be provided:

Identification of Specific Risks on Project:

Employee Name	Employee ISN ID #	Employee ISN Status

Date Submitted to CSX Project Manager:

- Completion of this form does not alleviate Contractor from complying with all CSX Operating and Safety Rules.

- Completion of this form does not alleviate Contractor from performing daily Job Briefings or daily coordination with the appropriate CSX Manager or Department.

- Completion of this form does not alleviate Contractor from completing all CSX required training and compliance with ISN.

- This form shall be completed prior to the start of work and shall be updated upon changes in rating/grade/status or personnel.

Appendix J - CSX Rail Security Awareness

Photo Identification Required
Contractors on CSXT property must have photo identification and a copy of the CSXT contract (work order, simplified work order, change order, etc.) in their possession.

CSXT employees, as well as contractors and consultants working on CSXT properties are an integral part of the infrastructure security plan and should be aware of the three R's of Security at CSXT:

- ***Recognize*** **-** Any suspicious people, activities, or equipment.
- ***Record*** **-** As many details as possible – date, time, description.
- ***Report*** **-** Who, What, When and Where to the **CSXT Public Safety Coordination Center (PSCC)** by calling **1-800-232-0144**.

Awareness of Surroundings
Be aware of your work environment. Prior to beginning work look for:

- Unusual or suspicious activity
- Suspicious or unattended packages, devices, or objects

Suspicious Activities or Items
When observing, pay close attention for people who:

- Look lost or wandering around
- Appear to be conducting surveillance (e.g. taking photographs, videos, making sketches, using GPS devices, etc.)
- Abandon an item and leave the area quickly
- Openly possess a weapon or any other prohibited or dangerous item.

What should you do if you become aware of a potential threat?

- Go to a place of safety.
- Contact authorities – local law enforcement, security personnel, railroad police, 911, or the **CSXT Public Safety Coordination Center** at **1-800-232-0144**.
- Remain calm and answer questions as best as possible.
- Avoid the use of radios or cellular telephones within close proximity to any suspicious items – clear the area and report the item to the PSCC immediately.

Firearm/Weapon

- Employees, *contractors, or visitors* must not carry or have in their possession any firearms or other weapons while on duty, or while occupying facilities paid for or furnished by the company, unless authorized by the company.

ISNetworld

Contractor Management Platform

Quick Start Guide to ISNetworld

To begin the subscription process, please reference the step-by-step checklist below. Please complete and maintain steps 1-5 below to be in compliance with your Hiring Client's ISNetworld requirements.

If you are a current subscriber, please follow steps 3-5.

1. **To subscribe to ISNetworld, go to www.isn.com and click on the "Sign Up" button at the top of the page.**
2. **Remit payment to ISN to begin your company's subscription. Please reference your invoice for the payment options and instructions. Once payment is received, ISN will send you an email with login credentials.**
3. **Log in to ISNetworld to complete an initial training to review your Hiring Client's requirements and learn how to navigate the system.**
4. **Complete all of your Hiring Client's requirements.**
5. **If you need assistance with your ISNetworld account, please contact the ISN Customer Service Team:**

Chat
- Go to www.isn.com
- Select Contact Us
- Select Chat With Us

Phone
Main: +1 (214) 303 4900
US & Canada: (800) 976 1303

Submit a Request
- Go to www.isn.com
- Select Contact Us
- Select Submit a Request

The ISN Customer Service Team is available 24 hours a day during the business week.

Important Note: Your Hiring Client and ISN do not and will not provide any details or information about your ISNetworld account to outside third parties, nor do we endorse or recommend any consulting firm in the marketplace.

If you receive an unsolicited business call from a third-party safety consulting business, please take the following steps:

1. **Ask for the caller's name, company name and phone number.**
2. **Note the date and time of the call.**
3. **Ask the caller how they received your company's name and contact information.**
4. **Ask to be placed on the company's "Do Not Call" list.**
5. **You can bring the unsolicited call or email to ISN's attention by contacting our team via chat, phone, or submit a request.**

Appendix L - Background Check and E-Verify Requirements

A. **Background Checks; Contractor Safety Program**

a. **E-Verify**.

i. CONTRACTOR shall:

a. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the Term of this Agreement; and

b. Expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize 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.

b. **Background Screening**. Prior to commencement of Services by any Contractor employee, Contractor shall perform employee background screening processes which comply with 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). Contractor is reminded that it must determine whether placement of the Contractor employee at CSXT 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 of 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). All costs associated with background checks and screening services shall be included in Contractor's rates and compensation set forth in Exhibit A. Contractor shall maintain copies of all background screenings performed on employees assigned to provide Services for CSXT under this Agreement, which shall be subject to review and audit by CSXT or its designated representative on reasonable prior written notice to Contractor during the Term of this Agreement and for a period of two (2) year(s) thereafter. Contractor shall further provide originals or copies of any of such background screenings to CSXT promptly following receipt of request from CSXT. As set forth in this 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.

Appendix M - Initial Letter from CSX to Contractor

CSX Corporation
500 Water Street
Jacksonville, FL 32202

October 19, 2020

Action Required

Dear CSX Contractor,

We are pleased to announce CSX Corporation has recently established a business relationship with ISN (www.isn.com) to further enhance our contractor management program. Effective immediately, ISNetworld will replace our existing provider, Avetta, and begin serving as CSX's primary contractor information management system. As a result of this action, contractors and their subcontractors performing services for CSX are required to become subscribers to ISNetworld.

If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed the requirements specific to CSX. If your company is new to ISNetworld, there is an annual fee for this service. CSX believes the benefits to both parties will far exceed any associated costs. A comprehensive list of contractor benefits and a subscription quick start guide are included from ISN.

CSX requires your company to complete/submit the following information in ISNetworld:

- Company Profile
- Health, Safety and Environmental (HSE) Questionnaire
- HSE Programs
- Document Submittal: OSHA Forms and Experience Modifier
- CSX Training Requirements and Acknowledgements

In order to be considered by CSX during the contractor selection process, your company's subscription must be in place and all required data must be posted by **November 20, 2020**. For further details about ISNetworld, please contact the ISN Customer Service Team at (800) 976-1303 or visit their website at www.isn.com.

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. To assist with meeting CSX's requirements and to answer any questions you may have about the subscription process, CSX and ISN are co-hosting an information session the week of October 26, additional details to come soon from CSX.

Sincerely,

Evan Bell
Head of Procurement
CSX Corporation

James Schwichtenberg
Vice President & Chief Safety Officer
CSX Corporation

Appendix N -

THE CSX PARTNERSHIP WITH ISNetworld

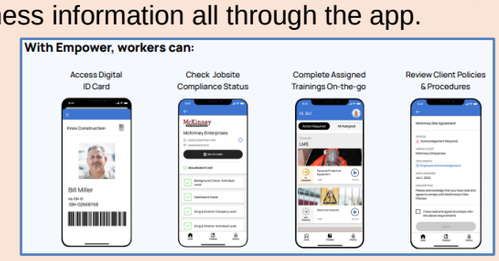
ISN is Celebrating Two Decades of Safe and Sustainable Business

ABOUT ISN

750+ worldwide companies use ISNetworld to help proactively reduce risk, streamline the qualification process, promote transparency, and support safe workplaces and sustainable supply chains.

Empower App

Empower™ is an app designed specifically for workers. Access jobsite requirements, view compliance status, complete training on-the-go and manage work-readiness information all through the app.



Training Qualifications (TQ)

ISN worked with the CSX Training team to build 24 Contractor Trainings for delivery via ISNetworld.

QuickCheck allows CSX employees to view contractor training completion statuses based on our matrix requirements prior to coming on site.

Contractor Support

24 Hour Assistance

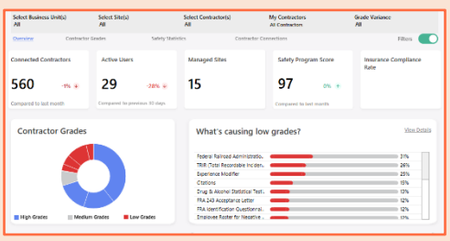
From 5pm Sunday to 6pm Friday Central time (support provided outside of these hours as needed).

Initiate Help From Your Account

CSX can use the ISN Assistance Tool to request targeted contractor support and follow-up.

Analyze & Report on Data

We can monitor contractor compliance in real-time through analytics dashboards, reporting capabilities, and SIFs data analysis and insights.



Some interesting facts…

- 550+ CSX contractors are being monitored in ISNetworld today.
- 150+ of those are monitored for FRA 219 compliance.
- CSX achieved and maintained 99% subscription compliance in 2021.
- Held 8 Contractor Forums with 800+ attendees focused on Improving Contractor Grade, Training & Regulatory Compliance
- ISN established a third-party relationship with RailPros to integrate training data into ISNetworld to help streamline contractor's qualification process.
- In 2020, CSX contractors with an A or B grade had a 44% lower TRIR than contractors with a C or F grade.
- Trained 250+ CSX Employees through 15+ CSX Department Orientations and Trainings

Appendix O - TSA Sensitive Functions for Freight Rail - Appendix B to Part 1580

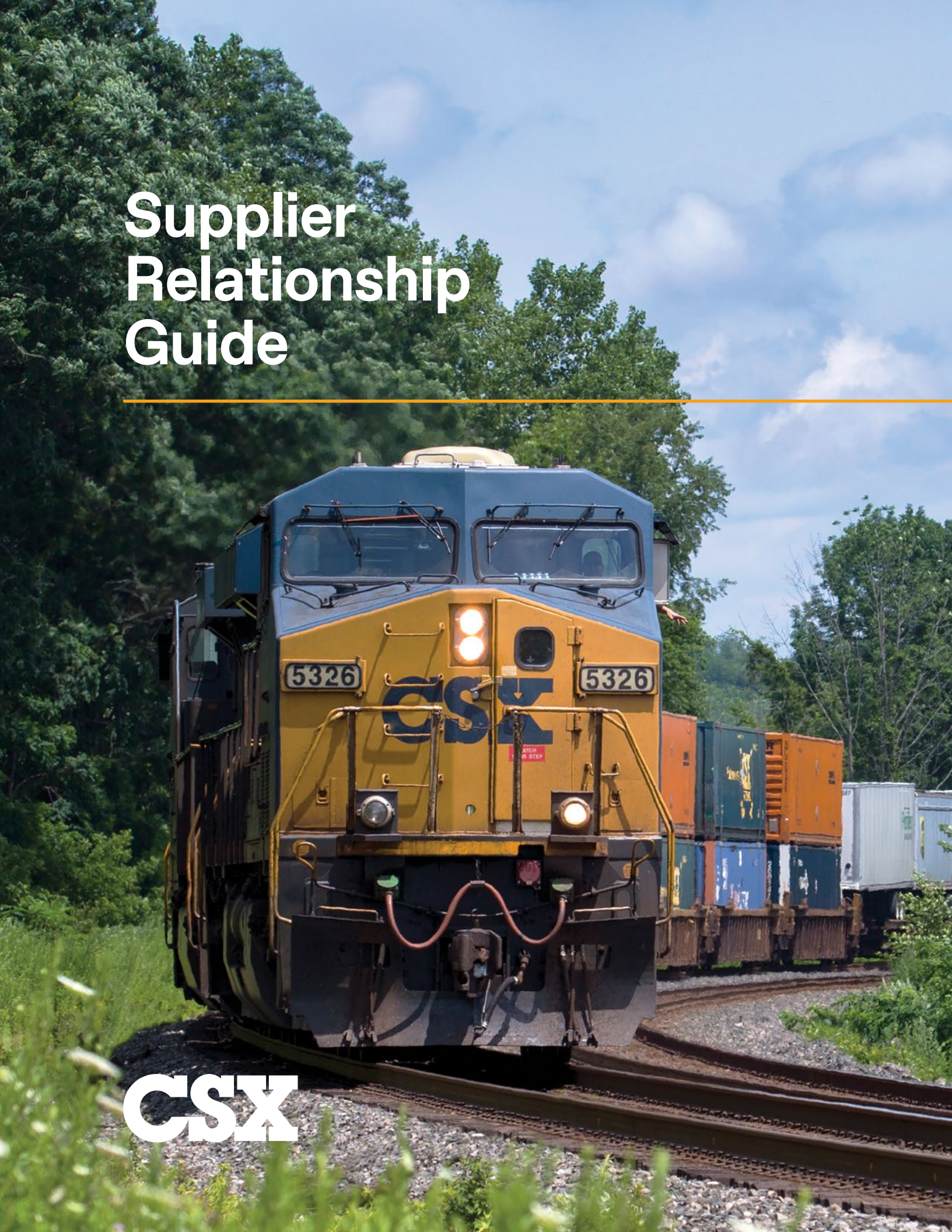
Appendix B to Part 1580—Security-Sensitive Functions for Freight Rail

This table identifies security-sensitive job functions for owner/operators regulated under this part. All employees performing security-sensitive functions are "security-sensitive employees" for purposes of this rule and must be trained.

Categories	Security - Sensitive Job Functions for Freight Rail	Examples of Job Titles Applicable to These Functions*
A. Operating a vehicle	1. Employees who operate or directly control the movements of locomotives or other self-powered rail vehicles.	**Engineer** **Conductor**
	2. Train conductor, trainman, brakeman, or utility employee or performs acceptance inspections, couples and uncouples rail cars, applies handbrakes, or similar functions.	
	3. Employees covered under the Federal hours of service laws as "train employees." See 49 U.S.C. 21101(5) and 21103.	
B. Inspecting and maintaining vehicles	Employees who inspect or repair rail cars and locomotives.	**Carman** **Car repairman** **Car inspector** **Engineer** **Conductor**
C. Inspecting or maintaining building or transportation infrastructure maintaining vehicles	*1. Employees who—* a. Maintain, install, or inspect communications and signal equipment. b. Maintain, install, or inspect track and structures, including, but not limited to, bridges, trestles, and tunnels.	**Signalman** **Signal maintainer** **Trackman gang foreman** **Bridge and building laborer** **Roadmaster** **Bridge, and building inspector/operator** **Conductor**
	2. Employees covered under the Federal hours of service laws as "signal employees." See 49 U.S.C. 21101(3) and 21104.	
D. Controlling dispatch or movement of a vehicle	*1. Employees who—* a. Dispatch, direct, or control the movement of trains. b. Operate or supervise the operations of moveable bridges. c. Supervise the activities of train crews, car movements, and switching operations in a yard or terminal.	**Yardmaster** **Dispatcher** **Block operator** **Bridge operator**
	2. Employees covered under the Federal hours of service laws as "dispatching service employees." See 49 U.S.C. 21101(2) and 21105.	
E. Providing security of the owner / operator's equipment and property	Employees who provide for the security of the railroad carrier's equipment and property, including acting as a railroad police officer (as that term is defined in 49 CFR 207.2).	**Police officer** **Special agent** **Patrolman** **Watchman** **Guard**
F. Loading or unloading cargo or baggage	Includes, but is not limited to, employees that load or unload hazardous materials.	**Service track employee**
G. Interacting with travelling public (on board a vehicle or within a transportation facility)	Employees of a freight railroad operating in passenger service.	**Conductor** **Engineer** **Agent**
H. Complying with security programs or measures, including those required by Federal law	1. Employees who serve as security coordinators designated in § 1570.201 of this subchapter, as well as any designated alternates or secondary security coordinators.	**Security coordinator** **Train master** **Assistant train master** **Roadmaster** **Division roadmaster**
	2. Employees who— a. Conduct training and testing of employees when the training or testing is required by TSA's security regulations. b. Perform inspections or operations required by § 1580.205 of this subchapter. c. Manage or direct implementation of security plan requirements.	

* These job titles are provided solely as a resource to help understand the functions described; whether an employee must be trained is based upon the function, not the job title.

Supplier Relationship Guide



CSX

Introduction

At CSX, we believe that reliable, efficient, ethical suppliers are essential to our success. We see them as an extension of our community – people who live as we do, dedicated to the principles of diversity, environmental stewardship and high ethical standards. We know them as companies we can count on, not only for the timely supply of materials and services at competitive prices, but also for creative ideas and input into our specifications, designs and engineering efforts. This guide contains some of the key information that you will need to become a valued supplier to CSX.

Please use this information to join us in creating opportunities that will reward both of our companies.

Suppliers Are Key to Our Success

At CSX, ethical behavior is a critical component of our culture. We strive towards excellence in everything we do, and reinforce with our employees and partners that how we get there matters.

To ensure we can maintain the highest standard of professionalism and efficiency in our supplier partnerships, we've established clear guidelines that encompass supplier compliance, approval processes, and effective communication channels.

From procedures to forms and frequently asked questions, all supporting information that may be needed to clarify or take action on information within the guide can be found on our website at csx.com/suppliers.

Compliance – CSX and its suppliers must adhere to the standards of ethical conduct outlined in the CSX Code of Ethics. These standards apply not only on CSX property but also in supplier locations and all other settings. In addition, suppliers are required to review the CSX Procurement General Terms and Conditions, register their company on our website, and provide timely updates when necessary.

Approval – To ensure a smooth process for suppliers seeking to do business with CSX, it is required that requests for new products or services be submitted through our dedicated Doing Business With Us page. The submitted requests will be thoroughly evaluated by relevant CSX personnel and routed through our established supplier approval process.

Communication – To ensure effective communication and foster a mutually successful partnership, suppliers are required to utilize their designated CSX Procurement Manager as the primary point of contact for all interactions with CSX.

Our Procurement Approach

Our objective is to procure all materials, supplies and services, including those for which contracts and subcontracts are awarded or renewed, through the CSX Competitive Bid Process.

This process for supplier selection uses a team-oriented and cross-functional approach designed to maximize savings on a total cost basis. The CSX team will establish the goals and timeline of the project, conduct research and benchmarking, invite supplier input, conduct negotiations, and award the contract. The process also provides for periodic measurement and follow-up analysis.

Purchasing decisions are based on three primary factors:

1. **Value pricing resulting from efficient production facilities, sound engineering and research.**
2. **Quality and logistics of materials and/or services.**
3. **Customer service that meets the needs of CSX.**

Partners in Cost Savings

Once a relationship is initiated through the selection process, CSX invites its incumbent suppliers to become partners in finding ways to further reduce costs.

Because our suppliers are the best source of product and supply chain knowledge, CSX must rely on and challenge them to identify and help implement cost reduction ideas. Taking such initiative may present an opportunity for CSX to extend a supplier's contractual agreement, and provide both parties with financial benefit and process-related efficiencies.

In some cases, there may be other factors that influence the decision to extend a contract (e.g., new technologies, supplier performance); therefore, contract extensions are granted at the sole discretion of CSX.

For more information, contact your CSX Procurement Manager.

Diverse Suppliers

Our company-wide commitment to diversity also extends to our suppliers and procurement processes.

To that end, we offer opportunities for all suppliers, regardless of any social or economic distinction, such as age, race, creed, color, sex, ancestry or national origin. Our Diverse Supplier Procurement Program ensures that all business enterprises have an equal opportunity to supply the required services and commodities. Through this policy, we have in place processes under which we:

- Actively seek out and establish business relationships with diverse suppliers.
- Support and participate in the work of public and private organizations that promote purchases from diverse firms.

Although our company will not give diverse suppliers a preference that results in an unfair competitive advantage over other suppliers, our Diverse Supplier Procurement Policy is in place to ensure that all suppliers have an equal footing in the competitive bidding process.

Register as a diverse supplier at csx.com/suppliers then click on Supplier Diversity.

Policies and Procedures

Contracted Service Providers on CSX Property

If you are a contracted service provider or subcontractor performing services on CSX property, please see Minimum Safety Requirements.

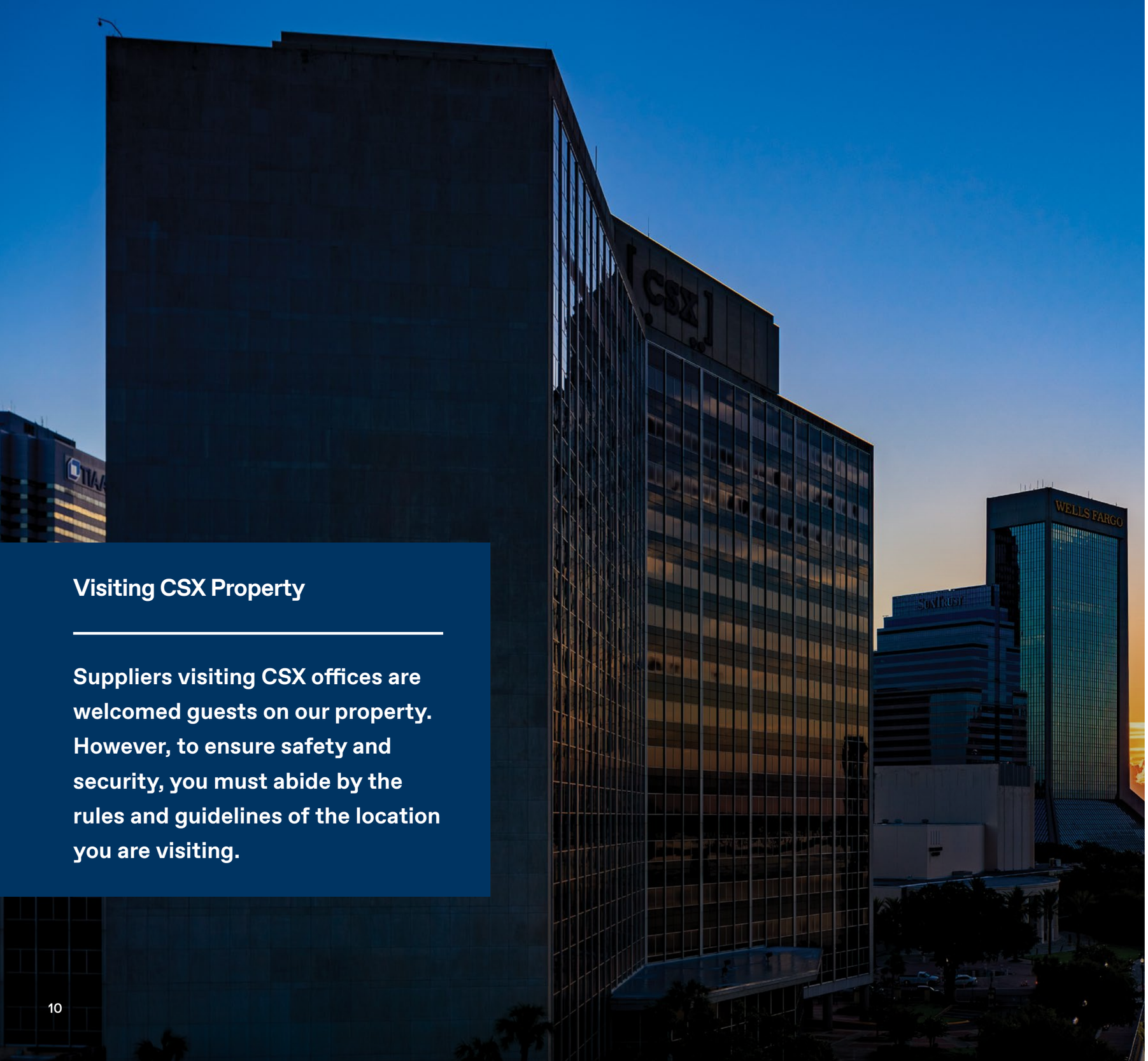
Methods of Payment

CSX uses Electronic Data Interchange (EDI) for purchase orders and invoices.

The preferred payment method for CSX suppliers is virtual credit card. If you are unable to accept card payments, all new U.S.-based suppliers must be set up for Electronic Funds Transfer (EFT) payments.

CSX reserves the right to implement a $25 charge per check issued for U.S.-based suppliers. At this time, CSX cannot offer virtual credit card and EFT to suppliers who are not based in the U.S.

CSX is committed to continually improving the safety and security of its operations for the benefit of its employees, contractors, customers and communities. CSX appreciates the support of its service providers, their subcontractors and their employees in this important effort.



Visiting CSX Property

Suppliers visiting CSX offices are welcomed guests on our property. However, to ensure safety and security, you must abide by the rules and guidelines of the location you are visiting.

Visitor and Supplier Policy for Jacksonville Headquarters Building

If you wish to visit someone in the Procurement group at the Jacksonville headquarters building, you must make an appointment. Please do not show up unannounced.

To ensure a smooth visit to CSX headquarters, please follow these guidelines:

- Schedule an appointment with your CSX contact in advance.
- Prior to arrival, check with your contact for any specific safety requirements or visitor parking locations.
- Upon arrival, please proceed to the security desk to check-in. Your CSX contact will be notified of your arrival.
- Provide photo identification to receive a temporary access badge, and wear your temporary badge in plain view at all times during your visit.

The only exception to this process is for service and delivery persons dropping off or picking up a delivery in a predetermined safe zone.

Visitor and Supplier Policy for Field Locations

All field location visits must be coordinated ahead of time through management on location.

CSX Code of Ethics

CSX requires suppliers to maintain high standards for business conduct, as expressed in our CSX Code of Ethics.

The CSX Code of Ethics can be found at www.csx.com. We also encourage you to be our partner in identifying ethical concerns.

Our toll-free Ethics Helpline, 1-800-737-1663, is always available for you to report suspected misconduct, ask questions or raise concerns about business ethics and compliance matters. All reports to the helpline are reviewed and investigated promptly, and callers have the right to remain anonymous.

Gift & Entertainment Policy

We understand that suppliers may wish to provide gifts to CSX employees during normal operations. However, the acceptance of gifts and entertainment may influence or raise doubts as to the impartiality of the recipient, and such a risk is heightened for Procurement employees who regularly negotiate with suppliers over substantial amounts of money. To give you a better idea of our policy regarding gifts and entertainment, please review some highlights below:

- Gifts are anything of value, including tickets to events not attended with the supplier.
- A gift should not be accepted unless it has been approved in writing by a supervisor or is of nominal value (e.g., T-shirt or cap).
- Entertainment is a business courtesy, such as a meal or an event that is attended with the supplier.
- Entertainment can be accepted so long as it is (1) occasional; (2) not lavish under the circumstances; and (3) the Procurement employee is comfortable discussing it with his/her supervisor or disclosing it publicly, if required.
- During the negotiation process, Procurement employees directly involved in the negotiation with a supplier may only accept gifts of nominal value (e.g., T-shirt or cap) or modest entertainment (e.g., meals or refreshments) without the consent of their supervisor.

For more information, visit csx.com/suppliers then click on Our Policies to access the full Gift & Entertainment policy document.

Corporate Social Responsibility

Environmental Stewardship

We are a critical and sustainable component of our customers' supply chains. By investing in innovative new technology and further improving our operational practices, we can offer an even greater environmental advantage.

Working with responsible business partners and suppliers to ensure that our own supply chain is as sustainable and efficient as possible is critical to meeting our customers' needs and our own corporate social responsibility goals.

Our daily practices align business performance with a purpose and commitment to environmental, social and community stewardship. We ask that our suppliers work side by side with us as we:

- Reduce the environmental footprint of our operations.
- Support sustainable development in our service area.
- Engage openly on sustainability issues.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CSX

Appendix Q
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.

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			

Completed variance requests are sent to contractorcompliance@csx.com for review by the Safety Department.
The approved variance request is uploaded to the contractor scorecard at ISNetworld.

Appendix R – Email from Accounts Payable to CSX Employee When Adding a New Contractor

From: ContractorCompliance@csx.com
Sent: Monday, November 29, 2021 1:36 PM
To: John Doe <John_Doe@csx.com>
Subject: Updated Process for New and Existing Suppliers

You submitted the request from below for contractors that access CSX property (including rail or buildings).

Request Type	Supplier Name	Supplier Number
Contact Change	CITY WIDE FRANCHISE INC	1184354

Contractors performing high risk work/services on CSX property are required to maintain an active subscription with ISNetworld (aka ISN). The primary point of contact for questions on this requirement is the contractor point of contact at the CSX department sponsoring the work being performed.

ISN registration provides an efficient means to exchange and evaluate contractor data on safety performance, FRA compliance and ensuring contractor employees have completed required training.

ISN will administer short surveys to determine whether a contractor is subject to compliance requirement listed below. If subject to any of the items, contractors are required to register with ISN and complete the program requirements.

- Contractor Screening - when a contractor company partners with CSX, the work being performed is screened to evaluate whether an ISN subscription is required. If yes, you are notified by the CSX Department sponsoring the work being performed. Additionally, ISN is provided the contractor information and sends an invitation for registration. ISN independently assesses the data submitted and proactively works with contractors to update information when needed. Companies that do not complete the surveys as requested or are non-compliant with program requirements will be evaluated for possible removal from CSXs pre-approved contractor list, which may affect their ability to do business with CSX.

- FRA 49 CFR Part 219 Control of Alcohol and Drug Use. Contractors with employees performing Regulated Service (covered service or maintenance of way activities) for CSX are required to comply with the alcohol and drug regulations set forth in 49 CFR Part 219.

- FRA 49 CFR Part 243 Training, Qualification, and Oversight for Safety-Related Railroad Employees. Contractors with employees performing safety-related work as defined by 49 CFR Part 243 must be trained and qualified to comply with any relevant Federal railroad safety laws, regulations, and orders, as well as any relevant railroad rules and procedures promulgated to implement those Federal railroad safety laws, regulations, and orders.

Thank you,

ContractorCompliance@csx.com

TERMINAL DEVELOPMENT CONTRACTOR ACKNOWLEDGEMENT FORM

Contractor Name/Corporate ISN ID #:

Contractor Corporate ISN Grade:

Terminal/Project:

Scope of Work:

Work within 25' of track:
If yes, describe track protection to be provided:

Employee Name	Employee ISN ID #	Employee ISN Status

Date Submitted to CSX Project Manager:

- Completion of this form does not alleviate Contractor from complying with all CSX Operating and Safety Rules.
- Completion of this form does not alleviate Contractor from performing daily Job Briefings or daily coordination with the appropriate CSX Manager or Department.
- Completion of this form does not alleviate Contractor from completing all CSX required training and compliance with ISN.
- This form shall be completed prior to the start of work and shall be updated upon changes in rating/grade/status or personnel.

Operating Standard
Section 1 – Health, Safety, Environmental & Quality
OP-100

PURPOSE:

To establish the health, safety, environmental and quality (HSE&Q) programs and standards to be implemented by TRANSFLO and its Terminal Operators. Minimum HSE&Q requirements are established so that there is uniformity and continuity from terminal to terminal with regard to health, safety, environmental and quality aspects.

SCOPE:

This standard applies to TRANSFLO bulk terminals that are operated by independent Terminal Operators having an Operating Agreement with TRANSFLO.

Note: This standard sets forth minimum requirements expected of the Terminal Operators. This standard is not meant in any way to supersede or conflict with applicable laws or regulations. Knowledge of and adherence to the requirements set forth in this standard does not equate to complete legal or regulatory compliance. Applicable laws or regulations, or Terminal Operator policies and procedures that are more stringent shall take precedence over this standard. It is the responsibility of the Terminal Operator to be aware of and comply with all local, state & federal regulations that apply to their respective terminals. A definitions of acronyms and terms used is in this section is available in OP-110 *HSE&Q Glossary*.

RESPONSIBILITIES:

Director of Systems and Compliance:

The Director of Systems and Compliance defines the minimum requirements of the HSE&Q programs to be established and implemented by the TRANSFLO Terminal Operators, and implements an internal audit program to determine the level of compliance with these requirements. The Director of Systems and Compliance will be available to assist the Terminal Operator on HSE&Q issues as necessary.

Terminal Operator:

Each Terminal Operator identifies a single key person within their organization who has overall responsibility for development and implementation of HSE&Q programs to meet the requirements of this standard and all TRANSFLO policies and procedures referenced herein, including applicable laws, permits and regulations.

Terminal Manager:

The Terminal Manager is an employee of the Terminal Operator, and is responsible for the safe conduct of day-to-day operations at his/her TRANSFLO terminal. The Terminal Manager's leadership in HSE&Q matters is key to the execution of HSE&Q programs.

1. TRANSFLO Health, Safety, Environmental and Quality (HSE&Q) Policy Statement

1.1. Policy Statement: Safety and the protection of human health, the environment, and quality service are fundamental to TRANSFLO management principles and good business practices. TRANSFLO will partner with rail carriers, its Terminal Operators, rail shippers and motor carriers

to establish a climate of continuous improvement in the areas of health, safety, the environment, and quality (HSE&Q). This climate of continuous improvement will provide superior value-added service to meet the highest HSE&Q standards of the world's most environmentally and safety conscious companies who may utilize the TRANSFLO network.

1.2. Commitment: TRANSFLO, as a subsidiary of CSX, commits to adhering to the CSX Core Values in addition to the principles of the American Chemistry Council (ACC) Codes of Management Practice in its day to day operations. TRANSFLO will also focus on the objectives of the Society of the Plastics Industry with regard to pollution prevention and environmental protection.

1.3. Communication: TRANSFLO encourages open and candid communication among TRANSFLO employees, Terminal Operator employees, CSXT operating units, customers, motor carrier employees, and the general public regarding the company's safety and environmental programs or any known hazards arising from the company's operations.

2. Health, Safety, and Quality Program Elements

The Terminal Operator addresses the following health, safety, and quality elements in their programs where applicable:

2.1. General Terminal Safety: To ensure that daily activities at TRANSFLO terminals are conducted in a safe manner, the general safety principles listed below apply at all TRANSFLO terminals. Many of these general principles are addressed in more detail in other parts of this standard. Non-compliance with these standards shall result in disciplinary action including termination of access to TRANSFLO property.

2.1.1. All TRANSFLO and Terminal Operator employees are empowered to halt an operation that is considered to be unsafe or noncompliant.

2.1.2. The Terminal Operator shall discuss safety in the work place by conducting daily job safety briefings and monthly safety meetings to train employees on specific safety and health issues. See **PP_TM112** ***Safety Briefing Procedure***. All accidents, injuries, environmental releases, and customer complaints are to be reported to the Terminal Manager and then to the TRANSFLO Regional Operations Manager (ROM) and to headquarters in Jacksonville, Florida. Requirement details are provided in **OP-101** ***Incident Reporting***.

2.1.3. All persons conducting work in the TRANSFLO terminals (including motor carriers) are aware of and use the appropriate personal protective equipment (PPE) for the task to be conducted. The necessity for the use of PPE is to be determined by the Terminal Manager in accordance with this standard and other TRANSFLO or Terminal Operator policies and procedures.

2.1.4. All persons within 25 feet of an active transfer must be wearing the personal protective equipment (PPE) required for that transfer.

2.1.5. Smoking is prohibited except in those areas identified and marked by the Terminal Operator. Smoking is prohibited inside vehicles while the vehicle is inside the TRANSFLO terminal.

2.1.6. No equipment is operated without the appropriate safety guards in place.

2.1.7. Drinking of any alcoholic beverages, or the use of intoxicating drugs, or coming onto TRANSFLO premises under the influence of such, is strictly prohibited.

2.1.8. Acts of horseplay, fighting, sabotage, etc. are not permitted.

2.1.9. All tools and equipment are to be used in a safe manner and maintained in good operating condition.

2.1.10. Good housekeeping is maintained throughout the site.

2.1.11. Possession of weapons on TRANSFLO property is strictly prohibited.

2.1.12. Vehicles driven on TRANSFLO property must follow posted speed signs. In the absence of such signs, the speed limit within TRANSFLO terminals is 10 miles per hour.

2.1.13. A minimum of one wheel of a truck tractor is chocked, on the load side, during all transfers. The railcar to be loaded or unloaded, must have the brakes set and a minimum of one wheel chocked prior to all transfers. See also **OP-209** ***Railcar Securement*****.**

2.1.14. All personnel will follow safe practices when mounting and dismounting any equipment. Tools and hoses will be hoisted following **PP_TM111**.

2.1.15. All visitors must sign in at the terminal office and receive a Safety Briefing (see **PP_TM112** ***Safety Briefing Procedure***).

2.2. Operational Safety

2.2.1. Personal Electronic and Electrical Devices (Including Cellular Telephones, Smart Phones, Video and Audio, Gaming Devices, etc.):

- **On TRANSFLO Property** (applies to TRANSFLO, TRANSFLO Terminal Operator, Motor Carrier and Other Contractor Employees and Visitors): The usage of personal electronic or electrical devices not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety critical task is prohibited, with the following exceptions:
    - Devices may be used for voice communication:
        - While inside the terminal office, break room or other terminal building, or

NOTE - Personal cellular phones may be used in case of emergencies or for communication redundancy in case of radio or other communication failure.

- After hours while no moving equipment is present and not within 25 feet of nearest rail, or
- Within a designated safe zone not within 25 feet of nearest rail

- A personal electronic or electrical device that enhances an individual's physical ability to perform their duties, such as a hearing aid, is not prohibited by this rule.

- Motor carriers cell phone usage is prohibited while on property. Cell phone usage creates a risk to Operators and other Motor Carriers. See Also ***TRANSFLO Motor Carrier Operating Provisions*** (posted on www.transflo.net).

- TRANSFLO and Operator Managers are permitted to use cell phones or electronic devices in a designated safe zone greater than 25 ft from a transfer area or nearest rail. No other individuals are permitted to use cell phones without approval from TRANSFLO and the Terminal Manager.

- **On CSXT Property** (excluding TRANSFLO Property): TRANSFLO and TRANSFLO Terminal Operator employees are prohibited from using personal electronic and electrical devices for any function (such as text messaging, gaming and internet browsing) other than voice communication while on CSX property.

  - These devices must be turned off (with any earpieces removed) and stored:
    - While on moving train.
    - When a duty requires a TRANSFLO or TRANSFLO Operator employee to be on the ground, on or riding rail equipment.
  - Within dispatcher centers, yardmaster and operator offices. Personal cellular phones may be used for minimal personal voice communication purposes:
    - When train or locomotive or on-track equipment is stopped.
    - When not engaged in any switching operation or riding equipment.
    - When employees are in a place of safety not closer than 25 feet from nearest rail.
    - When it will not interfere or distract from safety or performance of duties.
  - A personal electronic or electrical device that enhances an individual's physical ability to perform their duties, such as a hearing aid, is not prohibited by this rule.

2.3. Training Program: The Terminal Operator implements a written training program that identifies key elements of terminal employee training, including but not limited to: terminal

operations in adherence to the TRANSFLO Operating Standards; equipment usage and maintenance; emergency procedures; and office operations. Training addresses all OSHA, DOT, EPA and other regulatory-required training elements as appropriate. This program specifies training is provided for employees upon initial hire, and as required on a recurring basis. All training is documented, with records kept by the Terminal Manager on site for each individual employee and retained with the employee personnel file. The training program includes training on the elements contained in this standard.

2.4. **Incident Reporting and Investigation:** The Terminal Operator implements a documented procedure directing all Terminal Operator's employees to report every work-related accident, illness, injury, near-miss, all environmental releases, and customer complaints in accordance with **OP-101** ***Incident Reporting***. The procedure includes directions for incident reporting, investigation, determination of root causes, and development of corrective actions and follow-up activities to determine adequacy of corrective actions. Additionally, incidents occurring at the TRANSFLO terminals are reported to TRANSFLO management by the Terminal Operator as outlined in **OP-200** ***Terminal Operations***.

2.5. **Chemical and Hazardous Material Storage:** All chemical products will be in labeled containers, with the SDS on-site and stored properly to avoid contamination of any products, equipment and environment. Flammable or combustible materials are kept in UL/IM approved cabinets. Cabinets are kept closed at all times. Drums and containers of petroleum-based products have secondary containment. All product containers must be properly labeled. All containers within cabinets must be sealed at all times during storage to prevent vapor development and release. TRANSFLO's policy for venting of cabinets is to vent cabinets to the outside whenever possible. Otherwise cabinets that cannot be vented to the outside must ensure containers are tightly sealed when stored within the cabinet. Additional guidance and standards are provided in **OP-103** ***Chemical Management*****.**

2.6. **Smoking and Tobacco Policy:** Smoking and tobacco products are prohibited at all TRANSFLO terminals, with the exception of a designated and clearly identified outdoor smoking area established by the Terminal Operator. If a Terminal Operator chooses to designate a smoking area, it is outdoors and an ashtray receptacle is provided. Smoking inside of tractor cabs or any vehicles is prohibited while the vehicle is in the terminal. This policy extends to tobacco products including e-cigarettes and vapor devices.

2.7. **Visitor, Motor Carrier and Outside Contractor Safety:**

- **Visitor Safety:** Visitors are those persons who are not standard TRANSFLO or Terminal Operator terminal employees, but visit the terminal to satisfy the interests of an outside party. Examples would be TRANSFLO or Operator personnel who are not normally stationed at the terminal, prospective or existing customer representatives, railroad personnel, contractors, consultants, fire departments, and other regulators.

- Signs are erected at or near the entrance of the terminal directing all visitors to proceed directly to the terminal office. All visitors are given a safety briefing by the Terminal Manager or another appropriate employee at the terminal upon initial entrance to the terminal.
- Visitor Identity Verification is performed in accordance with requirements outlined in **PP-TM106 *Security Planning*, Section 3.4.** Terminal personnel will accompany all visitors unless the visitor is an established contractor or vendor, or is a member of the TRANSFLO or Terminal Operator organizations.

- Visitors are required to wear a hardhat, safety glasses and closed-toe hard-soled shoes when inside the terminal operating area. Visitors are not required to wear high visibility clothing if accompanied by terminal personnel.

- Motor Carrier Safety: Motor carriers coming onto TRANSFLO property are responsible for conducting business within the terminal in a safe and responsible manner. TRANSFLO's **OP-206 *Motor Carrier Operating Guidelines***, contains the safety and operating guidelines to be followed by motor carriers while at TRANSFLO terminals. A Motor Carrier must be pre-approved by TRANSFLO prior to entry onto the terminal to ensure a ***Motor Carrier Access Agreement (MCAA)*** is in place and provide the required insurance.. TRANSFLO recognizes that most motor carriers coming into the TRANSFLO terminals are not agents of TRANSFLO or agents of the Terminal Operator. However, TRANSFLO expects the Terminal Operators to foster a safety partnership with motor carriers to create a "safety culture" within the terminal. Driver Identification Verification will be conducted in accordance with the requirements of **PP-TM106 *Security Planning*, Section 3.3.**

Motor carriers and Contractors are required to wear **minimum PPE** while on TRANSFLO property: **hardhat, safety glasses, closed toed shoes, and high-visibility vest**.

Clothing requirements include shirts with sleeves and full length pants - shorts are not permissible.

- Outside Contractor Safety: Outside contractors coming onto TRANSFLO property are responsible for conducting business within the terminal in a safe and responsible manner. Therefore, basic safety rules have been established by TRANSFLO as minimum requirements to be followed by outside contractors, and these are contained in the **OP-207 *Contractor Operating Guidelines***. These guidelines also require that all contractors performing work at the terminal sign a ***Contractor Access Agreement (CAA)*** and provide the required insurance prior to the start of any work and to wear the appropriate PPE.

Work Permits may be required for outside contractors. The intent of the *Work Permit* review is to communicate work hazards and ensure safety for all persons at a terminal. TRANSFLO Procedure **PP_TM107** details the necessary steps and Form **FR_HSE20** is used to document the review and work being performed.

2.8. Confined Space Entry Program: The Terminal Operator implements a written confined space entry program to ensure that adequate steps are taken to eliminate and/or control hazards of entry into confined spaces by Terminal Operator employees, TRANSFLO employees, and other contractors that may perform work on site. This program includes conducting confined space surveys at regular intervals to identify permit-required and non-permit required confined spaces, posting of warning signs at entrances to permit-confined spaces, and a confined space entry plan for all permit-required confined spaces.

TRANSFLO requires that a site-specific plan be submitted to, and approved by, TRANSFLO HSE&Q management prior to work being conducted. In no case should a contractor/vendor perform any confined space work without the express approval by TRANSFLO HSE&Q management.

Note: All rail cars are considered confined space.

2.9. Fire Extinguishers: The Terminal Operator implements a fire extinguisher program to ensure fire extinguishers are inspected and maintained throughout the terminal in accordance with OSHA regulations.

Training is an important component of the Terminal Operators' program and must be documented.

Fire extinguishers may require additional inspection and permitting by the local Fire Department to meet local regulatory requirements. See OP-301 Section 2.8 for additional requirements for Fire Extinguishers and fire suppression systems.

2.10. Lockout/Tagout: The Terminal Operator develops and implements a written lockout/tagout (LOTO) program requiring the use of locks and/or tags prior to performing service or maintenance on equipment and machinery. This program includes lockout/tagout procedures for electrical equipment such as blowers, conveyors, fans and pumps; hydraulic or pneumatic equipment such as conveyors and lifts; and flammable material storage equipment such as containers, drums, lines and tanks storing flammable liquids. Training and documentation records must be maintained onsite.

2.11. Cardiopulmonary Resuscitation, First Aid, and Bloodborne Pathogens: First aid, CPR, and blood borne pathogens training are provided, as appropriate, by the Terminal Operator. A list of Terminal Operator employees with such training is to be posted at each TRANSFLO terminal. The Terminal Operator ensures that at least one employee trained in CPR, first aid, and blood borne pathogens is assigned to each shift.

2.12. **Hazard Communication:** The Terminal Operator implements a Hazard Communication program to properly notify its employees of potential chemical and other hazards encountered in the work place, and to train employees in identifying precautions to be taken when the hazards are encountered. The four elements considered in the Hazard Communication program at the TRANSFLO terminals are: Container Labeling, Safety Data Sheets (SDS), Tank Labeling, and Training as specified below. Additional guidance is provided in **OP-103 *Chemical Management***.

- **Container Labeling:** Precautionary labeling is applied on ALL containers, drums, totes or OSHA hazardous substances located in TRANSFLO terminals. This labeling includes the identification of the substance, the appropriate hazard warnings, and the name/address of manufacturer, importer, or other responsible party.

  Wastes are properly labeled, handled, manifested, shipped and disposed in accordance with applicable federal and state waste regulations. See also **OP-104 *Waste Management*** and **PP-HSE40 Waste Management Procedure**.

- **Safety Data Sheets (SDS):** Terminal Operators maintain a SDS binder that includes SDSs for all OSHA hazardous substances on-site within the past 12-month period. The following guidelines are followed in maintaining the SDSs:

  - SDSs are organized within binders in such a way that a specific SDS may be easily identified in an emergency.
  - A list of the SDSs is maintained in the front of the SDS binder giving the product name, the shipper/manufacturer, and the revision date of the SDS.
  - One binder is made accessible to employees, contractors, regulators, etc. during normal business hours. A second binder is available to emergency response contractors and other outside entities in the event of an emergency.
  - For on-site contractors, see **OP-207 *Contractor Operating Guidelines***.
  - On-site contractors must provide a SDS to Terminal Manager if hazardous materials are being utilized.
  - Binders should be reviewed and updated at least annually.

- **Tank Labeling:** The hazards of the contents of fixed storage containers at the TRANSFLO terminals are identified by a labeling system developed by the **National Fire Protection Association (NFPA) – NFPA 704**, *Standard System for the Identification of the Fire Hazards of Materials*. This system uses the familiar hazard diamond containing a hazard code for fire, health, reactivity and other hazards of the chemical. The Terminal Operator is to ensure that the tanks are properly labeled, locked when not in use and operating safely.
  - TRANSFLO also requires that all containers be labeled with the tank contents, volume and container number.
  - Note any deficiencies and communicate with TRANSFLO ROM and HSE&Q.

Additional guidance provided in **OP-103 *Chemical Management***.

- **Training:** Terminal Operators provide training for all employees who handle or may be potentially exposed to hazardous substances in the use of container labeling, SDSs, and NFPA tank labeling, and contractor notifications, as applicable.

2.13. **Hearing Conservation:** The Terminal Operator conducts noise surveys where appropriate to determine areas where noise levels exceed OSHA regulated levels, to determine and implement appropriate engineering controls or hearing protection to meet OSHA requirements, and to implement the appropriate employee monitoring programs.

Signs reading "Hearing Protection Required" shall be posted in areas where noise levels exceed the OSHA regulated level.

2.14. **Personal Protective Equipment (PPE):** The Terminal Operator implements a Personal Protective Equipment (PPE) program at each TRANSFLO terminal. The program addresses the following minimum PPE requirements of 29 CFR 1910.132, .133, .135, .136:

- **Eye and Head Protection:** Hard hats and eye protection with side shields (ANSI approved) are required for all persons working at or visiting the terminal outside of the terminal office. The Terminal Operator provides these items to all employees and terminal visitors. Outside contractors are to provide their own eye and head protection. Additional eye protection may be required based on commodity physical/chemical characteristics and will be outlined in the commodity specific work instruction.

- **Hand Protection:** The Terminal Operator provides necessary hand protection to its employees, in accordance with the commodity specific work instruction.

- **Foot Protection:** The Terminal Operator provides necessary foot protection to all employees. At a minimum, all Terminal Operator employees must wear 6" high topped safety boots (steel or composite-toed). Sandals, tennis shoes, and the like are prohibited from being worn in operating areas.

    - Visitors, at a minimum, must wear closed-toe, hard-soled shoes when in the operating area.

- **High Visibility Clothing:** The Terminal Operator provides high visibility clothing for all employees. Motor carriers and vendors are required to wear high visibility clothing while working in the terminal. Visitors are not required to wear high visibility clothing if accompanied by terminal personnel.

- **Hearing Protection:** The Terminal Operator provides hearing protection devices as determined by noise surveys conducted in accordance with the Hearing Conservation Section 2.13 above.

- **Respirators:** The Terminal Operator shall implement a Respiratory Protection Program that includes a written plan when applicable. This program should include the elements of respirator selection, respirator use/inspection/ maintenance, respirator fit testing, and the appropriate training.

- **Chemical Resistant Clothing:** Appropriate chemical and heat resistant gloves and suits are to be provided to the employees by the Terminal Operator when in potential contact with hazardous substances.

2.15. OSHA Process Safety Management (PSM) Standard: When handling chemicals that are subject to the OSHA PSM Standard (49 CFR 1910.119), TRANSFLO is to develop and implement the necessary PSM program elements in conjunction with the Terminal Operator. For example, a common product handled at TRANSFLO terminals to which this requirement applies is hydrogen peroxide (52% by weight or greater). The major components of the PSM program are: completion of a process hazard analysis (updated and revalidated at least every 5 years), operating procedures, employee training, pre-startup safety reviews, incident investigation, and compliance audits (conducted at least every 3 years).

- A Pre-Startup Safety Review (PSSR) will be conducted whenever there is a new, highly hazardous material requiring complex operations. See **PP_HSE54** for full PSSR procedure. These chemicals identified are in 29 CFR 1910.119 Appendix A and other commodities as required by TRANSFLO HSE&Q. The PSSR is conducted using cross-functional teams including TRANSFLO HSE&Q, Operations and Equipment personnel, Terminal Operators and their appropriate personnel and the customers' technical representatives and any other personnel that may be required to ensure a zero-defect startup.

    - The PSSR consists of the following:
        - Performed in advance of the start-up
        - Extensive valve by valve type review of transloading operations
        - Identify problems by severity of failure
        - Develop corrective action/modification during design phase
        - Generate action item list and assigns responsibility
        - Minimizes need for on-site variance and trial and error during start-up
        - Reduce costly rework, changes and potential for incidents
        - Allow for transloading procedures to be written for training of operating employees at work initiation.

2.16. EPA Risk Management Plan (RMP): When handling chemicals that are subject to the EPA Risk Management Plan (Section 112(r) of the 1990 Clean Air Act), TRANSFLO is to develop and implement the necessary RMP program elements in conjunction with the Terminal Operator. For example, a common product handled at TRANSFLO terminals to which this requirement applies is Liquefied Petroleum Gases (LPG). The major components of the

program are: registration of Facility with EPA (must be resubmitted every 5 years), Conduct Hazard Assessment to determine Program Level, Emergency Coordination with Local First Responders, Plan must be submitted to EPA, and mandatory compliance audits by EPA or State Agencies (conducted at least every 3 years).

Note RMP Facilities can also be PSM Facilities and held to both regulations.

2.16.1. Program 1 Requirements

- Worst Case Release Analysis
- 5 Year Accident History of Terminal while working on covered process/chemical
- Emergency Response coordination with Local First Responders
- RMP registration for each covered process/chemical

2.16.2. Program 2 Requirements (Additional to Program 1 Requirements)

- Worst Case Release Scenario 1 each for Toxic and Flammable
- Alternative Release Analysis which identifies most realistic release for process/chemical (hose rupture or gasket failure)
- Documented Management System for Implementation of the RMP Elements Process Safety Information, Operating Procedures, Mechanical Integrity, Compliance Audits, Process Hazard Analysis, Training and Incident Investigation (comparable to PSM Elements)

2.16.3. Program 3 Requirements (Additional to Program 1 and Program 2 Requirements)

- Prevention Program including Management of Change, Pre-Startup Safety Review, Contractors, Employee Participation and Hot Work Permits (comparable to PSM Elements)

2.17. **Emergency Action Plan and Contingency Planning:** The Terminal Operator develops and maintains a site-specific Emergency Action Plan (EAP) and contingency plan in accordance with the requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA). The EAP is developed in order to minimize potential harm to human health or the environment from fires, explosions, natural disasters, or any unplanned release of materials. The Plan must be updated whenever changes in personnel affecting the Plan change or whenever changes in materials handled effect the Plan. Revisions are to be submitted to TRANSFLO HSE&Q and a copy will be placed on the TRANSFLO Gateway to maintain consistency with other plans.

TRANSFLO will maintain the terminal Emergency Contact List, known as the **RED TAB**, for all terminals. This list documents terminal, Operator, CSX, TRANSFLO, Agency, and emergency contractor contacts that might be necessary in case of a terminal emergency. The **Red Tab** page will be incorporated into the EAP and all terminal environmental plans.

Terminal personnel will conduct an annual mock drill to test and demonstrate effectiveness of the terminal EAP. Lessons learned will be communicated with TRANSFLO HSE&Q and ROM in an effort to improve network emergency action response.

Terminal personnel will attend at least one Local Emergency Planning Committee (LEPC) meeting in an effort to continually improve local emergency response.

2.18. **Boiler and Pressure Vessel Inspections:** Boiler and pressure vessel inspections are managed by the CSX Insurance Department. Compliance inspections are coordinated by Hartford Steam Boiler (HSB) and inspection results are submitted to the appropriate State agencies for certification. See **OP-302** Section 3.25 for additional instruction. The Terminal Operator develops and implements adequate steam, hot water boiler, and other pressure vessel operating and maintenance programs that meet TRANSFLO equipment standards.

2.19. **Facility Security:** The Terminal Operator ensures that all facility security devices in place at the terminal are maintained and operating property, including but not limited to: perimeter and compound fencing and barb-wire, fence gate locks, building door locks, and security systems. Security alert levels dictate specific security devices and actions to be implemented according to the **PP-TM106** ***Security Planning***. A site specific security plan and site assessment will be completed and implemented. A template for a site specific security plan is available in PP-TM106, Attachment 2. The plan must be reviewed annually. Training of Terminal personnel in accordance with the **PP-TM106** ***Security Planning*** must be documented and records maintained onsite.

3. Environmental and Regulatory Compliance Program Elements

3.1. **Terminal Compliance Plan:** TRANSFLO HSE&Q tracks and manages applicable environmental regulations and permits that apply to TRANSFLO terminal operations. A site specific **Terminal Compliance Plan** (TCP) is created annually to identify permits, plans and associated compliance tasks. Terminal compliance activities are not limited to the following programs:

3.2. Air Pollution Control: TRANSFLO Terminal Operators operate the terminals in such a way as to minimize releases of any air contaminant to the environment. Minimization of air contaminant releases is accomplished through best operating practices, engineering controls, employee training, and proper maintenance of transfer equipment. Some TRANSFLO terminals have been issued state or local permits for air emissions. It is the responsibility of the Terminal Operator to ensure that the terminal is operated in compliance with any applicable air permit requirements.

During development of the Customer Delivery Specifications (CDS) for new business, the Terminal Operator is responsible for reviewing the proposed product characteristics, the proposed method of handling and transfer, and to ensure continuous compliance will be maintained with all applicable air permits and regulations. Air permits may restrict certain

types of products, transfer equipment, the transfer rates and specify handling requirements for products.

Air emissions minimization techniques employed at TRANSFLO terminals are described in **OP-102 *Air Emissions Compliance***.

3.3. Stormwater Pollution Prevention Plans (SWPPP) and Pollution Control: TRANSFLO Terminal Operators operate and maintain the terminals in such a way as to prevent and eliminate releases of any water contaminant via storm water run-off. Many terminals with storm water run-off are required to obtain a permit to discharge storm water, and to implement a storm water pollution prevention plan (SWPPP). Some terminals are also required to sample and inspect or test storm water discharges periodically for the presence of contaminants.

TRANSFLO develops the site-specific SWPPP and Best Management Practices (BMPs) and the Terminal Operator is responsible for implementing and maintaining compliance with all permit and SWPPP requirements (including necessary inspections, record-keeping and employee training). Copies of all inspections, training and record-keeping elements of the Permit are to be submitted upon completion to the TRANSFLO HSE&Q department for compliance tracking and placement on the TRANSFLO Gateway.

The following procedures provide additional guidance and instruction for stormwater compliance:

- PP_HSE10 – SWPPP Appendix C Guidance: How to perform a visual inspection;
- PP_HSE31 - Common Analytical Requirements for Wastewater and Stormwater;
- PP_HSE32 - Stormwater Sampling Checklist

3.4. Plastic Pellet Control and Recycling (Operation Clean Sweep): TRANSFLO is committed to adhering to the principles of the Society of Plastics Industry's (SPI) *Operation Clean Sweep* (www.opcleansweep.org) with respect to the safe and environmentally responsible handling of plastic resins. It is the responsibility of the Terminal Operator to implement policies, procedures, best operating practices, and employee training programs to achieve the goals of *Operation Clean Sweep*. At a minimum, plastic pellets are to be removed from collection areas on a routine basis, and properly disposed. Any spilled material is to be cleaned up immediately. Recycling of the plastic pellets is encouraged whenever possible.

3.5. Storage Tanks: Spill Prevention Control and Countermeasure (SPCC) Plans: SPCC plans are required for some TRANSFLO terminals that store petroleum products at their facility as defined by the EPA, in accordance with the Oil Pollution Act, 40 CFR 112. In general, SPCC plans are required for TRANSFLO terminals that store petroleum products in excess of 1,320 gallons in total for the facility. Containers smaller than fifty-five (55) gallons are not included in the total storage capacity determination. Petroleum products include: diesel fuel, motor oils, hydraulic fluids, greases and vegetable oils.

TRANSFLO develops the site specific SPCC Plan and the Terminal Operator is responsible for maintaining compliance for the terminal (including necessary inspections, record-keeping, and employee training, and reporting of releases). Copies of all record keeping documents are submitted upon completion to the TRANSFLO HSE&Q department for compliance tracking and placement on the TRANSFLO Gateway.

3.6. **Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA):** Some commodities transferred at TRANSFLO terminals may be regulated under the EPA "FIFRA" regulations (40 CFR 152-189). These products can include herbicides and insecticides, or even spray oils that will be used as carrier agents in the insecticide or fungicide manufacturing process. It is the responsibility of the Terminal Operator to carefully review new products during development of customer service delivery specifications for FIFRA applicability, and to ensure compliance with applicable FIFRA regulations. TRANSFLO obtains necessary FIFRA registration for the terminal and prepares and submits annual reports to EPA as required.

3.7. **Food Safety:** For terminals handling food products meant for human or feed for animal consumption additional training and regulatory requirements may apply. Refer to the **Sanitary Food Transportation Act** (SFTA) and **Food Safety Modernization Act** (FSMA) and regulatory requirements in 21 CFR 1, 11, 117, and 507. All employees at these terminals will require additional training as *Qualified Individuals* to meet regulatory and customer requirements. Refer to the Food Safety page on the TRANSFLO Gateway for additional resources.

3.8. **Waste Management:** TRANSFLO has developed and the Terminal Operator effectively implements and maintains compliance with **OP-104 *Waste Management*** for all waste generated at the terminals. The TRANSFLO policy is to reduce waste generation through transloading BMPs, equipment design and recycling materials from the transfer process with concurrence approval from the customer.

Used Oil and Hazardous Waste Transloading: TRANSFLO customers use TRANSFLO terminals as transfer facility to consolidate truck shipments of used oil into tank cars for transportation to re-refineries or energy recovery plants. Terminal Operator is to work closely with the shipper to ensure compliance with the EPA maximum **thirty-five day dwell** time for a railcar containing used oil or **ten day dwell** for hazardous waste in the terminal. The clock starts when the first quantity of used oil is placed into the railcar.

See procedure **PP_HSE42 *Used Oil – Haz Waste Shipment Documentation Procedure*.**

Used Oil: Used oil is generated at most TRANSFLO terminals during routine maintenance of equipment such as diesel-driven conveyors and tractors. Used oil must be labeled and stored properly within secondary containment, and recycled and/or disposed of using a permitted facility approved by TRANSFLO. TRANSFSLO also transloads used oil for customers at various terminals. It is the responsibility of the Terminal Operator to be knowledgeable of the federal, state and local regulatory requirements for used oil generators and transfer facilities, and to provide adequate

training to employees to ensure compliance is maintained. See **PP_HSE42** for additional clarification and requirements for used oil and hazardous waste shipment documentation.

Hazardous Waste Management: The United States Environmental Protection Agency (EPA) regulates hazardous waste from "cradle-to-grave", meaning from generation to disposal. Those persons or companies who generate, transport (including transfer from container-to-container, as in TRANSFLO operations), treat, store, and dispose of hazardous wastes are subject to very strict waste management rules. At TRANSFLO terminals, it is possible for a facility to be a hazardous waste generator, or a transfer facility, or both. It is the responsibility of the Terminal Operator to be knowledgeable of the federal, state, and local regulatory requirements for hazardous waste generators and transfer facilities, and to provide adequate training to employees to ensure compliance is maintained. See **OP-104** ***Waste Management*** standard and **PP-HSE4-*Waste Management Procedure*** for additional guidance.

The Terminal Operator is to work closely with the shipper to ensure compliance with the EPA maximum ten-day dwell time for a railcar containing hazardous waste in the terminal. The clock starts when the first quantity of hazardous waste is placed into the railcar. See **PP_HSE42** for additional clarification and requirements for used oil and hazardous waste shipment documentation.

3.9. **Emergency Planning and Community Right-to-Know Act – EPCRA (SARA Title III, Sections 302, 303, 304, 311, 312, and 313):** EPCRA deals with the emergency planning, notification, and reporting to state and local emergency planning commissions of chemicals stored at facilities. Local and state regulations dealing with chemical inventory and storage regulations also apply to TRANSFLO terminals. TRANSFLO prepares and submits the required SARA Title III, Tier II annual reports as required. Terminal Operator provides TRANSFLO HSE&Q with current and accurate chemical inventory data as required to ensure timely submittal of reports.

Tier II reporting is required for chemicals stored on site in quantities greater than 10,000 pounds, or 500 pounds for an extremely hazardous substance (EHS). These reports are submitted to state emergency response commissions (SERC), local emergency planning councils (LEPC), and local fire departments. The Terminal Operator should forward any related communications to TRANSFLO HSE&Q.

Chemicals in railroad tank cars at a TRANSFLO terminal are considered to be "storage incidental to transportation", and therefore, according to 42 USC Section 11047, are not subject to the requirements of Sections 302, 303, 311, 312, and 313, but **are** subject to the emergency release reporting requirements of Section 304.

3.10. **DOT Hazardous Material Compliance:** At each terminal transloading Department of Transportation (DOT) Hazardous Materials, the Terminal Operator implements a comprehensive DOT Hazardous Materials Compliance program to ensure that continuous

compliance with Hazardous Materials regulations is maintained. Key components of the terminal hazardous materials program include:

3.10.1. **DOT Registration (49 CFR Part 107):** A copy of the Terminal Operator's Certificate of Registration is posted at each terminal in which hazardous materials are transferred.

3.10.2. **Hazardous Materials Training (49 CFR 172 Subpart H):** A documented training program meeting the requirements of 172.704 is implemented. Employee training must be conducted within 90 days of employment and recur every three years thereafter.

3.10.3. **Security and Safety Plan (49 CFR 172 Subpart I):** The Terminal Operator will observe the TRANSFLO and CSX requirements for security planning and implement a site specific security plan. See **PP_TM106** ***Security Planning*** for guidance. The plan must be reviewed annually.

3.10.4. **Railcar Inspection Training (49 CFR 173.31(d)):** The Terminal Operator implements rail car inspection procedure to ensure that all released rail cars are prepared, secured, labeled, marked, and placarded for transportation in accordance with the hazardous materials regulations. All inbound railcars are inspected and any noted discrepancies are reported to the shipper and the TRANSFLO ROM.

Appendix U - LEADS Contractor Safety Audit Form

Date _____ Contractor _____

Location _____ LEADS Manager _____

Safety Audit

	Yes	No	Comments
ISNetworld Compliant	☐	☐	
Proper terminal notifications and track protection in place prior to performing work	☐	☐	
Inspect work area (Walking conditions, Material, Product, Equipment, Tools, Track conditions, etc.)			
Proper Safety Briefing conducted prior to performing work (additional briefing conducted when job aspects change; ie: weather change)	☒	☐	
Proper PPE equipped and free of defects	☐	☐	
-Hard Hat	☐	☐	
-Safety Glasses	☐	☐	
-High Visibility Clothes	☐	☐	
-Steel Toe Boots	☐	☐	
Cause for Reasonable Suspicion	☐	☐	
Social distancing observed where possible. Face coverings in place when required	☐	☐	
Standing equipment left clear of adjacent tracks and properly secured	☐	☐	
Aware of and remained clear of all red zones and pinch points	☐	☐	
Proper tools available and used to complete tasks.	☐	☐	
Tools are free of modifications	☐	☐	
Three Points of Contact maintained when climbing on railcars and equipment.	☐	☐	
Fall protection utilized when working from extreme heights	☐	☐	
Mechanical notified when work was completed	☐	☐	
Pre-Departure Inspection (Walking conditions, Material, Product, Equipment, Tools, Track conditions, etc.			
Track protection removed, and all equipment is clear of tracks before leaving the site	☐	☐	

CSX Environmental Guidelines for Contractors

Critical Environmental Rules

Rules cannot be written to cover everything we do on the job; therefore, we are empowered to make decisions and take action necessary to protect human health and the environment. The following are critical environmental rules that all employees must follow:

- Never place ties in wetlands, rivers or sensitive areas. Used ties and track material are required to be collected in a timely manner and must never be left in a water body, wetland or other sensitive environment.
- Report the presence of ties in wetlands, rivers or sensitive areas.
- Never burn or bury waste.
- Report spills immediately to the Public Safety Coordination Center (PSCC) at 1-800-232-0144.
- Obtain an environmental permit prior to initiating construction.
- Never disturb asbestos containing materials.
- Never leave a locomotive unattended during fueling.
- Never misuse chemicals or cleaners. Safety Data Sheets and dilution directions must be followed when using cleaners or other chemicals.
- Never move leaking equipment unless it is to protect public safety or reduce environmental impact.
- Never mishandle waste. All waste must be managed in accordance with Federal, State and local regulations and the CSX Employee Environmental Guidelines.

Please thoroughly read the Critical Environmental Rules and make them a part of your daily work life. These rules are designed to protect employee health, the environment, and CSX's compliance record. We have a responsibility to be a positive influence on communities and the environment.

Chemical Management Rules

- Use and store all cleaners in accordance with the SDS, manufacturer's requirements. (For example: Do not use a concentrated cleaner at full strength if the label directions require a diluted solution.)
- Do not use product except Solvent 142-66, sometimes called CSX-8L, to clean parts. Other products such as mineral spirits, kerosene, or gasoline are strictly prohibited for parts cleaning.
- Do not use external aerosol products in parts washers and do not allow external vendors to provide or service them.
- Products containing chlorinated solvents, such as 1,1-trichloroethane, are not approved for use on CSX property. If a product's ingredients list is discovered to contain a chlorinated solvent (i.e. has "chloro" in the ingredient name), notify EFS to arrange for proper disposal.
- Keep all chemical and petroleum containers closed when not in use.
- Store containers of oils, chemicals and cleaners under cover or inside whenever possible.
- If a secondary container is used, the type of container must be compatible with the contents.
- Secondary containers must be labeled immediately with the contents. If excess product is to be stored in the secondary container after the shift has ended, a more detailed label must be applied.

- Report any abandoned or unmarked containers of chemicals to the PSCC at (800) 232-0144.
- Containers stored together must be stored so all labels are visible.
- Containers must be spaced to allow access in the event of an emergency response.
- Do not pour oils, chemicals or cleaners down drains or store near interior or exterior drains.
- Completely empty containers that are <55 gallons until no more product can be poured or squeezed out prior to discarding in the general trash.
- Call EFS to discard any empty container that is 55 gallons or larger.

Hazardous Material Awareness Rules

- CSX Contractors must prevent hazardous material exposures and avoid hazardous material injuries:
    - Know the materials in use and in storage around you and your work area.
    - Use supplies and tools properly.
    - Use appropriate Personal Protective Equipment (PPE).
    - If a release occurs, leave the area, report to the PSCC and notify the person in charge and other employees in the area.
- CSX Contractors transporting hazardous materials must:
    - Have current DOT Hazardous Materials training completed within the past three years.
    - Maintain accurate shipping papers for any hazardous materials in the vehicle
    - Determine the placard requirements for the transported materials
    - Inspect vehicles and loads frequently to verify materials are transported safely.
- Dispose of spilled materials in accordance with local, State, Federal and CSX policies. Contact local Environmental Field Services personnel for assistance with disposal.
- Store and transport hazardous materials in DOT approved containers only.

Clean Air Act Management Rules

- CSX Contractors should not engage in any open burning activity on CSX property. Report any open burning activity to the PSCC at (800) 232- 0144.
- Use appropriate best management practices to minimize fugitive dust emissions (dust particles) from unpaved road surfaces and aggregate material storage.
- Report uncontrolled dust emissions to the PSCC at (800) 232-0144.
- Chlorofluorocarbon (CFC) refrigerant may only be applied and/or removed from CSX equipment by certified licensed contractors. A copy of the contractor's credentials must be submitted.
- If it appears the dust generated from the work activity may travel beyond the CSX property boundary, immediately apply appropriate dust control measures.
- If an excessive amount of dust is generated during operations, stop work and verify the dust situation is controlled.

Asbestos Management Rules

- CSX Contractors are prohibited from handling, disturbing or disposing of asbestos-containing or suspected asbestos-containing materials unless authorized to do so under the CSX Asbestos management program.
- Report damaged asbestos-containing, or suspected asbestos-containing materials to the PSCC at (800) 232-0144.

Lead Paint Management Rules

- CSX Contractors must not handle, disturb or dispose of suspected lead paint materials or confirmed lead paint materials that may be found on buildings, bridges, equipment or other structures unless authorized to do so under the CSX Lead Control Program.
- Report damaged building material confirmed or suspected to contain lead paint to the PSCC at (800) 232-0144.
- Any renovation, maintenance or demolition on bridges containing lead paint should be conducted in accordance with the CSX Lead Control Policy.
- Only certified, licensed and insured lead paint contractors can conduct lead paint surveys, lead paint abatements and lead paint disposal.

Clean Water Act Management Rules

- Remember that storm water associated with industrial activity or construction involving more than one acre on a new location or within an existing facility is subject to storm water regulations.
- You must contact the Environmental Department or your CSXT Project Manager before you begin construction or excavation activities near waterways. Local or state regulations may require prior approval or permits to work within a specified distance of body of water.
- Use erosion control, such as silt fencing or straw bales, around soil stockpiles and excavation areas to prevent sediment contamination of storm water runoff.
- Do not discharge wastewater from industrial processes (e.g. locomotive washing, tank cleaning, and track equipment cleaning) to the ground or any water body without an NPDES or POTW permit.
- Do not discharge municipal wastewater (from sinks or showers) to the ground.
- Do not pour products into drains or onto the ground.
- Use CSX approved cleaning products at proper strength in accordance with manufacturer's instructions.
- Maintain neat and orderly housekeeping.
- Do not discard trash on the ground.
- Park locomotives and on-track equipment over track pans, track mats or in a contained area when available.
- Oils, cleaners, chemical containers and de-icing salt stored outside must be managed in manner that prevents exposure to storm water
- Do not wash vehicles or equipment on CSX property.
- Trash dumpsters must have lids and lids must remain closed when not in use.

Direct to Locomotive Fueling Rules

For each fueling event, the DTL locomotive fueling vendors are required to:

- Wear all CSX required PPE, including gloves, while fueling.
- Ensure on-track protection is secured in accordance with FRA requirements.
- Place 28-inch reflective cone 25 feet on each end of locomotive.
- Have absorbent material readily available.
- Have a working fire extinguisher available.
- Prohibit smoking during fueling operations.
- Check the fuel tank sight glass and fuel gauge or stick tank prior to fueling.
- Check the opposite side fuel cap for tight fit and vent pipe for blockage.
- Check the sensing line hose to verify no downward loop or sag.
- Place the overfill protection under the overflow prior to initiating fueling.
- Remain at the nozzle during fueling operations. Sitting in the cab of the truck or otherwise leaving the nozzle unattended during fueling is prohibited.
- Remove all buckets, absorbents or other debris after fueling event is complete.

For any spills that occur during fueling, the DTL locomotive fueling vendors are required to:

- Stop the source of a spill if it can be done safely.
- Ensure on-track protection is secured in accordance with FRA requirements.
- Contain spilled fuel with spill control material if it can be done safely.
- Notify the Public Safety Coordination Center (PSCC) of spills at (800) 232-0144 as soon as possible.
- Avoid driving vehicles or equipment through standing fuel.

DTL vendor parking requirements:

- Empty or full trailers may be parked on CSX property overnight only on a designated truck pad approved by the local Environmental Field Service personnel.
- Temporary storage of disconnected trailers on CSX property is NOT allowed.
- Fuel trucks must not be parked within 5 feet of the traveled portion of a public street or highway except when the necessities of operation require.
- Fuel trucks must not be parked within 300 feet of an open fire.

Wildlife Management Rules

- CSX Contractors should not attempt wildlife removal.
- Report wildlife concerns to the EFS for appropriate follow up.

Hazardous Waste Management Rules

- All CSX Contractor personnel involved with the handling of hazardous waste must be trained in accordance with the generator status for the facility.
- Never allow hazardous waste to enter drains or the environment.
- Hazardous waste must never be mixed with any other waste, such as used oil or gasoline.

- All hazardous waste spills must immediately be reported to the CSX Public Safety Coordination Center (PSCC) at (800) 232-0144.
- Contact EFS for assistance with disposal of hazardous waste.

Non-Hazardous Waste Management Rules

- To eliminate disposal, use chemical and oil products until there is no product remaining.
- Reuse or recycle clean/empty non-hazardous containers, scrap metal and other materials when possible.
- Implement good housekeeping practices at facilities. Remove and properly dispose of debris and rubbish.
- Place empty water bottles in recycling bins whenever possible. If recycling bins are not available, place empty bottles in trash containers. Do not discard water bottles on the ground.
- Do not throw trash/litter on the ground.
- Do not place trash or wood in scrap metal piles or scrap metal containers.
- Avoid printing materials when electronic documents are available and accessible. When printing is required, use the double sided option and the smallest practical paper size.
- Non-hazardous waste containers must be labeled, in good condition and have lids that remain closed when not in use.
- All non-hazardous waste properly disposed within 120 days of generation.
- Unauthorized, unpermitted or illegal disposal of solid waste (asphalt, concrete, etc.) is prohibited. In no circumstance are these materials authorized for use as fill, riprap, etc.
- Open burning of solid waste or any other material is prohibited.
- Do not empty or pour liquid wastes onto the ground or into drains.
- Report refrigerant units designated for scrap to EFS for proper handling.
- Remove batteries, petroleum products and other fluids from equipment to be scrapped prior to disposal or recycling. Contact EFS for proper handling.

Biohazard Management Rules

- Syringes and lancets and other types of medical waste must be disposed off CSX property.
- CSX Contractors should not attempt removal of human remains, needles or animal carcasses.
- Hazards due to human remains, needles, or animal carcasses on the line of road should be reported to the PSCC at (800) 232-0144.

Petroleum/Used Oil Management Rules

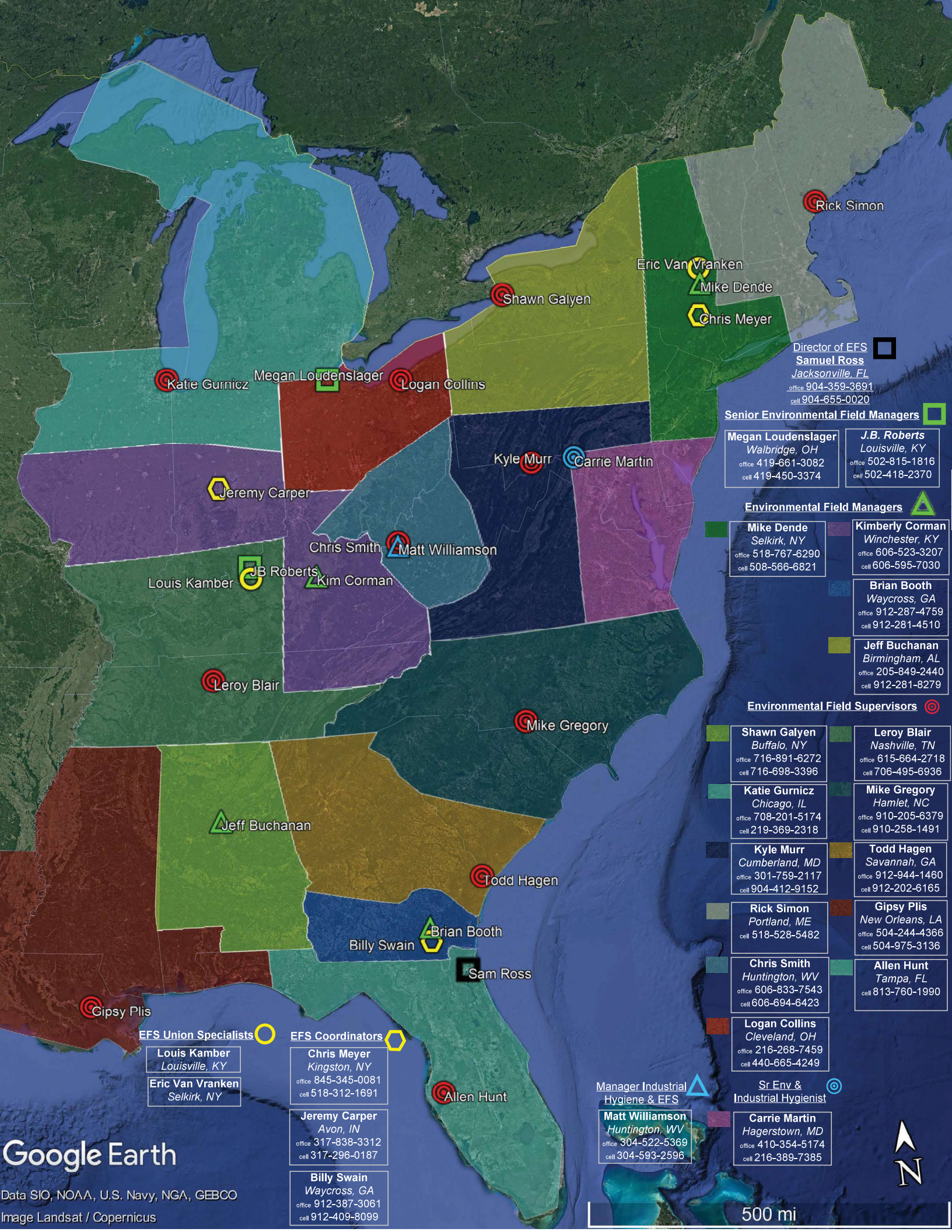
- Inspect all hydraulic hoses and fittings prior to, during, and following equipment operation.
- Repair all leaking hydraulic hoses and fittings immediately.
- Take special care when changing out hydraulic hoses to contain the oil and protect the environment.
- Do not use used oil for weed control, dust control or lubricating switches.
- Do not dispose of oil onto the ground or by pouring into a drain; even if the drain discharges to a treatment system.
- Place only used oil into a used oil container (no gasoline, antifreeze, etc.).

- Keep used oil storage containers, including small containers such as 5 gallon buckets, closed at all times except when used oil is being added or removed.
- Store portable used oil storage containers such as drums and totes on a spill containment pallet.
- Label used oil storage containers “Used Oil” except in Pennsylvania (“Waste Oil”) and Massachusetts (“Hazardous Waste”).
- Keep spill response materials such as absorbent pads and booms near petroleum storage areas.
- All spills, regardless of volume, must be reported the PSCC at (800) 232-0144.
- Drain all used oil filters and used fuel filters for at least 12 hours before disposing or recycling.
- Do not place free liquids into a Waste Wrangler.

Waste Container Management Rules

- All 2 yard containers and 10, 20 and 30 yard rolloffs used to store general trash must be stored under cover or equipped with a lid.
- Do not place hazardous waste, petroleum waste or other regulated waste in a dumpster or other non-hazardous waste container.
- Place non-hazardous, non-recyclable liquid waste only in approved containers.
- Report rusted, leaking or damaged dumpsters

Environmental & Hazmat Maps



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PREVENTION FOCUSED · CSX TRANSPORTATION · HAZARDOUS MATERIALS TEAM · INCIDENT READY

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CSX EMERGENCIES: **800-232-0144**

August 2023

CSX

Safe Way

Updated through September 1, 2023

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Chronological List of Rule Changes

Rule ID	Effective Date
2009.14	10-01-2023
2101.3	09-01-2023
2104.1	08-03-2023
2509.1	08-01-2023
2105.1	08-01-2023
2105.2	07-15-2023
2105.4	07-01-2023
2105.5	07-01-2023
2105.6	07-01-2023
2105.3	07-01-2023
2507.1	06-01-2023
2102.1	05-15-2023
2009.11	05-01-2023
2009.24	04-01-2023
2007.9	04-01-2023
2014.1	04-01-2023
2007.8	03-01-2023
2007.2	02-01-2023

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Table of Contents

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; and
4. Observe all local, state, and federal laws and regulations.

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 at the beginning of and throughout our workday make us more aware of our surroundings and better prepared to recognize and avoid potential hazards. Employees must:

1. Remain alert for anything out of the ordinary that occurs during your shift; and
2. 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 at (800)232-0144.

2002.2 A job briefing must be conducted before beginning a work activity and when:

a. Work activity or conditions change, or
b. Another employee joins the crew or workgroup, or
c. Required to operate a hand operated main track switch in non-signaled territory, or
d. Required to secure any equipment or train, or
e. Required to initialize Positive Train Control (PTC) equipment.

2002.3 To conduct a job briefing, employees must:

1. Discuss the sequence of job steps;
2. Identify, eliminate, contain, or communicate all potential hazards related to the task(s);
3. Identify any related close clearance locations;
4. Inspect tools and equipment before use;
5. Identify proper personal protective equipment (PPE) for the job task(s);
6. Ensure understanding of the planned sequence of events;
7. Follow up to ensure compliance with safe work practices; and
8. Determine the method of communication to be used. I.E. Radio, hand signals, etc.

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.

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 it 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 on the Locomotive Work Report, 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.

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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 or the equipment is under their control or the control of a crew member,
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.

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. Position body to face the equipment and look in the direction of travel,
2. Maintain 3-points of contact, keeping secure hand holds and footing,
3. Be prepared for unexpected movements and slack action at all times,
4. Ride the side of cars equipped with a horizontal grab iron at least 12 inches above the floor of the car or at least one vertical grab iron that allow an employee to stand upright.
5. Ride the side of rail cars or the trailing end of a cut of cars equipped with an end platform.
6. Ride the steps or front/rear locomotive platforms when positioned on the outside of a moving locomotive,
7. Dismount 150 feet before passing a close clearance sign or reaching a close clearance,
8. Ride on the side of equipment away from live tracks, main tracks, sidings, close clearances or other hazards, and
9. Dismount equipment 150 feet prior to coupling.

2102.2 When riding on equipment, employees must not:

a. Place hands, arms, or legs inside equipment with shiftable loads or near the end gates of a drop end gondola; or
b. Occupy side locomotive walkways when:
    1. Traversing over crossings (railroad or vehicle), curves, bridges, and control points; and
    2. Above 20 mph; or
c. Use bridge plates or container brackets as hand holds on flat cars; or
d. Transition from one side of a car to the other while the car is moving, except in an emergency situation, or
e. Ride:
    a. Platform between coupled cars, or
    b. End of cars being shoved unless the car is equipped with a riding platform that has a solid safety rail positioned between the employee and the end of the equipment, or
    c. Couplers, draw-heads, cut levers, or cushion underframe devices, or
    d. Bottom step of equipment when traversing highway-rail crossings at grade, or
    e. The middle ladder of tank cars, or
    f. The side of equipment that is adjacent to a main track or siding that is occupied with equipment, or
    g. The following series of cars: LEWX (1000-1099), LEWX (2100-2197), DEAX (11351-11450), CIGX (802713-803211), or
    h. Equipment other than the front steps of a locomotive when traversing from the top of a hump into the bowl tracks, or
    i. Locomotive platforms behind the walkway chains.

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.

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. 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.
4. 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.

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-signaled 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 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, and
4. The location of the off-site Muster Areas in case of evacuation of a worksite for a chemical release.

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 Floor Captains by radio or telephone,
2. The Floor Captains will notify all building occupants,
3. If instructed by the Floor Captain to shelter-in-place, remain calm, stop work and secure tools and equipment,
4. Stay clear of windows and glass and proceed to the Shelter-in-Place Assembly Area within your building,
5. If you are in the Yard and unable to make it to an indoor Shelter-in-Place Assembly Area, quickly enter the nearest structure,
6. 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.
7. Remain in the Shelter-in-Place Assembly Area until the all-clear is given by the Emergency Coordinator, and
8. When the all-clear is given, report to the off-site muster point for a head count.

2603.3 Evacuation from the Worksite

1. In the event of an emergency requiring evacuation of the worksite, the Emergency Coordinator will notify the Floor Captains,
2. The appropriate off-site Muster Point will be selected based on weather conditions, wind direction, and location of the incident, and
3. The Floor Captains will instruct building occupants 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 1-800-451-8346 and 3E 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 and selecting the 3E 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. Use the ?Bomb Threat Checklist? to 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 Floor Captain, and
    5. Evacuate the building in accordance with the Evacuation Tab if told to do so by your Supervisor or Floor Captain.
4. If the employee filled out a Bomb Threat Checklist, ensure that the information is communicated to the Emergency Coordinator by radio or telephone or physically delivered to the 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. 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,
    4. You will not be permitted to re-enter the building, and
    5. Wait for approval from the Emergency Coordinator to reopen doors and/or windows and resume normal operations.

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 the Emergency Coordinator by radio of the situation and anyone missing from your zone, 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					R				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]				X	R						X	R
Grinders																					
Bicycle Grinder					X	X	X				X						R				R
Hand held					X	X	X				X						R				R
Rail maul					X	X	X										R				R
Rail slotter					X	X	X										R				R
Rail surface					X	X	X				X						R				R
Shop bench					X	X	X										R				
Handling chemical/caustic				X		X												X			
Handling high voltage																			X		
Metal bridge welding/cutting	X								X				X	R						X	X
Metal bridge grinding					X	X											X				X
Rail saw			X		X	X	X										R				
Servicing/handling batteries				R		X												X			
Weed eater			X		X							X					R				
Welding									X				X	R						X	R
Welding, overhead	X								X					X						X	R
Working outside protected platform (signal work)															X	X					

X[1] 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								X	
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/Inserter	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; Winston Project Shop; Lakeland, 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.