Minimum Safety Requirements

FOR CONTRACTORS WORKING ON
CSXT PROPERTY

EFFECTIVE 12/12/2017
Minimum Safety Requirements for Contractors Working on CSXT Property

Table of Contents

1. Introduction
2. Compliance with Safety Requirements
3. Rail Security Awareness
4. Blue Signal Awareness
5. CSXT on-Track Safety
6. Reporting Requirements
7. CSXT Environmental Policy
8. Selected Rules from the CSXT Safe Way
9. Selected Rules from the CSXT Operating Rules (Electronic Devices)
1. Introduction

Access to railway property for any contractor personnel is at CSX Transportation, Inc.’s (CSXT) sole discretion. Such access is only for the purpose of performing services for CSXT, and only for the duration of the contractor’s contract with CSXT. The contractor shall ensure that contractor personnel wear appropriate photo identification and/or visitor tags while on CSXT property, and have documentation to verify the services being performed for CSXT. The contractor shall ensure that contractor personnel comply with CSXT’s instructions regarding security restrictions or other restrictions resulting from emergent conditions.

The contractor shall be solely responsible for the safety of its agents, employees and employee of its subcontractors. All contractors must comply with federal, state, and local laws and regulations, including but not limited to those of the Occupational Safety, Health Administration (OSHA) and the Federal Railroad Administration (FRA). In addition to laws and regulations, contractors must follow all CSXT rules and policies.

Contractors must have a copy of the “Minimum Safety Requirements for contractors Working on CSXT Property” on site at all times.

The terms “contractor” or “contractors” as used in this document refer to all employees, agents, and employees of subcontractors of any contractor.

Check in with Management

Contractors must check in with CSXT management at the yard or facility prior to commencing any work. The contractor must do so to notify CSXT personnel of the planned work on the property and receive a safety job briefing prior to going to work.

If the contractor is unable to contact any CSXT 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
   • Have them contact a local manager from the Mechanical Department

If working for Engineering: 904-381-2187
   • Have them contact a local manager from the Engineering Department

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.
2. Compliance with Safety Requirements

The following outlines CSXT’s contractor/consultant safety requirements. The main principle is to provide a standardized format with a clear understanding of safety expectations. CSXT expects all contractors to comply with applicable local, state, and federal environmental, health, and safety regulations.

Each year contractors are provided with a copy of all applicable safety rules, policies, programs and work practices. Subcontractors fall under the responsibility of the primary contractor and must comply with all CSXT rules and regulations.

Rules cannot be written to cover every task on the job. If a rule does not apply to a specific task, we must rely on good judgment and follow the safest course available.

- Examples of Unsafe Behavior and/or Actions –
  - Occupying track without Roadway Worker Protection
  - Fouling, going between or underneath standing equipment without proper authority
  - Crossing over or between moving equipment
  - Attempting work that will interfere with the safe passage of trains
  - Fouling track without proper authority or in an unsafe manner
  - Undertaking any act that defeats the purpose of a safety device
  - Using, being under the influence or possessing intoxicating or controlled substances
  - Egregious violations of personal protective equipment rules
  - Willful disregard to the rights or the company or other employees (assault, theft, dishonesty, sexual harassment, etc.)
  - Reckless or willful endangerment (possession of firearms, under the influence of drugs or alcohol, etc.)
  - Use of improper fall protection
  - Failing to properly lock-out electrical equipment
  - Failing to provide CSXT with safety data sheets (SDSs) for products you bring on-site
  - Failing to remove all chemicals or materials you brought onto CSXT property when you demobilize from the site

Failure to comply with CSXT rules and/or regulations may result in the contractor’s removal from CSXT property.
3. 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.

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.
4. Blue Signal Awareness

Signs, signals, and flags necessary for the safe operation of the railway shall not be obstructed, removed, relocated, or altered in any way without proper authorization. Blue flag protection on tracks signifies CSXT employees are on, under or between rolling stock equipment. Blue flags are important safety devices and must not be touched or obstructed.

5. CSXT On-Track Safety Training

The Federal Railroad Administration (FRA) regulation 49 CFR Part 214, Subpart C and CSXT’s Policy requires that all independent contractors and their employees who are roadway workers on railroad property must receive annual On-Track Safety Training. CSXT’s policy states that you must have this training if you 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 the Contractors Handbook for CSX Roadway Worker Protection (current year) accessible at all times while working on CSXT property.

6. 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 CSXT, the contractor/consultant must notify CSXT as soon as possible, but no later than twenty-four (24) hours after the incident. The consultant/contractor must notify the respective CSXT Project Manager (PM) 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 CSXT PM. The form must be completed and provided to the CSXT PM no later than 24 hours after the injury/illness occurred.

- See the PI-1Acon form on the following page
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

CONTRACTOR EMPLOYEE’S NAME

INCIDENT NUMBER (Leave blank)

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

DATE OF BIRTH AGE OCCUPATION

CONTRACTOR COMPANY NAME

CONTRACTOR COMPANY SUPERVISOR NAME AND PHONE NUMBER

DATE INJURY/ILLNESS OCCURRED Mo. Day Yr.

INJURY/ILLNESS TIME AM PM

INJURY/ILLNESS LOCATION (Shop, Plant, Truck, Station, Train, Etc.)

INJURY/ILLNESS CITY INJURY/ILLNESS COUNTY INJURY/ILLNESS STATE MILEPOST DIVISION

(To Nearest Tenth)

VISIBILITY WEATHER IS THIS INJURY/ILLNESS CLAIMED TO HAVE HAPPENED: DID THIS INJURY/ILLNESS OCCUR WHILE ON A BREAK

☐ Dawn ☐ Dusk ☐ Clear ☐ Rain ☐ On Duty? ☐ Off Duty?
☐ Daylight ☐ Dark ☐ Cloudy ☐ Fog ☐ On CSX Property? ☐ Off CSX Property? ☐ Yes ☐ No

IS THIS INJURY/ILLNESS OCCURRED (ATTACH ADDITIONAL PAGES IF NECESSARY)

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

DID DEFECTIVE TOOL(S) OR EQUIPMENT CAUSE INCIDENT?

☐ Yes ☐ No

DID WORKING CONDITIONS CAUSE OR CONTRIBUTE TO THE CAUSE OF THE ACCIDENT/INJURY?

☐ Yes ☐ No

IF YES, PLEASE PROVIDE COMPLETE DETAILS.
<table>
<thead>
<tr>
<th>WAS THE WORKPLACE ADEQUATELY LIGHTED?</th>
<th>IF ON-TRACK EQUIPMENT INVOLVED, GIVE INITIALS AND NUMBERS (i.e. CSXT 1234)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAS THERE ANY FAILURE TO GIVE USUAL OR NECESSARY SIGNALS, WARNINGS OR PROTECTION?</th>
<th>WAS ANYONE AT FAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BODY PARTS AFFECTED</th>
<th>NATURE OF COMPLAINT: (i.e. Sprained Right Wrist)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WAS MEDICAL ATTENTION PROVIDED?</th>
<th>WAS PRESCRIPTION MEDICATION INCLUDED IN TREATMENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF MEDICAL ATTENTION WAS PROVIDED, PROVIDE THE NAME AND ADDRESS OF PHYSICIAN AND MEDICAL FACILITY.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIBE MEDICAL/FIRST-AID TREATMENT RECEIVED</th>
<th>WILL INJURY/ILLNESS RESULT IN LOST WORK DAYS?</th>
<th>IS THIS A RECURRENTNESS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF THIS IS An ILLNESS OR CONDITION RATHER Than An ACUTE INJURY, WHEN DID YOU FIRST NOTICE SYMPTOMS? (IF N/A, CHECK BOX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>NAME OF WITNESSING CSX SUPERVISOR (PRINTED)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF WITNESSING CSX SUPERVISOR</th>
<th>DATE</th>
<th>CSX SUPERVISOR PHONE#</th>
</tr>
</thead>
</table>

Page 2 of 2
Effective January 2016
7. CSXT Environmental Policy Statement

CSXT is committed to protecting the environment and the safety and health of the public, customers and its employees in all aspects of the company’s operations. We strive to minimize impacts on the environment and the communities in which we operate. We work to maximize the business and its positive impacts by delivering the best service to our customers. The company’s decisions and actions are guided by the following principles:

**Skilled and Committed Workforce**

- Conduct operations safely.
- Leverage the CSXT Environmental Management System to ensure compliance with environmental laws and regulations, internal policies and best-management practices.
- Train and empower employees to fulfill environmental responsibilities. Communicate openly with employees, customers and the public regarding the company’s environmental programs.

**Fuel Efficiency and Supply Chain Engagement**

- Improve our environmental footprint by utilizing state-of-the-art technology and pollution prevention efforts to reduce energy and fuel consumption and minimize waste through comprehensive recycling and reuse initiatives.
- Assist customers in reducing their transportation-related greenhouse gas emissions by promoting highway-to-rail conversions and continually seeking to improve our locomotive fuel efficiency.
- Take environmental stewardship beyond CSXT by encouraging suppliers to follow environmentally sustainable practices, engaging in public-private partnerships that promote environmental responsibility, and fostering communications with communities and public agencies where we operate.

**Water Management and Conservation**

- Recognize water availability concerns and manage our water consumption by identifying and implementing water reduction, recycling and reuse measures.
- Maintain the quality of our water discharges by applying good operating practices.

**Recognize and Respond**

- Take immediate action to report and respond to situations that could negatively impact the environment, such as unauthorized dumping, releases or other accidents.
- Maintain broad business continuity plans and site-specific operating plans to maximize responsiveness to events that could include those resulting from extreme weather or shifting populations.

**Explore and Protect**

- Explore, test and implement the use of alternative energy sources and energy efficiency opportunities.
- Protect local biodiversity and habitats while managing properties, constructing new facilities and managing remediation projects.
- Continue to improve environmental performance by setting and reviewing targets and goals that protect people and the environment using sound business practices.
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 and contractors must follow:

- Never place ties in wetlands, rivers or sensitive areas. Used ties and track material are required to be collected and managed 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.
- 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.
- All waste must be managed in accordance with Federal, State and local regulations and the CSXT Environmental Guidelines.

It is your responsibility to thoroughly read and understand the Critical Environmental Rules and make them a part of your daily work life. Failure to comply with the Critical Environmental Rules may result in disciplinary action. These rules are designed to protect employee health, the environment, and CSXT’s compliance record. As part of our commitment to always obtain the “right results, right way”, we have a responsibility to be a positive influence on communities and the environment.

Job Briefings and Hazardous Materials

Your job briefing should include information about the hazardous materials present in your CSXT work area (e.g., diesel fuel and oils). CSXT utilizes the 3E company to manage their SDSs. The SDSs are available on the CSXT Gateway and your CSXT point of contact can provide you with copies to assist you in briefing your crews prior to starting work. Similarly, you must provide your CSXT point of contact with copies of the SDSs for hazardous materials you bring onto our property. Alternatively, you must maintain a copy of SDSs with you at the worksite, and make them available to CSXT personnel. If you leave hazardous materials on-site overnight, the SDSs must be available to CSXT personal 24/7 per OSHA regulations 29 CFR 1910.1200.

Chemical Management Rules

1. All containers used for storing products, such as oil, grease, soap, or other liquid or solid chemical must be labeled with the contents. Unlabeled or mislabeled containers can lead to confusion about the contents, which can lead to injuries.
2. Products containing chlorinated solvents, such as 1,1,1-trichloroethane, are not approved for use in CSXT facilities. If a product containing chlorinated solvents is found in a facility, the local
Environmental Field Services Personnel must be notified for proper disposal.

3. Products must never be used or left in unmarked containers. A container of unknown product may cost as much as $2,000 for sampling, analysis, and disposal.

4. All chemical and petroleum containers must be kept closed except when in use.

5. Containers of oils, chemicals, or cleaners must never be stored near drains.

Drum Container Rules

1. Products must never be used or left in unmarked containers. A container of unknown product may cost as much as $2,000 for sampling, analysis, and disposal.

2. Empty drums must have the bungs and lids securely in place, be labeled “EMPTY,” and stored in a designated empty drum storage area.

3. Contractors and consultants must store drums, pails, buckets, and other containers (full or empty) improperly designated storage areas which comply with environmental regulations and CSXT policies.

4. 55-gallon drums should be labeled on the upper one-third of the drum.

5. A container must be emptied by the most practical method before it is considered empty. Containers five gallons or smaller in size must be completely drained before being discarded. A 55-gallon drum is considered empty only if there is less than one inch of product remaining in the drum.

Hazardous Material Awareness Rules

1. Spilled materials must be disposed of in accordance with federal, state and local and CSXT policies.

2. Personnel must report all hazardous material spill incidents to the CSXT Public Safety Coordination Center at 1-800-232-0144.

3. To prevent exposure 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 and notify the person in charge and other contractors and consultants in the area.

4. Hazardous materials must only be transported or stored in containers approved for the material.

Hazardous Waste Management Rules

1. Special handling, accumulation, and disposal of hazardous wastes are required for CSXT to comply with environmental regulations.

2. All 55-gallon drums used for the accumulation of hazardous waste must be DOT approved. Type UN1A1 (closed top) drums are used for liquid wastes. Type UN1A2 (open top) drums are used for solid wastes.

3. Containers used for the accumulation of hazardous waste must be labeled with the words “HAZARDOUS WASTE” before any waste is placed inside.

4. Containers used for the accumulation of hazardous waste must be kept in a designated area.

5. Containers used for the accumulation of hazardous waste must have a hazardous waste label with the
contents of the drum, the hazardous waste codes and the specific hazard (i.e. flammable, combustible, etc.) identified on the drum.

6. Containers used for the accumulation of hazardous waste must be kept closed except when waste is being added.

7. Containers must never be overfilled. For 55-gallon drums, three inches of head space should be left in the top to allow for expansion.

8. Containers used for the accumulation of hazardous waste must have any old labels removed or painted over.

9. All appropriate personal protective equipment must be worn when handling hazardous waste.

10. All personnel involved with the handling of hazardous waste must be trained annually according to 40 CFR 265.16.

11. All personnel signing hazardous waste manifest must be current with the required D.O.T. 49 CFR Part 172 training before signing a manifest.

12. Never allow hazardous waste to enter drains or the environment.

13. Hazardous waste must never be mixed with any other waste, such as used oil.

14. The primary accumulation area for hazardous waste must be secured against unauthorized entry.

15. All hazardous waste disposal shipments must go through the CSXT Waste Disposal Approval Process.

**Waste Minimization and Recycling Management Rules**

1. Unauthorized, unpermitted, or illegal disposal of solid waste is against CSXT policy. Any open dump site must be identified and reported to the Public Safety Coordination Center at 1-800-232-0144.

2. Petroleum impacted material, such as soil and absorbents, must be collected, stored, and disposed of properly.

3. All waste generated from line of road equipment and track maintenance must be removed and properly disposed of in accordance with all applicable federal, state and local environmental regulations.

4. Trash and wood must never be placed in scrap metal piles or scrap metal dumpsters.

5. All dumpsters must have lids and must remain closed when not in use.

6. All dumpsters must be free of holes.

7. Empty water bottles should be placed in recycling containers where available or in trash containers; never on the ground.

8. Housekeeping around the entire facility must be neat and orderly. All debris and rubbish must be removed. Grass and weeds must be cut routinely.

9. Trash and litter must never be thrown on the ground.

**Petroleum Management Rules**

1. Hydraulic fluid spills must be contained, reported, and cleaned up immediately in accordance with the CSXT Spill Response Procedure. All spills must immediately be reported to the CSXT Public Safety Coordination Center at 1-800-232-0144.

2. Inspect all hydraulic hoses and fittings prior to, during, and following equipment operation.

3. All leaking hydraulic hoses and fittings must be repaired immediately.

4. During hydraulic hose change out-out, care must be taken to contain the oil and protect the
5. Inspect equipment associated with petroleum management systems such as containers, tanks, valves, pumps, liquid level sensors to verify that it is not leaking and in proper operating condition.
6. NEVER dispose of oil by pouring it into any drain or onto the ground.
7. An appropriate spill containment kit must be readily available wherever there is a potential for a petroleum release.
8. Used petroleum products from maintenance and repairs to fuel or oil dispensing equipment must be collected and stored in a designated used oil tank.
9. Used oil is a regulated waste and must be collected for proper disposal. Never use it for other purposes such as weed control, dust control, or for lubricating switches.
10. Containers of oils, chemicals, or cleaners should never be stored near drains.

Spill Notification Rules
1. All spills, regardless of volume, must be promptly reported to the CSXT Public Safety Coordination Center at 1-800-232-0144.
2. When a spill is discovered, the Contractor or Consultant must stop the source of the spill if it can be done safely.
3. If an unknown spilled material is discovered along the track, use caution and notify the CSXT Public Safety Coordination Center at 1-800-232-0144.
4. If it can be done safely, contain the spill to prevent it from entering a waterway or open drain.

Storm water & Groundwater Management Rules
1. Housekeeping around the entire facility must be neat and orderly. All debris and rubbish must be removed. Grass and weeds must be cut routinely.
2. Trash and litter must never be thrown on the ground.
3. Containers of oils, cleaners, and chemicals, including de-icing salt, stored outside must be protected from rainfall or snow and must never be stored near drains.
4. Erosion control, such as silt fencing or straw bales, must be used around soil stockpiles and excavation areas to prevent sediment contamination of storm water runoff.
5. Storm water associated with industrial activity on CSXT property and construction involving more than one acre – either a new location or within an existing facility is subject to storm water regulations.
6. Before you begin construction or excavation activities near waterways, you must contact the Environmental Department or your CSXT Project Manager before the work is started. Local or state regulations may require prior approval or permits to work within a specified distance of body of water.
7. Vehicles and equipment are not to be washed on CSXT property.
Used Oil Management Rules

1. Used oil is a regulated waste and must be collected for proper disposal by a CSXT-approved, licensed and permitted used oil vendor. Never use it for other purposes such as weed control or dust control.

2. Used petroleum products from maintenance and repairs to fuel or oil dispensing equipment must be collected and stored in a designated used oil tank.

3. Contractors and consultants must NEVER dispose of oil by pouring it into any drain or onto the ground.

4. Used petroleum products, especially hydraulic fluids from production teams, must be disposed of properly.

5. Hydraulic fluid spills must be contained, reported, and cleaned up immediately in accordance with the CSXT Spill Notification and Response Procedure.

6. All releases regardless of volume must be promptly reported to the CSXT Public Safety Coordination Center at 1-800-232-0144.

If you have any questions, or need further clarification of anything listed above, please contact your CSXT project manager. If there is ever any doubt, the safe course must always be taken!

In case of a CSXT emergency, call the Public Safety Coordination Center at 1-800-232-0144.
# Table of Contents

Chapter 1 - General Safety Requirements

2000 - Safety Responsibilities ................................................................. 16
2001 - Substance Abuse ........................................................................ 16
2002 - Job Briefing ................................................................................ 16
2003 - Inside an Office Environment ...................................................... 17
2004 - Using Chairs .............................................................................. 17
2005 - Avoiding Human Remains, Blood, and Other Fluids ..................... 17
2008 - Riding in Equipment Other Than a Motor Vehicle ....................... 19
2009 - Personal Protective Equipment (PPE), Clothing, Hearing Protection, and Jewelry .................. 19
2010 - Fall Protection ........................................................................... 22
2011 - Using Life Vests .......................................................................... 22
2012 - Arc Flash and Electrocution Hazard Personal Protective Equipment ........................................ 22
2013 - Flashlights and Lanterns ............................................................... 23
2014 - Slip, Trip and Fall Prevention ........................................................ 24
2015 - Operating Equipment Doors and Windows ................................... 24
2016 - Adjusting Locomotive Cab Seats .................................................. 24
2017 - Lifting and Handling Objects and Materials ................................. 25
2018 - Handling Track Skates ................................................................ 25
2019 - Handling Air Hoses .................................................................... 25
2020 - Handling End-Of-Train (EOT) Devices ......................................... 26
2021 - Reporting Defects in Highway-Rail Crossings at Grade Warning Devices ........................................ 26

Chapter 2 - On Track and Equipment Safety, Handbrake Operation

2100 - On or About Track Safety ............................................................. 26
2101 - Mounting, Dismounting, and Crossing over Equipment ............... 27
2103 - Adjusting a Coupler .................................................................. 28
2104 - Brake Sticks and Operating Hand Brakes ....................................... 28

Chapter 3 - Switch and Derail Safety

2200 - Operating Switches and Derails ................................................... 30

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

2300 - Procedures of the Storage, Lighting, Handling and Extinguishing of Fusees ...................................... 31
2301 - Fire Protection and Prevention ..................................................... 32
2302 - Handling Hazardous Materials ..................................................... 33
2303 - Transporting Compressed Gas Cylinders ..................................... 33
2304 - Explosives ................................................................................. 33
2305 - Electrical Hazards ....................................................................... 33

Chapter 5 - Ladders, Tools, and Crane Safety

2400 - Operating Tools .......................................................................... 33
2401 - Compressed Air .......................................................................... 34
2402 - Using Abrasive Wheels, Blades, and Grinders .............................. 34
2403 - Using Blocks, Tackles, and Winches ............................................ 34
2404 - Using Ladders, Scaffolds and Platforms ....................................... 34
2405 - Cranes and Hoisting Equipment ................................................... 35
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; and
7. Follow up to ensure compliance with safe work practices.

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 large quantities of materials, that are not considered Bloodborne Pathogens or OPIM, facilities should contact a local industrial cleaning company (e.g., Serve Pro, Service Master)
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.

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.

2007 - Riding In and Operating a Motor Vehicle

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.

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. Remove any tool belt, RCO vest, or other equipment that would prohibit the proper use of seat belts.

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; and
9. Keep adequate space from the vehicle in front of you.

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.

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.

When backing a personal motor 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, to guide the backing movement.

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 outside of an office environment, 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.

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.

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. At heights that require fall protection PPE, 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.

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 closed.

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.

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, 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-tops 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.

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.
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 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
   d. A person qualified to perform bridge inspections has in their possession a valid bridge climbing procedures training card and is engaged solely in moving on or about the bridge or observing, measuring, and recording the dimensions and conditions of the bridge and its components.

2011.2 When life vests are required:
   1. Ring buoys are required with at least 90 feet of line and spaced no more than 200 feet between the buoys; and
   2. At least one lifesaving skiff, inflatable boat, or equivalent device is required to be available. If environmental conditions, such as weather, water speed, and/or terrain merit additional protection, the skiff or boat shall be crewed.

2012 - Arc Flash and Electrocution Hazard Personal Protective Equipment

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

2012.2 Employees working or troubleshooting in energized service panels feeding electrical equipment on or near exposed and energized 120 or 240 volt components or circuits must wear the following CSX approved PPE:
   1. Hard hat,
   2. Safety glasses with side shields,
3. Safety-toe shoes, and
4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protectors.

2012.3 Employees working or troubleshooting switch heater panels, panelboards, switchboards, disconnect switches, motor control centers, or other panels and within four feet of exposed and energized 480V components or circuits must wear the following CSX approved PPE:
   1. Hard hat,
   2. Safety glasses with side shields,
   3. Safety-toe shoes,
   4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protector,
   5. Category 2 flame resistant coveralls,
   6. Arc Flash rated face shield, and
   7. Hearing protection.

2012.4 Employees connecting, disconnecting, inserting, removing, racking-in, or racking-out circuit breakers or motor starters and are within four feet of energized 480V equipment must wear the following CSX approved PPE:
   1. Hard hat,
   2. Safety glasses with side shields,
   3. Safety-toe shoes,
   4. Rubber insulating gloves with 500V Class 00 minimum rating and leather protector,
   5. Category 4 flame resistant coat and leggings,
   6. Arc Flash hood, and
   7. Hearing protection.

2012.5 Employees working within 12 feet of high voltage power lines (751V and above) must wear the following CSX approved PPE:
   1. Hard hat,
   2. Safety glasses with side shields,
   3. Safety-toe shoes,
   4. Rubber insulating gloves with 17,000V Class 2 minimum rating and leather protector,
   5. Category 4 flame resistant coat and leggings,
   6. Arc Flash hood, and
   7. Hearing protection.

2013 - Flashlights and Lanterns

2013.1 When using CSX approved portable lights, employees must:
   1. Comply with departmental PPE charts to ensure the light is appropriate for the job classification and/or work environment, and
   2. Always use the light when sunlight is not adequate to safely perform all job tasks.

2013.2 Never place a lantern battery in a grip or other storage device with metal objects. When storing or transporting lantern batteries, employees must protect battery terminal from short-circuiting by:
   a. Using insulating caps over the terminals when available, or
   b. Other means that prevent short-circuits.
2014 - Slip, Trip and Fall Prevention
2014.1 To prevent slips, trips, and falls, employees must:
   1. Remain alert and mindful of your surroundings at all times;
   2. Use designated walkways, crosswalks, handholds and railings when available;
   3. Plan and choose routes that afford the safest walking conditions;
   4. Keep clear view of where you are walking;
   5. Avoid carrying objects that block your view;
   6. Use appropriate PPE during times of poor weather or unusual conditions; and
   8. 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. And it is in a position that will permit safe operation; report the locomotive for repair on the Locomotive Work Report, and
   3. And 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 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. Place track skates in the designated location. If no designated location, 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.

2021 - Reporting Defects in Highway-Rail Crossings at Grade Warning Devices
2021.1 Employees who observe or have knowledge of a defect in highway-rail crossing at grade warning devices must:
   a. Report the malfunction to the train dispatcher, or
   b. Contact the PSCC via telephone at (800)232-0144 and provide the requested information.

Chapter 2 - On Track and Equipment Safety, Handbrake Operation
2100 - On or About Track Safety
2100.1 Employees must not foul tracks or equipment without the proper protection for the job classification.
2100.2 Engineering employees must ensure On-Track Worker Protection is in place when working within four feet of the nearest rail of any track.

2100.3 When working on or about tracks, be alert for unsecured or shifted lading and movement of cars, locomotives, or equipment at any time, in either direction, on any track. Employees must not:
   1. Stand less than 10 feet from a switch or derail being traversed by equipment during switching operations;
   2. Stand less than 30 feet from a switch or derail associated with the route of a passing train;
3. Cross within 25 feet of the end of standing equipment unless protection has been provided;
4. Cross between standing equipment separated by less than 50 feet except a mechanical employee working inside a mechanical facility or track with blue flag protection established; and
5. Take shelter under any car, equipment, or locomotive.

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

2101 - Mounting, Dismounting, and Crossing over Equipment

2101.1 When mounting, dismounting, or crossing over equipment, employees must:
   a. Use locomotive steps and car side ladders;
   b. Scan the area and equipment for hazards;
   c. Mount and dismount clear of switches, derails, bridge approaches, close clearances, or any object that could cause a slip, trip, or fall;
   d. Face the equipment;
   e. Maintain three points of contact;
   f. Place the defined heel of the boot against the ladder rungs and brace feet against the side rails;
   g. Keep clear of adjacent tracks; and
   h. Stop at the bottom step or ladder rung to check for solid footing before dismounting.

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 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 or mount or dismount any equipment if the equipment is moving too fast, or
   f. Step on or use 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.

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 the B-End of an intermodal well car (double stack) maintaining three points of contact and 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.

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 - Brake Sticks and Operating Hand Brakes

2104.1 The use of brake sticks is prohibited for any task on CSX property.

2104.7 To operate a vertical wheel hand brake by hand, employees must not:
   a. Attempt to operate from the ground, or
   b. Use any part of the hand brake as a hand hold.
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, 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,
   3. 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; and
   4. On cars not equipped with a brake platform, stand on the sill step.

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.

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.

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. Pull the tape over the top to expose the scratch surface of the end cap,
3. Twist the cap away from the fusee,
4. 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,
5. If the fusee fails to ignite, continue to point the fusee away from the body and pause before making another attempt to ignite,
6. Always point burning end away from the body and others,
7. Take precautions to prevent falling molten ash from falling on the body or clothing,
8. Use even and easy motions to give hand signals,
9. Frequently remove ash by carefully shaking the fusee downward near the ground, and
10. 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.

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.

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. Transport and use compressed gas and oxygen cylinders in a secured, vertical position;
   5. 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;
   6. Cap all oxygen and fuel gas tanks when not in use unless protected by an approved nonrotating valve stem protector; and
   7. Purge regulators and hoses after use.

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 nonrotating valve protector is used; and
   2. Remove regulators and securely install caps on compressed gas cylinders if the approved non-rotating valve cylinder is not used.

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 - Ladders, Tools, 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 power source (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.

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,
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. Face the ladder at all times and maintain three points of contact when ascending and descending.
5. When available, use a safety carrier rail with a locking sleeve when climbing a structural, stationary, vertical ladder over ten feet tall, and
6. 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.

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 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;
   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 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.

2503.3 Mechanical employees operating mechanized equipment must:
   1. Wear a seat belt, when equipped, 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, and
2. Make sure all personnel are clear before applying brake.

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, and
5. Make sure that locomotive cab doors are in place while load testing or openings are barricaded when unattended.

2509 - Jacking or Lifting Cars

2509.1 Mechanical employees jacking or lifting cars must:
1. Make sure car is properly chocked,
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.
Appendices
<table>
<thead>
<tr>
<th>Activity / Condition</th>
<th>Respirator</th>
<th>Ear protection</th>
<th>Welder's jacket or sleeves</th>
<th>Leather gloves</th>
<th>Hot gloves for high voltage</th>
<th>Spats, leggings</th>
<th>Rubberized apron or smock</th>
<th>Welder, helmet and goggles</th>
<th>Cover type goggles</th>
<th>Burning goggles</th>
<th>Hearing Protection</th>
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* Car operation employees refer to Safe Job Procedure C-228 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.*

- **X** - Mandatory
- **✓** - Recommended additional

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<td>Medium cutting, 1 inch to 6 inches</td>
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<td>X</td>
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<tr>
<td>Heavy cutting, 6 inches and over</td>
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<td>Gas welding</td>
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<tr>
<td>Light, up to 1/8 inch</td>
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<tr>
<td>Medium, 1/8 inch to 1/2 inch</td>
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<tr>
<td>Heavy, 1/2 inch and over</td>
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</table>

*Note: In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation.*
The following replaces Z from above:

- Z. Working under cars or equipment:
  - Mandatory - faceshield or cover type goggles
# 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.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Task</th>
<th>Shop/Job Position</th>
<th>Potential Hazards</th>
<th>Respirator Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGE Yard; Jacksonville, FL; Locomotive Shop Huntington, WV; Waycross Paint Shop; Waycross, GA</td>
<td>Abrasive Blasting</td>
<td>Paint Shop Carmen</td>
<td>Lead, PNC</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Painting Surface Preparation (Except Abrasive Blasting)</td>
<td>Paint Shop Carmen</td>
<td>Lead, PNC</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Spray Painting (Except Aerosol Can Spray Painting)</td>
<td>Paint Shop Carmen</td>
<td>Organic Vapors</td>
<td>X</td>
</tr>
<tr>
<td>Tampa Project Shop; Tampa, Fl; Winston Project Shop; Lakeland, Fl</td>
<td>Painter Helper Burning on Safety Appliances (Undrive Fasteners, &gt; 25 in one day)</td>
<td>Paint Shop Carmen</td>
<td>Organic Vapors</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Project Line; Carman</td>
<td>Cadmium</td>
<td></td>
<td>X X X</td>
</tr>
</tbody>
</table>

*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.*
<table>
<thead>
<tr>
<th>Activity</th>
<th>Ear down protection</th>
<th>Chain saw chaps</th>
<th>Leather leggings and foot guards</th>
<th>Rubber apron</th>
<th>Hearing protection</th>
<th>Face shield with chin guard or face shield</th>
<th>Burning glasses or face shield</th>
<th>Welders’ helmet</th>
<th>Traffic vest</th>
<th>Aluminum leggings and foot guards</th>
<th>Wire mesh face shield</th>
<th>Long sleeves, cotton</th>
<th>Welders’ jacket or sleeves</th>
<th>Safety belt</th>
<th>Leather gloves</th>
<th>Rubber gloves</th>
<th>Hi-voltage gloves</th>
<th>Welder’s Beeswax</th>
<th>Respirator face shield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand</td>
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<td>Servicing/handling batteries</td>
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<td>Welding</td>
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<td>Working outside protected platform (signal work)</td>
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</tbody>
</table>

X* 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.

† 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.

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

**Note:** In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation.

- **X** - Mandatory equipment
- **✓** - Recommended additional equipment
## Engineering Safety Eyewear Chart

Type of safety eyewear to be worn in addition to safety glasses.  
(Proper tinted lenses must be used as required)

<table>
<thead>
<tr>
<th>Specific operations requiring safety eyewear</th>
<th>Mandatory</th>
<th>Optional</th>
<th>Special equipment, requirements, or remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Chipping, cutting or caulking metal</td>
<td>cover type goggles and faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>b) Breaking or cutting concrete, stone or asphalt</td>
<td>faceshield</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>c) Striking, or striking with, hardened tools and fastenings</td>
<td>safety glasses</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>d) Cutting rivets, bolts or cotter keys, splitting nuts, etc.</td>
<td>safety glasses</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>e) Using power-activated impact tools</td>
<td>safety glasses</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>f) Using tools powered by explosive charges</td>
<td>cover type goggles and faceshield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Boring, drilling or reaming metal</td>
<td>safety glasses</td>
<td>cover type goggles and faceshield</td>
<td>cover type goggles must be used under dusty conditions</td>
</tr>
<tr>
<td>h) Operating woodworking machines</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>i) Operating adzing machines</td>
<td>faceshield</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>j) Operating rail drill</td>
<td>safety glasses</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>k) Operating or dressing grinding wheels, including rail grinders</td>
<td>faceshield</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>l) Bench grinders</td>
<td>faceshield</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>m) Blowing or cleaning with compressed air</td>
<td>cover type goggles</td>
<td>faceshield</td>
<td></td>
</tr>
<tr>
<td>n) Steam cleaning</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>o) Sandblasting</td>
<td>air supplied hood</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>p) Spraying paint (gun)</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>q) Spraying or general use of cleaning agents</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>r) Handling acids or other chemical solutions and servicing/charging refrigeration</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>s) Handling or servicing storage batteries</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>t) Power rail saws</td>
<td>faceshield</td>
<td>cover type goggles</td>
<td></td>
</tr>
<tr>
<td>u) Electric welding</td>
<td>welding helmet</td>
<td>see welding operation shade chart</td>
<td></td>
</tr>
<tr>
<td>v) Gas welding</td>
<td>welding helmet or tinted faceshield</td>
<td>see welding operation shade chart</td>
<td></td>
</tr>
<tr>
<td>w) Cutting with a torch</td>
<td>cover type goggles or tinted faceshield</td>
<td>see welding operation shade chart</td>
<td></td>
</tr>
<tr>
<td>x) Working in areas where heavy dust conditions exist</td>
<td>cover type goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>y) Using cut-off discs, saws or other tools having carbide bits</td>
<td>faceshield</td>
<td>cover type goggles and faceshield</td>
<td></td>
</tr>
<tr>
<td>z) Working under cars or equipment</td>
<td></td>
<td></td>
<td>cover type goggles and faceshield</td>
</tr>
</tbody>
</table>
# Engineering Department Required Use Respirator Chart

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Task</th>
<th>Potential Hazards</th>
<th>Respirator Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>3M Half Face Respirator with P100 or N95 Cartridges</td>
</tr>
<tr>
<td>Multiple Locations</td>
<td>Welding, Frog Without a Blower</td>
<td>Manganese, Hexavalent Chromium</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Locations</td>
<td>Grinding, Frog Without a Blower</td>
<td>Manganese, Hexavalent Chromium</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Locations</td>
<td>Manual Dumping of Ballast Rock</td>
<td>Silica</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Locations (Bridge Construction or Repair)</td>
<td>Manual Hand Scraping</td>
<td>Lead</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Locations (Bridge Construction or Repair)</td>
<td>Torch Cutting or Burning With Prior Paint Stripping</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Multiple Locations (Bridge Construction or Repair)</td>
<td>Torch Cutting or Burning Without Prior Paint Stripping</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Multiple Locations (Bridge Construction or Repair)</td>
<td>Rivet Busting</td>
<td>Lead</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Locations (Bridge Construction or Repair)</td>
<td>Needle Gun Paint Removal</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Barboursville Bridge Shop; Barboursville, West Virginia</td>
<td>Abrasive Blasting</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Barboursville Bridge Shop; Barboursville, West Virginia</td>
<td>Painting Surface Preparation (Except Abrasive Blasting)</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Barboursville Bridge Shop; Barboursville, West Virginia</td>
<td>Spray Painting (Except Aerosol Can Spray Painting)</td>
<td>Organic Vapors</td>
<td></td>
</tr>
<tr>
<td>Barboursville Bridge Shop; Barboursville, West Virginia</td>
<td>Painter Helper</td>
<td>Organic Vapors</td>
<td></td>
</tr>
<tr>
<td>Bryan Park Equipment Shop; Richmond, Virginia</td>
<td>Abrasive Blasting</td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Bryan Park Equipment Shop; Richmond, Virginia</td>
<td>Painting Surface Preparation (Except Abrasive Blasting)</td>
<td>Lead</td>
<td></td>
</tr>
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<td>Organic Vapors</td>
<td></td>
</tr>
<tr>
<td>Bryan Park Equipment Shop; Richmond, Virginia</td>
<td>Painter Helper</td>
<td>Organic Vapors</td>
<td></td>
</tr>
</tbody>
</table>

*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.*
Use of Electronic and Electrical Devices

1000 Use of electronic and electrical devices - general rules

1000.1 No individual shall use a personal or railroad supplied electronic or electrical device if the use would interfere with the employee's or any other employee's safety or performance of safety related duties.

1000.2 In addition to other rules, personal electronic and electrical devices and all accessories must be powered off and stored out of sight when:
   a. Within yardmaster, train dispatcher, or operator offices; or
   b. When designated by rule, signage or special instructions.

1000.3 Personal or railroad supplied electronic and electrical devices may be used to communicate or respond during an emergency.

1000.4 If railroad radio communication failure occurs, railroad supplied or personal electronic or electrical devices may be used for railroad communication after a job briefing is conducted confirming:
   a. All crewmembers conduct a job briefing, and
   b. Use will be in compliance with operating rules governing the use of railroad radios.

1000.5 The not-use of the following electrical and electronic devices is restricted:
   a. A medical device that has been prescribed by a medical professional and approved for use by the CSX medical department; or
   b. A digital watch whose only purpose is as a timepiece; or
   c. A stand-alone calculator; or
   d. Electronic control systems and information displays, either fixed or portable, within the cab of equipment; or
   e. Remote control transmitter necessary to operate a train or conduct switching operations; or
   f. Railroad issued radios; or
   g. Railroad approved electronic devices to monitor air quality, noise, or other environmental conditions.

1001 Use-Of electronic and electrical devices

1002 Use of electronic and electrical devices engineering and mechanical employees

1002.1 Engineering and mechanical department employees must have personal electronic and electrical devices powered off and stored out of sight when:
   a. At the controls of moving on-track equipment except hi-rail trucks less than 10,001 GVW, or
   b. Operating mechanized equipment, or
   c. Located within the defined red zone of on-track or mechanized equipment; or
   d. Located within four feet of the nearest rail except when the appropriate protection for the type of worker has been established.
1002.2 Engineering and mechanical department employees may use personal electronic and electrical devices for business purposes when all of the following conditions are met:

a. Employee is not at the controls of moving equipment or working mechanized equipment,
b. Employee is not located within the defined "red zone" of operating mechanized equipment,
c. Employee is not fouling a track unless the appropriate protection for the type of worker has been established, and
d. Use will not distract or interfere with the performance of safety related duties.

1002.3 Personal electronic and electrical devices may be used for minimal personal voice communication when on or about tracks or within the operating cab of on-track or mechanized equipment after all of the following conditions are met:

a. Not at the controls of moving on-track equipment or working mechanized equipment;
b. No member of the crew or work group is riding on equipment or involved in a switching operation;
c. No employee is engaged in repair, fueling, or preparation of the equipment including cars or locomotives;
d. The employee is not located within the defined red zone of operating mechanized equipment;
e. The employee is not fouling a track or otherwise located within four feet of the nearest rail; and
f. A job briefing is held and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1002.4 Railroad supplied electronic and electrical devices may be used in the operating cab of on-track or mechanized equipment for business purposes after a job briefing is held and all agree the use is safe and will not distract or interfere with the performance of safety related duties.
MINIMUM SAFETY REQUIREMENTS
FOR CONTRACTORS WORKING ON
CSXT PROPERTY