



OPERATIONAL TESTING PROGRAM MANUAL

Effective February 1, 2022

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General Notice

The intended purpose of the CSX Operational Testing Program is to establish and maintain a safe and effective work environment for all employees, and is required by federal regulation 49CFR §217.9.

Operational tests are conducted to evaluate compliance with the CSX Employee Operating Manual, CSX Procedural Instruction Manual, and Timetable Special Instructions (hereafter collectively designated as "Rules"). Employees working in the Transportation, Mechanical, and Engineering Departments are subject to operational testing as designated by these guidelines.

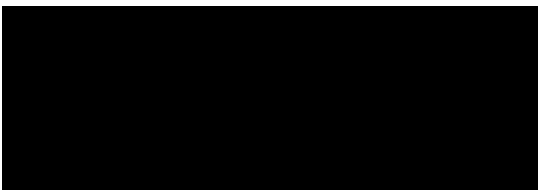
The safety of the public, the employees, and the supervisor(s) must always be the first priority when performing operational testing. Strict compliance with the rules is essential to the safe and efficient operation of the railroad. The purpose of testing is to achieve the highest level of rules compliance possible. Properly conducted tests follow the guiding principles and improve customer service by:

- Operating Safely - Improve and maintain employee alertness,
- Controlling Costs - Reduce risk of accident caused by human error
- Optimizing Asset Utilization - Enable the company to measure general and specific areas of rule compliance so that overall rule compliance can be maintained and improved.
- Valuing and Developing Employees - Provide supervisors with an immediate evaluation of an employee's application, understanding, and compliance with rules. Also, assist supervisors in educating employees on the correct way to apply rules in actual operating situations.

Operational tests provide employees an opportunity to demonstrate their ability to apply the rules and special instructions in the work environment. Supervisors involved in operational tests should commend employees when they demonstrate proper knowledge and understanding of rules. While employees found in violation of rules that may compromise their personal safety or the safety of others must be addressed immediately. Supervisors are expected to maintain CSX policy for handling such matters in a professional manner. Operational testing must not be used as a tool for harassment.

This document contains specific requirements regarding the operational testing program as well as the operational tests that can be performed. The requirements contained within this document will be amended as necessary through system notices.

The Operational Testing Program is issued under the authority of Vice President & Chief Safety Officer, Jim Schwichtenberg.



James P. Schwichtenberg
Vice President & Chief Safety Officer

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Introduction

CSX Operational testing will be conducted by observing employees performing defined activities, and these activities are designated in this document by test number. The rules associated with the activity are listed under the description of each test along with the procedures. Failures are also defined by test.

Minimum testing requirements established in this manual are required. Supervisors must document the result of each employee's compliance with all applicable rules listed under the individual test. Failure of any rule listed for the test is a failure of that test.

Purpose

These guidelines support supervisors in maintaining a safe and compliant work environment by establishing operational testing standards on a system basis.

Objective

Operational testing is designed to evaluate rules compliance. Achieving this objective is dependent upon the feedback the operational testing supervisor must provide to the employees—reinforcing positive behavior as well as correcting those that are non-compliant.

Stop employees immediately if observed to be non-compliant with a Critical Rule. Operational testing is defined as the actual observation of a compliant or non-compliant test. At no time may a testing officer input an operational test for an event or incident that happened in the past and/or was not physically observed or discovered solely by the testing officer.

Safety

Safety is the first and foremost responsibility of all employees at CSX. Supervisors must conduct operational tests in a manner that does not jeopardize or compromise the safety of the public, the employees, or themselves. Circumstances surrounding an operational test must not create a hazardous condition for the employees being tested or the testing supervisors.

The following practices are used to ensure the safety of our employees, supervisors, and the public:

- A. **Affecting Train Movements** – A supervisor in the appropriate train dispatching office must be informed when testing will stop main track train movements. Planned tests that will stop passenger or commuter trains may require communication of such intentions to the appropriate supervisor in Passenger Operations. When performing operational tests that will require the movement to stop, a supervisor with a radio must remain positioned to stop movement or activity if necessary for safety.
- B. **Use of Track Shunts** – Track shunts must only be used by a supervisor who is trained on the proper procedures and use of track shunts.

Note: FRA Regulation Signal Inspection Act, Governing use of signal system in tests

49 CFR Part 236 – Installation, Inspection, Maintenance, and Repair of Systems, Devices, and Appliances. Section 236.4 – Interference with normal functioning of device:

The normal functioning of any device shall not be interfered with in testing or otherwise without first taking measures to provide for safety of train operation which depends on normal functioning of such device.

- C. **Public Crossings at Grade** – Supervisors must be aware of all highway-rail crossings and must not perform operational tests that would cause a malfunction of the automatic grade crossing warning device(s) or create a hazardous condition for the public.
- D. **Use of Personal Protective Equipment (PPE)** – When actively engaged in or observing operational testing on CSX property within 25 feet of a track or 15 feet of the traveled portion of any highway or grade crossing, applicable PPE must be worn.

Types of Operational Testing

- ✓ **Mandatory Observation Test** – Does not require the supervisor to change the work environment. Observations tests are to be performed as the supervisor carries out other testing duties and must be done in all cases when possible.
- ✓ **Operational Test** – Requires planning and may require the testing supervisor(s) to change the work environment. Planned tests are conducted by supervisors to evaluate compliance with the rules by an employee or group of employees. Planned operational testing may be conducted either announced or unannounced.

Employee's Knowledge of Operational Testing

It is essential that employees know they can be operational tested at any time or place. Therefore, it is important to conduct operational tests with and without the employees' knowledge.

- ✓ **Conducting without the employees' knowledge** – Ensures the performance being tested reflects the operations and the employees' ability to comply with the procedures described by the rules without direct supervision. Employees should be made aware of the testing results as soon as practical.
- ✓ **Conducting with the employees' knowledge** – Provides the advantage of developing immediate employee contact and feedback to enhance positive attitudes and job satisfaction.

During operational testing supervisors must:

1. Engage employees by complimenting compliance and addressing noncompliance, and
2. Address questions and concerns on rule application.

Anytime a supervisor notes a non-complying rules condition, all involved must be notified of the exceptions and the corrective action taken. The supervisor may require the movement or activity to be stopped safely before immediately addressing the incident.

Employee's Access to Operational Tests Results

Operational test results are accessible by employees through the Operating Practices Tracking System (OPTS).

Organizational Plan Managerial Roles

Joseph Whitt - Sr. Director of Operating Practices and Rules

System Safety Department – Headquartered in Jacksonville, FL

- Administers CSX’s Guidelines for Operational Testing and is responsible for ensuring the program of Operational Testing and inspections is properly implemented per federal regulations.
 - Ensures operational testing focuses are determined in part by review of Incidents/Injuries as well as the previous quarter’s operational testing activities and compliance as identified in each of the regions quarterly operational testing reports.
 - Assists in designating testing focuses based on other pertinent safety data across the network.
 - Completes regulatory required six-month and annual reports which ensure the regional programs of testing and inspection are meeting or exceeding regulatory requirement.

Angelo Cassaro – Director of Safety and Operating Practices

Midwest Region – Headquartered in Cincinnati, OH

Robert Edwards - Director of Safety and Operating Practices

Northeast Region – Headquartered in Rocky Mount, NC

Darrell Padgett - Director of Safety and Operating Practices

South Region - Headquartered in Jacksonville, FL

Tony Thomas - Director of Safety and Operating Practices

Midwest Region - Headquartered in Nashville, TN

Marcus Fannin – Manager of Engineering Safety

System Engineering – Headquartered in Cynthiana, KY

Cory Oakley – Manager of Engineering Safety

System Engineering – Headquartered in Dickson, TN

Eric Wooten – Manager of Mechanical Safety

System Mechanical – Headquartered in Jacksonville, FL

- Responsible for ensuring implementation and compliance with CSX’s Guidelines for Operational Testing for the territory he or she is assigned.
Responsibilities also include:
 1. Determining when a supervisor is qualified to perform operational testing,
 2. Designating areas of concentration based on accidents and/or personal injury trends for their area of responsibility,
 3. Prescribing additional operational tests deemed necessary above the minimum requirements,
 4. Ensuring testing requirements are met for all testing officers for their area of concern, and
 5. Completing regulatory required quarterly reports to identify areas of opportunity and/or compliance

Supervisors Required To Perform Operational Testing

Qualified Testing Supervisor

Only those who have been qualified to do so may perform operational testing without direct supervision. Once qualified, a record of the qualification must be sent to the office of Sr. Director of Operating Rules and Practices and will be kept on file electronically.

Qualifications

In order to be qualified to perform operational testing, supervisors must meet the minimum standards below:

1. Attend rules training and pass required rules test at least every three years, and
2. Demonstrate proficiency in performing operational test activities for the test(s) they are performing.

Qualification Period

Supervisors who are not qualified may only perform operational tests under the direct supervision of a qualified supervisor. The length of the qualification period is dependent on the experience and progress of the supervisor's ability to perform operational tests in accordance with these guidelines. The Regional Directors of Safety and Operating Practices will determine when a supervisor is qualified to perform operational tests.

Employees Subject to Operational Testing

All CSX non-management employees, non-management employees of foreign railways and contractors working safety sensitive positions on CSX property are subject to operational testing while on duty.

Frequency and Requirements for Operational Testing

Supervisors who are required to perform operational tests must meet the minimum requirements stated in this section. Regional leadership may require additional tests for his/her territory. Supervisors may perform additional testing above the stated requirements as needed.

Conducting Operational Testing – When planning and performing operational tests, the testing supervisor must take the following criteria into consideration and ensure testing is conducted:

- At various times of the day, week, and month,
 - In various locations,
 - On weekends and holidays,
 - On foreign road crews and passenger operations where such crews operate.
- A. **Transportation** – A minimum of 35 Mandatory Observation tests and 35 Operational tests must be completed by each qualified Manager of Train Operations per quarter with primary focus on the Transportation focused tests listed below. Additional quarterly requirements may be implemented upon each quarterly operational testing review by Transportation Department Senior Leadership at each region.

Transportation Focused Tests

1. Test 1 - Hand operation of switches and derails,
2. Test 2 - Protection of shove moves,
3. Test 3 - Equipment left clear of adjacent tracks,
4. Test 4 - Securement of equipment,
5. Test 5 - Main track authority (signal & non-signal),
6. Test 6 - Stop – Hand/Wayside Sign/Work Zone,
7. Test 7 - Riding/Mounting/dismounting equipment,
8. Test 8 - Going between equipment/separation of equipment,
9. Test 12 - Banner, and
10. Test 13 - Approach & Stop Signal

- B. **Engineering** – A minimum of 35 Mandatory Observation tests and 35 Operational tests per quarter with primary focus on the Engineering focused tests listed below must be completed by each qualified:

Track Supervisor

Sr. & General Track Supervisor

Bridge Manager/Supervisor

System Production Team Manager/Supervisor

Manager of Program Construction

Manager/Supervisor of Work Equipment

Director of Track

Director of Structures

Manager/Supervisor of Signals

Manager/Supervisor of Communications

Director, Engineer and General Engineer of Signal Construction

Engineering Focused Tests

1. Test 1 - Hand operation of switches, crossovers and derails,
2. Test 2 - Protection of shoving or pushing movements,
3. Test 3 - Equipment clear of adjacent tracks,
4. Test 4 - Securement of unattended equipment,
5. Test 31 - Fall Protection,
6. Test 33 - Operating Machines and Moving Equipment (Red Zones),
7. Test 34 - Roadway worker protection: controlled and non-controlled track,
8. Test 35 - Operating on-track equipment: required spacing and ½ range of vision,
9. Test 36 - Working under a load (including Trees),
10. Test 38 - Lockout/tag out, and
11. Test 43 - On-Track Equipment Spacing

Note 1: Additional quarterly requirements may be implemented upon each quarterly operational testing review by Engineering Department Senior Leadership.

Note 2: Operational testing is the procedure used to monitor the effectiveness of CSX's on-track worker safety program required by 49 CFR Part 214.303(b).

- C. **Dispatching** – A minimum of 35 Mandatory Observation tests and 35 Operational tests must be completed by each qualified General Superintendent and Network Operations Manager per quarter with primary focus on the tests listed below. Additional quarterly requirements may be implemented upon each quarterly operational testing review by Network Operations Center Leadership.

Dispatcher Focused Tests

1. Test 19 - Mandatory Directives,
2. Test 39 - Dispatcher Issuing Authority,
3. Test 40 - Network Operations Center Office Safety,
4. Test 41 - Passenger Emergency Preparedness Procedures, and
5. Test 42 - Protection of Trains and Work Forces

- D. **Mechanical** – A minimum of 35 Mandatory Observation tests and 35 Operational tests per quarter with primary focus on the Mechanical focused tests listed below must be completed by each qualified:

General and Senior General Foreman
Senior Mechanical Manager
Locomotive Shop Supervisors
Mechanical Supervisors
Program Shop Managers
Service Center Managers/Supervisors
PTC Managers
Plant Superintendent

Mechanical Focused Tests

1. Test 1 - Hand operation of switches and derails,
2. Test 2 - Protection of Shoving or pushing movements,
3. Test 3 - Equipment clear of adjacent tracks,
4. Test 4 - Securement of unattended equipment,
5. Test 28 - Blue signal protection,
6. Test 30 - Jacking Equipment,
7. Test 31 - Fall prevention,
8. Test 32 - Energized Equipment (Lockout / Tag out), and
9. Test 33 - Operating machines and moving equipment (red zones)

Note: Additional quarterly requirements may be implemented upon each quarterly operational testing review by Mechanical Department Senior Leadership.

Regulatory Requirements

1. **49 CFR 219** - All employees performing either Covered Service (Hours of Service) or Maintenance of Way activities must be observed one time per calendar years on Mandatory Observation Test 4 – Drug and Alcohol Policy Compliance.
2. **49 CFR 220** - Each employee in the groups listed above will be observed one time per calendar year on:
 1. Mandatory Observation Test 3: Radio Rules Compliance
 2. Mandatory Observation Test 5: Personal Electronic Device Compliance
3. **49 CFR 240** - Each Locomotive Operator will be observed one time per calendar year on one of the following tests:
 1. Test 5 - Main track authority
 2. Test 6 - Stop – Hand/Wayside Sign/Work Zone
 3. Test 12 - Banner
 4. Test 13 - Approach & Stop signal
4. **49 CFR 242** - Each Conductor must be tested on one of any of the tests listed below one time per calendar year:
 1. Test 1 - Hand operation of switches, crossovers, and derails
 2. Test 2 - Protection of shoving or pushing movements
 3. Test 3 - Equipment clear of adjacent tracks
 4. Test 14 - Switch point obstruction
 5. Test 15 - Main track switches

Recordkeeping

Supervisor's Records

Supervisors will record results of operational tests in the Operating Practices Tracking System (OPTS). Observations and Tests must be entered into OPTS within 48 hours of the test taking place.

Reports and Periodic Reviews

The records contained within OPTS will serve as the official CSX operational testing record. To identify trends, develop action plans, and for record retention purposes:

- ✓ Company operational testing records (OPTS) and reviews must be available during regular business hours and furnished upon request.
- ✓ Quarterly reviews must be performed within thirty (30) days of the end of a quarter and be provided to System Safety as well as the Regional GMs for review to assist in determining future testing focus areas.
- ✓ Six (6) month reviews and annual summary reviews will be performed and available upon request.

Operational Testing Via Electronic, Digital or Other Technological Means

1. **Event Recorders** – Event recorders or other analytical software may be utilized to determine the employee’s compliance with current rules.
2. **Using Information Obtained from Data Sources** – Operational testing can be conducted using information obtained from locomotive cameras, official recorded CSX radio or other CSX communication or dispatching systems, or any other technological means used to retrieve data. All applicable rules may be monitored using this data. The test date will be the date the event occurred.
3. **Drones (UAS)** – Use of Drones for Operational Testing may be utilized but can only be done by a supervisor under following conditions:
 1. Holds a current remote pilot certificate in accordance with 14 CFR 107
 2. Has successfully completed training on CSX Drone Policy and Procedures
 3. Has documented skills proficiency sign off by CSX Chief Pilot or designee
 4. Utilizes a CSX supplied device with current FAA registration as well as a current insurance document accompanying them while testing
 5. Is only operated from Sunrise to Sunset (Daylight only), unless Night Operation Training Certification has been issued by the Safety Department.
 6. Has completed both the Operational and Mission checklist prior to each flight
 7. Fully completes the flight details in the aircraft logbook at the end of each flight
 8. All Supervisors must guard against allowing a drone to serve as a potential distraction to employees being observed. The drone must always be elevated at least 150 feet over the location being monitored.
 9. All media from drone operations (pictures/video) must be kept secured on CSX electronic devices or computer systems only, never downloaded or provided to Non-CSX systems or personnel.
4. **Fixed Camera System** - Defined as a camera system mounted to fixed locations such as poles, towers, buildings, that can be viewed live. It does not include cameras mounted to or in locomotives. Use of a fixed camera system may be utilized for operational testing under the following conditions:
 1. Operational Testing Officer must have:
 - 1.A camera that provides adequate resolution to evaluate employee rule compliance
 - 2.A CSX radio that allows monitoring the appropriate channel(s)
 2. When utilizing fixed cameras for operational testing, the supervisor must monitor appropriate radio channel(s).
 3. When utilizing a fixed camera system to observe a planned test with a simulated obstruction device, switch obstruction device, or switch tag test, there must be a second Supervisor on the Operational Test Team whose sole purpose is to monitor the area where the obstruction device/ tag is being used.

5. Feedback when performing testing using technological means.

1. Employees must be given feedback as soon as possible following the test.
2. Even when using technological means while testing, face-to-face closeouts should be done.
3. Employee must be stopped immediately if observed to be in non-compliance with a critical rule.

Mandatory Observation Tests

Observation Test 1: Personal Protective Equipment (PPE) Compliance

Rules

Rule Group 2009 – Personal Protective Equipment (PPE)

Rule Group 2011 – Using Life Vests

Rule Group 2012 - Arc Flash and Electrocution Hazard PPE

Rule Group 2013 – Flashlights and Lanterns

Purpose

This Observation verifies compliance with employee's personal protective equipment requirements

Preparation & Conditions

Determine the type of specific PPE required for the observed activity. Can be conducted at any time employees are on duty performing work tasks that require PPE

Procedure

Supervisor will observe the employee(s) and verify that job specific PPE requirements have been met, including but not limited to:

- Safety Eye Protection that meets CSX requirements
- Hearing protection when required
- Reflective Material Clothing when required
- Hard Hats or Bump caps when required
- Lace-up safety boots (Six inch or more high top – Defined heel no more than 1 inch)
- Safety toes required for Mechanical and Engineering
- Use of respirators where required
- Use of Flame-resistant material where required
- Use of Face Shields where required
- Proper PPE when performing activities subject to Arc Flash and Electrocution Hazards
- Use of Flashlights and/or Lanterns when sunlight is not adequate to safely perform task.

Failure Defined

This is non-compliant when employees are not wearing or utilizing the proper PPE for that activity being performed or not using the PPE for what it was designed for.

Observation Test 3: Radio Rules Compliance

Rules

Rule Group 1003 – General Radio Rules

Rule Group 1004 – Radio Requirements for Trains and On-Track Equipment

Rule Group 1005 – Testing Radio Equipment

Rule Group 1006 – Positive Identification

Rule Group 1007 – Transmitting by Radio

Rule Group 1008 – Receiving, Acting Upon, and Ending Radio Transmissions

Rule Group 1009 – Information That Must be copied

Purpose

When an authority or instruction is transmitted verbally by the Train Dispatcher, ensure the Train crew:

- Uses positive identification,
- Transmits the information is clear and accurate,
- Verifies that the authority or instruction by repeating correctly back by the Train Dispatcher and
- Information is copied correctly.

Preparation & Conditions

Observe the Train crew verbally transmitting information and receiving instruction/authority or listen to historical tapes to verify that the Train crew used proper radio communication procedures and repeated back an understanding of the Train Dispatcher's instruction correctly.

Procedure

The preferred method is for the testing supervisor to observe the processes by:

- Listening during face-to-face observations,
- Monitoring the communication over the radio or
- A review of voice recording systems.

Events can be monitored real time or by use of historical records through replay functions.

Failure Defined

This is non-compliant when the:

- Train crew did not make positive identification,
- Information is not transmitted to the Train Dispatcher clearly and accurately or
- Information does not match the issued wording by the Train Dispatcher
- Train dispatcher does not detect the incorrect repetition.
 - Pay particular attention to numbers given to the Train Dispatcher.

Numbers must first be pronounced, then stated digit by digit, spelling of individual digits.

Observation Test 4: Drug and Alcohol Policy Compliance

Rules

Rule Group 106 – Drug and Alcohol (Rule G)

Purpose

This test is to determine that an employee is not under the influence of any drug, medication, prescription medication, or other substance that will in any way adversely affect the employee's alertness, coordination, reaction, response, or safety.

Preparation & Conditions

Only supervisors who have been qualified on the signs and symptoms of drug and alcohol may perform this test. If drug use is suspected, the supervisor must have a second qualified supervisor make a confirming observation. The officer may make this observation any time an employee is on duty or on CSX property.

Procedure

The officer should observe an employee for the signs and symptoms of being under the influence of any drugs, medication, or any other substance that would impair the employee's alertness, coordination, reaction, response or safety. Signs and symptoms include but are not limited to the following:

- Appearance
- Behavior
- Speech
- Body Odors

The officer should also ensure that the employee does not have in his or her possession any alcoholic beverages or intoxicants.

Failure Defined

This test is a failure when any of the following exist:

- The employee is in possession of alcoholic beverages or intoxicants
- The employee is under the influence of drugs, medication, or any other substance that would impair the employee's alertness, coordination, reaction, response, or safety.

Observation Test 5: Personal Electronic Device Compliance

Rules

Rule Group 1000 – Use of Electronic and Electrical Devices, General Rules

Rule Group 1001 – Use of Electronic and Electrical Devices on Locomotives

Rule Group 1002 – Use of Electronic and Electrical Devices on or About Tracks

Purpose

This observation is to ensure employees do not use electronic devices in a manner that interferes with workplace safety. It determines that employees know and understand how, where and when they may use railroad supplied and personal electronic devices, other than railroad radios.

Preparation & Conditions

This observation can be conducted anytime employees are on duty working outside the office environment except if communicating or responding to an emergency.

Procedure

This can be performed by observing train service employees as they work, while riding in the cab of locomotives, or when receiving phone calls from employees on duty. A supervisor is prohibited from calling any crew member on their cellphone for the purpose of ascertaining compliance with this rule.

It is important to note, that railroad supplied, and personal electronic devices may be used to respond to a railroad emergency. They may also be used if the radio has failed, but when this is done, the company must authorize use and all railroad radio rules apply.

Transportation Department

Personal Electronic & Electrical Devices

Ensure employees only use personal electronic and electrical devices when all the following conditions are met:

- Train is stopped
- No crew member is performing duties on the ground.
- No person is engaged in the repair, fueling or other preparation of the train or locomotive for movement.
- All crew members conduct a job briefing and all agree the use is safe and will not distract or interfere with the performance of safety related duties.
- Is utilized by only one crew member at a time.
- If located on the ground, employee is located at least twenty-five (25) feet from the nearest rail.
- Employees assigned to Yard Jobs must not have these devices on their person unless on a break or relieved of responsibility.

If any of the above conditions are not met, the device is to be powered off, stored out of sight and not on a person.

Test 2: Protection of shoving or pushing movements

Rules

Rule Group 406 – Shoving or pushing equipment

Rule Group 609 – Shoving rules for Dispatchers

Rule 314.5 – Shoving over a crossing

Rule 305.3 – Shoving in Working limits

Purpose

- May be conducted
 - On employees that are engaged in shoving or pushing movements and have not been relieved of providing visual protection
 - When employees other than the crew protect the shove using technological means (cameras, monitors, etc.)
- Designed to ensure compliance with the requirement to provide protection while shoving.
- Will establish proper communication has taken place before and during the movement

Preparation & Conditions

The engineer and the employees directing the shoving movement must have conducted a job briefing to ensure:

- The locomotive operator knows who is directing the move
- The type of communication to be used
- How protection will be provided
- The position of the switches and/or derails involved in the movement
- Identify the track on which the equipment will be shoved.

Procedure

The officer conducting the test must be able to directly observe the movement being protected and ensure that the employee is not engaged in unrelated tasks.

When testing an employee providing protection via technological means the officer must be in a location to observe the employee during the movement and determine a job briefing with the locomotive operator has been conducted.

Shoving Movements

- Employee protecting the shove must ensure the route is properly lined, and protection is provided by:
 - Riding the lead end of the movement, or
 - Being able to visually determine that the track is clear and maintain visual contact with a portion of the equipment
- Provide employee in control of the movement the required distance to stop (i.e., car counts), utilizing no more than 20 car lengths at a time
- Must not engage in any unrelated tasks

When technological means are being used:

- The employee using the technology must be trained on the equipment being used
- The track or portion of track must be determined to be clear
- Switches and derails must be properly lined
- Employee must not be engaged in any unrelated tasks

When a movement must stop:

- If a radio is being used to communicate to the locomotive operator, movement must stop within one half of the last instruction received. If no other instructions are given, movement must stop.
- If hand signals are being used to communicate to the locomotive operator, if hand signals are no longer given or visible, movement must stop.

Shoving of Highway Rail Crossings at Grade

Equipment must not be shoved over a crossing at grade unless:

- The crossing is protected by an employee on the ground
- It is a private crossing located within a CSX yard and traffic is stopped or there is no traffic approaching
- The crossing is equipped with properly functioning gates that are in the fully lowered position before fouling the crossing

Failure Defined

This test is a failure when any of the following exist:

- Employees fail to conduct a job briefing prior to initiating the shove
- Employee fails to provide proper protection
- Locomotive Operator moves prior to distance being given by employee protecting the movement
- Locomotive Operator fails to stop the movement within one-half the distance of the last instruction
- Employee protecting shove fails to give proper distance or instructs using more than 20 car lengths at a time
- Employee protecting shove engages in unrelated tasks

Test 7: Riding/mounting/dismounting equipment

Rules

Rule Group 2101 – Mounting, Dismounting, and Crossing Over Equipment

Rule Group 2102 – Riding Equipment

Purpose

This test is designed to determine that the employee is in compliance with the requirements for riding, mounting, dismounting and crossing over equipment.

Preparation & Conditions

The test can be conducted at any location that the employee is required to ride, mount, dismount or crossover equipment.

Procedure

The testing officer will observe trained and qualified employees riding, mounting and dismounting equipment to ensure requirements are being met.

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

- Use locomotive steps and car side ladders
- Scan the area and equipment for hazards
- Mount and dismount clear of switches, derails, bridge approaches, close clearances, or any object that could cause a slip, trip or fall.
- Face the equipment
- Maintain three points of contact.
- Place the defined heel of the boot against the ladder rungs and brace feet against the side rails.
- Keep clear of adjacent tracks.
- Stop at the bottom step or ladder rung to check for solid footing before dismounting,
- May mount or dismount moving equipment at a walking pace not to exceed 4 mph except in case of emergency.

Mounting moving equipment, employee must:

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

Dismounting moving equipment, employee must:

- Select a safe location to dismount well in advance,
- Face the direction of movement,
- Focus on the selected location and scan for hazards just prior to dismounting,
- Drop trailing foot (relative to the direction of movement) from the stirrup or step,
- Lower trailing foot to the ground with your toes in the direction of movement,
- Step away with the leading foot and release your lead hand,
- Maintain a grip on the hand hold with your trailing hand until your feet are balanced and moving in sync with equipment.

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

- Have in his or her possession any grip/bag or other item that would prevent the full use of both hands, or
- Step from one car to another, or
- Cross under equipment, or
- Jump from equipment or structure to ground level except in an emergency, or
- Mount or dismount a moving tank car (except if equipped with two vertical handholds) or mount or dismount any equipment if the equipment is moving too fast, or
- Step on or use a hand hold:
 - Any part of the hand brake, or
 - Cut lever, or
 - Angle cock, or
 - Coupler, or
 - Components of a cushion underframe or sliding center sill.

Crossing over equipment, employees must:

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

Trained and qualified Engineering employees mounting or dismounting Plasser BDS unit, Plasser DYNA CAT and a Plasser 2X must:

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

When riding equipment employees must:

- Position body to face the equipment and look in the direction of travel,
- Maintain 3-points of contact, keeping secure hand holds and footing,
- Be always prepared for unexpected movements and slack action,
- Ride the side of cars equipped with a horizontal grab iron at least 12 inches above the floor of the car or at least one vertical grab iron that allow an employee to stand upright on the top or platform,
- Ride the side of rail cars or the trailing end of a cut of cars equipped with an end platform,
- Ride the steps or front/rear locomotive platforms when positioned on the outside of moving locomotive, and
- Dismount before passing a close clearance sign or reaching a close clearance.

When riding on equipment, employees must not:

- Place hands, arms, or legs inside equipment with shiftable loads or near the end gates of drop end gondola; or
- Occupy side locomotive walkways above 20 MPH or while traversing over crossings, curves, bridges and control points; or
- Use bridge plates or container brackets as hand holds on flat cars; or
- Ride:
 - Platform between coupled cars, or
 - End of cars being shoved unless the car is equipped with riding platform that has a safety rail positioned between the employee and the end of the equipment, or
 - Couplers, draw-heads cut levers, or cushion underframe devices, or
 - Bottom step of equipment when traversing highway-rail crossing at grade, or
 - The side of equipment that is adjacent to a main track or siding that is occupied with equipment.

When riding tank cars employees must:

- Ensure they have a firm hand hold that prevents unintentional movement and:
 - If only one vertical grab iron, ride with one foot in the stirrups and one foot on the end platform, or
 - If two vertical grab irons, ride with both feet in the stirrups, or
 - If the tank car is the rear car of a pulling movement, employees may ride the outer edge of the end platform.

Failure Defined

This test is a failure when any of the following exist:

- Employee mounts or dismounts moving equipment at speeds above walking speed exceeding 4 MPH unless in the case of an emergency.
- Employee does not use proper techniques when riding, mounting, and dismounting or crossing over equipment.
- Employee occupies the side locomotive walkways above 20 MPH