



## **BNSF Railway Safety Vision**

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

**A culture** that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance...

**A work environment**, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded...

**Work practices and training** for all employees that make safety essential to the tasks we perform...

**An empowered work force**, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.

This version contains the following updated pages:

**February 1, 2018:** 5-17, 5-18.

**August 1, 2018:** 5-5, 5-6, 5-7, 6-20, 6-21.

**December 1, 2018:** 6-4.

**January 1, 2019:** 6-22.

**December 1, 2019:** 8-4.

**August 4, 2021:** 1-6, GL-1, GL-2, GL-3, GL-4.

**October 1, 2021:** i-2, 1-5, 6-8.

**March 1, 2022:** 6-1, 6-3, 6-6, 6-23, 11-1, 11-3.

**July 1, 2022:** 11-2.

**December 1, 2022:** Title page, i-3, 6-5, 6-7, 6-8, 6-9, 6-14, 6-15, 6-27, 6-28, 6-29, 6-30, 12-3.

## **Maintenance of Way Operating Rules**

In Effect at 0001  
Central, Mountain and Pacific  
Continental Time  
**January 1, 2018**  
(Including updates through  
December 1, 2022)

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## 1.0 General Responsibilities

### 1.1 Safety

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

#### Empowerment

All employees are empowered and required to refuse to violate any rule within these rules. They must inform the employee in charge if they believe that a rule will be violated. This must be done before the work begins.

#### Job Safety Briefing

Conduct a job safety briefing with individuals involved:

- Before beginning work
- Before performing new tasks
- When working conditions change

The job safety briefing must include the type of authority or protection in effect.

#### 1.1.1 Maintaining a Safe Course

In case of doubt or uncertainty, take the safe course.

#### 1.1.2 Alert and Attentive

Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

#### 1.1.3 Accidents, Injuries, and Defects

Report by the first means of communication any accidents, personal injuries, defects in tracks, bridges, or signals, or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

The employee on whom the responsibility most naturally falls must assume authority until the proper manager arrives.

When an accident occurs at a road crossing, do not cut trees, weeds or make any changes to the scene until representatives from the Claims Department have investigated.

#### 1.1.4 Condition of Equipment and Tools

Check the condition of equipment and tools before using them to perform duties. Do not use defective equipment or tools until safe to do so. Report any defects to the proper authority.

#### 1.1.5 Inspection After Derailment

After re-railing equipment, check the condition of the track to ensure it is safe for the equipment to proceed.

### 1.2 Personal Injuries and Accidents

#### 1.2.1 Care For Injured

When passengers or employees are injured, do everything reasonable to care for them.

Roadway workers engaged in snow removal or weed spraying activities are not required to use the provisions of this section and may choose to establish Inaccessible Track Protection as described previously in this rule.

### 6.3.3 Visual Detection of Trains - Lone Workers / Lookouts

Roadway workers may perform minor work or a routine inspection using Visual Detection of Trains (lone workers and lookouts) as a method of on-track safety when all of the following conditions are met:

- The work will not affect the movement of trains or engines.
- Maximum authorized timetable speed is used to determine minimum separation distance.
- Natural or artificial light, weather and other physical conditions provide sufficient, unobstructed sight distance from the work location to detect approaching trains, engines or other on-track equipment movements.
  - Separation distance is the value provided in the Statement of On-Track Safety representing the nearest permissible location of an approaching movement at which roadway workers must be positioned in the pre-determined place of safety.
  - Sight distance is the range of visibility needed to detect approaching movements and move to the predetermined place of safety before that movement reaches the minimum separation distance.
- The ability to detect approaching on-track movements is not impaired by background noise, workwear, etc.
- The lone worker or all members of a work group using a lookout are able to move to the predetermined place of safety before the approaching movement reaches the minimum separation distance indicated on the Statement of On-Track Safety.

Visual detection of trains is prohibited when observation of approaching movements is based solely upon headlights, ditch lights or markers, such as during conditions of insufficient visibility as affected by darkness or inclement weather.

Lone workers and lookouts are required to complete a Job Safety Briefing and the Statement of On-Track Safety before using Visual Detection of Trains. If conditions change, cease work to determine if Visual Detection of Trains can continue to be used and if a new Statement of On-Track Safety must be completed. A separate Statement of On-Track Safety must be completed for each work location. The completed Statement of On-Track Safety must remain in the lone worker or lookout's possession while using Visual Detection of Trains. When no longer in use draw an X across the form.

Lone workers and Lookouts must be trained and rules qualified.

Employees are not required to use Visual Detection of Trains and may decide to establish another form of on-track safety.

#### **Lone Workers (Individual Train Detection)**

A Lone Worker must consider:

- Any adjacent tracks, including equipment on such tracks, and how they may affect sight distance as conditions change
- Predetermined place of safety to be used when approaching on-track movements are detected.
- Time needed for the Lone Worker to move from the work location to the predetermined place of safety, accounting for pathway, tools, and other conditions.

When a Lone Worker identifies an approaching on-track movement they must position themselves in the predetermined place of safety before the movement reaches the minimum separation distance as provided on the Statement of On-Track Safety.

Individual train detection is prohibited when:

- Power operated tools or roadway maintenance machines are in use within hearing distance.
- Any work activity or position would interfere with the ability to detect approaching on-track movements.
- Work involves any material or tools that cannot be readily removed by hand.
- Work must be performed within the limits of a control point, manual interlocking, remote controlled power switch (RCPS), or a remotely controlled hump yard facility. Automatic interlockings are not control points.

### **Lookouts (Train Approach Warning)**

Lookouts must wear a BNSF approved ANSI Class II lime green vest. A BNSF designated lookout vest may only be worn by a roadway worker while performing the duties of a Lookout.

The Lookout must address the following items in a Job Safety Briefing with the entire work group and all members of the work group must agree on them before any member of the work group fouls the track:

- Any adjacent tracks, including equipment on such tracks, and how they may affect sight distance as conditions change
- All possible routes providing approaching movements access to the work location due to multiple tracks, such as crossovers, junctions, etc.
- Predetermined place of safety to be used when approaching on-track movements are detected.
- Method of warning to be used. The following methods are approved: whistle, horn, verbal, or tactile (e.g., tap on the shoulder). The method must:
  - be distinctive, clear and unquestionable
  - not require members of the work group to be looking in any particular direction
  - be recognizable and easily detected regardless of noise or work distractions.

The lookout must be equipped with the tool to be used and demonstrate the method of warning in the Job Safety Briefing. When protecting no more than one employee, tactile method of warning may be used only when the lookout can physically touch the employee being protected.

- Time needed for the work group to receive warning and move from the work location to the predetermined place of safety, accounting for pathway, tools, and other conditions.
- Maximum authorized timetable speed.
- Minimum separation distance from the work location as provided by the Statement of On-Track Safety
- Necessary sight distance beyond the minimum separation distance to allow the work group time to move to the predetermined place of safety before the approaching movement reaches the minimum separation distance

At the conclusion of the Job Safety Briefing, each member of the work group must initial the Statement of On-Track Safety completed by the lookout to confirm their participation and understanding of the Job Safety Briefing.

Employees who depend upon a lookout for on-track safety must remain in a position that allows them to receive warnings communicated by the lookout. When the lookout gives warning of an approaching on-track movement all members of the work group must immediately cease work

and move to the predetermined place of safety.

A Lookout must devote their full attention to detecting approaching on-track movements, providing warning to the members of their work group, and may not engage in any unassociated task. Multiple lookouts may not be used to provide on-track safety for the same work group simultaneously.

**Statement of On-Track Safety**

**STATEMENT OF ON-TRACK SAFETY**

A lone worker using individual train detection or a lookout using train approach warning to establish on-track safety must complete this form before fouling a track.

Name of Lone Worker/Lookout: \_\_\_\_\_

Date: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Work Location: \_\_\_\_\_

Place of Safety: \_\_\_\_\_ Method of Warning: \_\_\_\_\_

Lone Worker/Lookout must have sufficient sight distance to identify an approaching train and provide warning to the work group (as applicable), allowing time necessary for all individuals to be positioned in the place of safety when the approaching train reaches the minimum separation distance.

In the table below, place an X in the box adjacent to the maximum authorized timetable speed of trains at the location specified above to determine minimum separation distance.

Maximum Authorized Timetable Speed in MPH	Minimum Separation Distance <small>Must be positioned in place of safety when approaching train arrives at this distance from work location.</small>		Maximum Authorized Timetable Speed in MPH	Minimum Separation Distance <small>Must be positioned in place of safety when approaching train arrives at this distance from work location.</small>	
	X	Feet		X	Feet
5		110	50		1,100
10		220	55		1,210
15		330	60		1,320
20		440	65		1,430
25		550	70		1,540
30		660	75		1,650
35		770	80		1,760
40		880	85		1,870
45		990	90		1,980

When the maximum authorized timetable speed is not shown on the form, use the next higher speed.

Time Form Completed: \_\_\_\_\_

When utilizing a Lookout, each member of the work group must initial below to confirm participation/understanding of the Job Safety Briefing before fouling the track:

\_\_\_\_\_

Draw an "X" across the form when no longer in use.

### Qualification Requirements

To be qualified to operate a roadway machine, you must be trained and certified as competent to operate that machine. This training may be accomplished through:

- Peer instruction on the job

or

- A combination of classroom training and peer training.

A new machine operator or a relief machine operator who has not operated the type of equipment to which he or she will be assigned within the past year must be certified competent by a Work Equipment Supervisor or Roadmaster before operating the machine, except during supervised training.

After a new or relief operator receives approval to begin operating the machine, the certifying individual will observe the operator to ensure that he or she is competent to operate the machine.

## 11.3 Fouling the Track

Fouling the track means the placement of an individual or an item of equipment, including material being handled by equipment, in such proximity to a track that the individual, equipment or material handled by equipment could be struck by a moving train or on-track equipment, or in any case is within four feet of the nearest rail.

Each roadway worker is responsible for determining that on-track safety is provided before fouling any track, except when fouling the track is incidental to the performance of duties.

### Incidental Fouling

When a roadway worker fouls a track incidental to the performance of duties, such as when walking across or adjacent to a track on which authority or protection has not been provided, each worker must:

1. Assume individual responsibility to make the move safely.
2. Foul the track only after determining that it is safe to do so.
3. Not carry tools or material that restrict motion, sight, hearing or prevent rapid movement away from an approaching train or other on-track equipment while being carried.
4. Move directly and promptly to a position clear of the track.

## 11.4 Job Safety Briefings

Conduct a job safety briefing before any roadway worker or equipment fouls a track. A job safety briefing is not complete until each roadway worker is verbally informed of and acknowledges the method of on-track safety that will be applied and the procedures that will be followed. A job safety briefing may not be conducted via text or electronic messaging.

### Roadway Work Groups

In the job safety briefing, discuss information related to on-track safety with roadway workers who will foul the track.

In addition to other safety issues, minimum on-track safety information must include:

- Designation of the employee in charge
- Method of on-track safety being applied
- Track limits and time limits of authority
- A risk assessment to identify any track that could be fouled
- Determination of any adjacent tracks
- Determination of any adjacent controlled tracks

### **Responsibilities of Individual Roadway Workers**

Individual roadway workers must:

- Follow BNSF's on-track safety rules and procedures.
- Avoid fouling a track except when necessary to perform their duties.
- Wear enhanced visibility workwear when on or near the track as prescribed in the MW Safety Rule book.
- Determine that on-track safety is being provided before fouling a track.
- Refuse any directive to violate an on-track safety rule.
- Notify the employee in charge when making a good faith determination that on-track safety procedures to be applied at the work location do not comply with the MWOR.

## **11.6 Empowerment and Good Faith Challenge Processes**

### **Empowerment**

All employees are empowered and required to refuse to violate any rule within these rules. They must inform the employee in charge if they believe that a rule will be violated. This must be done before the work begins.

### **Resolving Challenges to On-Track Safety Procedures**

All roadway workers are guaranteed the right to challenge in good faith whether the on-track safety procedures applied at their work location comply with the MWOR and to remain clear of the track until resolved.

When making a challenge in good faith, inform the employee in charge before the on-track safety rules are misapplied, if possible. Otherwise, inform the employee in charge before fouling the track.

A challenge is resolved as follows:

1. The challenging individual informs the employee in charge that he or she does not believe the method of on-track safety at the work location complies with the MWOR.

Note: Individuals will not be subject to retribution or punishment for making a challenge in good faith.

2. The employee in charge reviews the on-track safety procedures with the challenging individual to determine if proper procedures have been or will be applied.
3. If the challenging individual is still not convinced that the on-track safety procedures comply with the MWOR, the employee in charge contacts the next level Supervisor. The Supervisor reviews the on-track safety procedures and determines if the procedures are being properly applied.
4. After that review, if the challenging individual still is not convinced that the on-track safety procedures comply with the MWOR, the employee in charge and the next level Supervisor contact the General Director Rules in Fort Worth, Texas or a designee. The person contacted reviews the on-track safety procedures and determines if the procedures are being applied properly.

- If the determination is that the on-track safety procedures are not being applied properly, the employee in charge modifies the procedures as required.

or

- If the determination is that the on-track safety procedures are being applied properly, the challenge is considered resolved, and the employee in charge will instruct the challenging individual to perform his or her assigned duties.

Note: Challenges that progress to the next level Supervisor are documented by that Supervisor. The section head of the work group reviews this documentation within 1 month of the challenge. A union representative is invited to participate in this review.