



Employee Operating Manual

CSX

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To Our Valued CSX Railroaders,

Among the five values that define our ONE CSX culture, working safely is our first priority. It's where every task must begin, and how every successful achievement is defined. Providing a safe work environment is the foremost responsibility of our company, and following safety rules is the first responsibility of every railroader. This book is designed to be your constant companion for understanding and applying our railroad's safety rules. Caring enough about each other to work safely every day, in every task, is the ultimate show of respect for yourself and your teammates.

Thank you for all you do to help make CSX America's safest, most reliable railroad.

Joe Hinrichs
President and Chief Executive Officer, CSX

All CSX Employees:

This rulebook is one of the most important tools you will ever use as a railroader. The rules it contains are designed to protect the lives and livelihoods of you, your colleagues and the people in the communities where we operate. They also are essential for safeguarding the environment and supporting safe and efficient service to our customers. Some of these rules we have designated as CRITICAL, meaning that each of us have to have a deep respect and understanding for them. These are the rules we treat with the utmost care and importance. When engaged in those critical tasks, our minds cannot be on the next move, or anywhere else. History has showed us why these rules are so important.

Our goal is to achieve 100 percent compliance, 100 percent of the time. Each of us is responsible for knowing and complying with the rules and for taking appropriate action to ensure a safe workplace. It is also our responsibility to speak up when we see anyone doing something outside the rules, to take action to coach and develop one another.

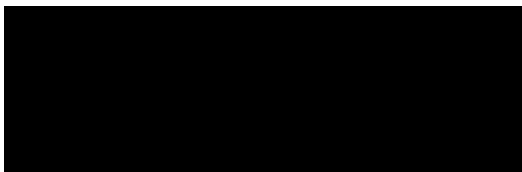
All accidents and injuries are preventable if we:

- Maintain 100 percent compliance with all rules and safety procedures all the time.
- NEVER take shortcuts.
- Always use the proper tools and equipment and use them the right way.
- Immediately address hazardous conditions. If you see a hazard:
 - **Remove it** from service;
 - **Report it** to the appropriate person; or
 - **Resolve it** if you are able.
- Memorize the critical rules for your craft and discuss them daily.
- Make a commitment to yourself, to your co-workers and — most important — to your family that you will leave the workplace each day as you arrived.
- Be part of the One CSX safety culture where no job is so important, no service is so urgent that we cannot take the time to perform it safely.

Whether you are an experienced railroader or newly hired, you are empowered to be a champion of safety. If we all perform our duties with safety in mind, unnecessary accidents and injuries are prevented, and we all go home to our families at the end of the workday.

Thank you for your service to the railroad industry. The work we do is important to our customers and to the consumers of goods that we transport. Most importantly, safety is the foundation of every task we do daily. One incident will always be too many.

James P. Schwichtenberg



Vice President & Chief Safety Officer

501.6 Once issued, Form EC-1 is in effect until fulfilled or released and must be retained and observed on all trips during a tour of duty.

501.7 A Form EC-1 is released in its entirety on the same form, as follows:

1. The employee must state his or her intent to release Form EC-1;
2. The employee must state the Form EC-1 number and date;
3. The employee must copy the release time, date, and initials given by the train dispatcher; and
4. The receiving employee must ensure that all employees affected receive the information and mark their Form EC-1 accordingly.

502 - Other than Main, Signaled, or Siding Tracks

502.1 Tracks other than main, signaled, or sidings may be used without permission or authority from the train dispatcher or control station.

502.2 When a remote control zone is active, permission from the remote control operator foreman must be received and repeated before:

- a. Fouling tracks within the zone with any equipment, or
- b. Roadway worker or Blue Signal Protection is established within the zone.

502.3 When receiving permission from the Remote Control Foreman to enter a Remote Control Zone:

1. A detailed job briefing must be completed by all employees involved to include at a minimum:
 1. Work to be performed,
 2. Move that will be made,
 3. tracks to be utilized, and
 4. Amount of time required fouling the zone.
2. If any aspect of the plan changed after the initial job briefing is completed, all work must cease and another job briefing held immediately.
3. Once clear of the remote control zone:
 1. The RCO foreman must be contacted and informed that you are clear of the remote control zone, and
 2. Once reported clear, must remain clear of the zone and not operate any switches within the zone until additional permission is requested and received.

503 - Main, Signaled, and Siding Tracks

503.1 Any crewmember may obtain permission or copy authorities from the train dispatcher when under the direct supervision of the conductor or locomotive operator.

- 901.7** When required to perform air brake or hand brake tests, follow the procedures in the Remote Control Operation Instructions Manuals.
- 901.8** While on duty, each Remote Control Foreman Operator working a single person remote control assignment must possess and complete the RCO Foreman Job Briefing Checklist. The checklist must be completed at the beginning of each shift, updated throughout the shift and maintained until the end of the shift.

902 - Remote Control Zones

- 902.1** Special instructions identify remote control zones and must include:
1. Location of zone(s),
 2. Limits of zone(s),
 3. Whether remote control zone signs are used and how they must be displayed,
 4. Requirements of any switches or derails that must be locked, and
 5. Method used to make public highway-rail and pedestrian crossings at grade inaccessible, if applicable.
- 902.2** When a yardmaster is on-duty, the remote control operator foreman must receive permission from the yardmaster to activate a remote control zone.
- 902.3** Prior to activating a remote control zone, a member of the crew that will utilize the zone must visually determine:
1. Tracks are clear,
 2. No roadway worker protection or blue signal protection is active on the tracks,
 3. Switches and derails are properly lined and locked, if required,
 4. All public highway-rail crossings are made inaccessible, and
 5. Remote control zone signs are displayed, if used.
- 902.4** Once activated, a remote control zone is under the control of the remote control operator foreman. The remote control crew who activated the zone may make movements within the limits of the zone without providing protection.
- 902.5** In active remote control zones, only the remote control operator foreman can grant permission for equipment to:
- a. Foul or occupy tracks, or
 - b. Cross a road or pedestrian crossing.

902.6 After the remote control operator foreman grants permission for a movement to enter an active remote control zone, all remote control movements must be protected until the zone is clear and the employee who was granted permission reports clear of the zone. A remote control crew may resume utilizing the zone after the following:

- a. If permission was granted to a train or locomotive crew, direct communication from the ranking employee of the crew granted permission verifying the:
 1. Tracks are clear, and
 2. Switches and derails are lined as directed by the remote control operator foreman.
- b. If permission was granted to an engineering or mechanical department employee, visual inspection by a member of the remote control crew to determine:
 1. Tracks are clear,
 2. Portable derails or blue flags have been removed, and
 3. Switches and derails are properly lined and locked, if required.
- c. If permission was granted to cross a public highway-rail crossing within the remote control zone, visual inspection by a member of the remote control crew to determine the crossing has been made inaccessible.

902.7 The remote control operator foreman must deactivate the remote control zone when going off duty unless the zone is directly transferred to another remote control foreman by:

1. Performing a face-to-face job briefing, and
2. If applicable, notifying the yardmaster that the remote control zone has been transferred.

902.8 If a remote control operator foreman fails to deactivate a remote control zone, a yardmaster or supervisor can de-activate the zone after all of the following have been verified:

1. Remote control operator foreman who last controlled the zone is off duty,
2. Remote control locomotive used by the crew is in manual mode, and
3. The remote control zone was not transferred to another remote control crew.

903 - Positive Stop Protection (PSP)

903.1 When using Positive Stop Protection (PSP), the remote control locomotive must:

1. Be equipped with PSP, and
2. Be the leading end of each movement.

903.2 Test PSP before initial use:

- a. On each shift, or
- b. Of a PSP locomotive.

- 903.3** To perform a PSP test, the locomotive operator must:
1. Be in position to visually verify when the lead locomotive reaches the first and second track transponders (pucks),
 2. Operate the locomotive towards the track transponders (pucks), and
 3. Verify the operator control unit provides an audible alert and displays the expected message when the locomotive reaches the first and second transponders (pucks).
- 903.4** If PSP equipment fails to respond properly when performing a PSP test, do not use the PSP system.
- 903.5** When using PSP, the locomotive operator must:
1. When operating in a 10 MPH, 7 MPH, 4 MPH or 1 MPH PSP Zone, match transponder (puck) speed commands, or use a lower speed, on the operator control unit;
 2. Not use Coast or Coast B; and
 3. Protect the leading end or receive protection from a qualified employee, if necessary to override PSP.

904 - Operating Remote Control Equipment

- 904.1** Procedures and instructions contained in Remote Control Operation Instruction Manuals are mandatory when operating remote control equipment.
- 904.2** The leading end of remote control movements must be protected by a crewmember or other qualified employee. The RCO on the leading end of the movement must be in primary control, except when the remote control locomotive is the leading end and located within an active remote control zone controlled by the remote control foreman.
- 904.3** When initiating a movement, the primary locomotive operator or other crewmember must visually determine movement occurs in the desired direction and must:
1. Not rely on the visual determination of any other employee who is not a member of the crew,
 2. Note LED screen on the RCL II Units displays speed, and
 3. Immediately place the Speed Select to STOP if movement is not visually determined.
- 904.4** While movement is occurring, at least one member of the crew must maintain visual contact with a portion of the equipment.

- 904.5** Before transferring (pitching) primary control of remote control equipment to another locomotive operator:
1. Primary operator must verbally inform the secondary operator that control will be transferred, and
 2. The secondary operator must verbally confirm he or she is ready to receive control.
- 904.6** Unless performing a direct handoff of remote control equipment, when going off duty remote control locomotives or platforms must be:
1. Secured, and
 2. Placed in manual mode.
- 904.7** Remote control locomotive or platform with or without cars attached is not considered unattended if:
1. In remote mode,
 2. At least one crewmember maintains visual contact with the equipment, and
 3. Operator control unit is powered on and properly worn by the person attending the equipment.

Chapter 2 - On Track and Equipment Safety , Handbrake Operation

2100 - On or About Track Safety

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