



Employee Operating Manual

CSX

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HazMat HM-1

2023

EFFECTIVE FEBRUARY 1, 2023

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



CRITICAL RULES





TRANSPORTATION



CRITICAL RULES

TRAIN REQUIRED TO STOP
MAIN TRACK AUTHORITY
PROTECTION OF SHOVE MOVES
EQUIPMENT LEFT CLEAR OF ADJACENT TRACKS
SECUREMENT OF EQUIPMENT
RIDING/MOUNTING/DISMOUNTING EQUIPMENT
GOING BETWEEN EQUIPMENT/SEPARATION OF EQUIPMENT
HAND OPERATION OF SWITCHES AND DERAILS



1 Train Required to Stop

WORK ZONES, APPROACH/STOP SIGNALS



Refer to Operating Rule Groups
503, 1292, 1293, 1294, C1292, CR1279, CR1292,
Sterile Cab, Wayside signs (Yellow/Red) & (Red)

- Establish a sterile cab, and maintain an environment where attention and conversation is restricted exclusively to the actions governing the safe movement of the equipment.
- All crew members must constantly be on the lookout for signals, warning boards and other unsafe conditions.
- Take action to comply with approach and/or stop signal indication
- Confirm with crewmembers and announce signal indication over radio
- Stop movement a minimum of 500 feet from clearance point or stop signal
- Always comply with hand signals or wayside signs that indicate stop
- Obtain permission from EIC prior to initial movement into an active work zone
- Notify the EIC when stopping within an active work zone, then contact EIC to obtain permission to proceed before making further movement



2 Main Track Authority

SIGNAL AND NON-SIGNAL



Refer to Operating Rule Groups
504-514

- Obtain signal indication or verbal authority from train dispatcher before occupying main track
- Document Form EC-1 in correct format
- Make required radio announcements communicating signal indication or entry into EC-1 authority
- Comply with authorized speed and limits on main track



EC-1 NUMBER _____	DATE _____	LOCATION _____
C&E TRAIN ID _____	ENG _____	EMPLOYEE _____
1A OPR ON _____ TRK _____ DIR FRM/BTW _____	TRK _____	1A CAN _____ HRS DISPR _____
TO/AND _____	TRK _____	TRK _____
1B OPR ON _____ TRK _____ DIR FRM/BTW _____	TRK _____	1B CAN _____ HRS DISPR _____
TO/AND _____	TRK _____	TRK _____
1C OPR ON _____ TRK _____ DIR FRM/BTW _____	TRK _____	1C CAN _____ HRS DISPR _____
TO/AND _____	TRK _____	TRK _____
1D OPR ON _____ TRK _____ DIR FRM/BTW _____	TRK _____	1D CAN _____ HRS DISPR _____
TO/AND _____	TRK _____	TRK _____
2A CROSS OVER AT _____	FROM _____	TRK TO _____
2B CROSS OVER AT _____	FROM _____	TRK TO _____
3 _____ TRK(S) O.O.S. BTW MP _____	AND MP _____	IN CHARGE OF EMPLOYEE _____
4 UNTIL _____ HRS ____/____/____	EXT UNTIL _____ HRS ____/____/____	EXT UNTIL _____ HRS ____/____/____



3

Protection of Shove Moves



Refer to Operating Rule
Group 406

DO THIS

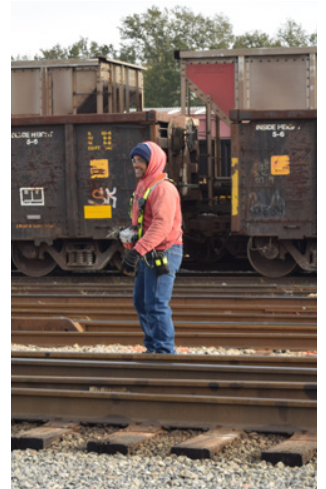


- Be in a position to visually determine track is clear and maintain visual contact with a portion of the equipment
- Provide required instructions to locomotive operator as necessary including how move is being protected
- Acknowledge the instructions by repeating them back to the employee protecting the movement
- Locomotive operator must stop the movement within one half the distance of last instruction received, if additional instructions are not provided
- Properly utilize and manage remote control zones in yards, and always protect the leading end of movements not protected by an active RCO Zone

NOT THIS



- Never engage in any unrelated task(s) while performing a shove move
- Never protect a shove move while inside of a vehicle
- Locomotive operator must not initiate movement until directing employee provides required information



Failure to
properly
protect shoving
movements can
be **Fatal**

4

Equipment Left Clear of Adjacent Tracks



Refer to Operating Rule
Group 407

- Always leave equipment in clear and beyond clearance point when indicated
- If no clearance point marked, identify a safe clearance location by extending an arm toward equipment where it can no longer be touched. Then position equipment an additional 50 foot car length in the track
- If necessary to leave equipment fouling connecting tracks, equipment must be left completely occupying switch of connecting track



5

Securement of Equipment



Refer to Operating Rule Groups
408-413 & Safe Way Rule Group 2104

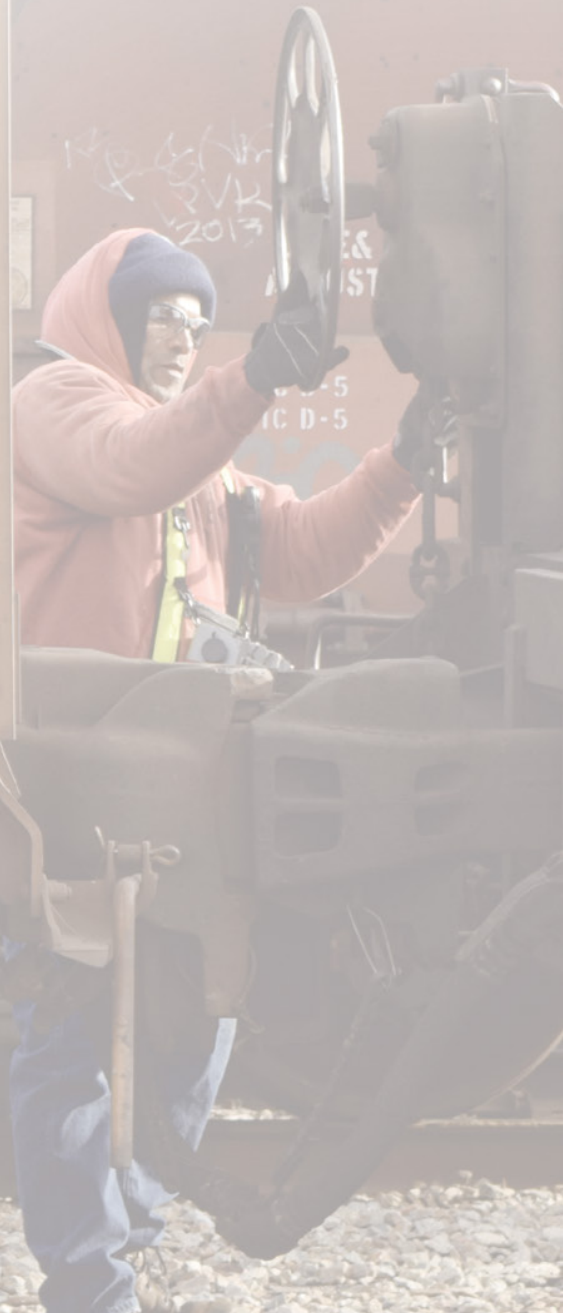
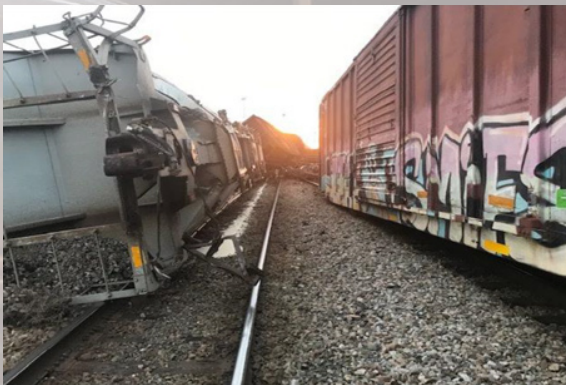
- Know timetable special instructions regarding securement at your location
- Apply required number of hand brakes on equipment, a minimum of one
- Operate hand brakes properly on locomotives and/or cars, maintaining three points of contact and proper body position on equipment when applying hand brakes
- Always test hand brakes to ensure they are sufficient to hold equipment
- Switches and levers on locomotives must be properly positioned and locomotive cab doors must be locked

LESSONS LEARNED

Charleston, SC. Train Accident

While doubling out of track 007 on the north end of Bennett Yard, Q492 was struck by a cut of cars that had been previously set off in track 001 by another job and were not properly secured. In this scenario, special instructions called for 10 percent hand brakes with a minimum of four. The 78 cars that rolled out of track 001 were discovered to only have four hand brakes applied. This incident is an example of how equipment not properly secured leads to roll-outs, collisions, derailments and service interruptions. Even more significant than these negative impacts, is the potential for catastrophic injury that our employees are exposed to.

Equipment must always be left in the clear of adjacent tracks and secured to guard against unintended movement. The terrain at these locations varies and local special instructions may require more aggressive securement guidelines than the Operating Rule calls for.



6

Riding/Mounting/Dismounting Equipment



Refer to Safeway Rule Groups 2101 & 2102

DO THIS



- Always face equipment and maintain three points of contact when mounting and/or dismounting equipment
- Communicate intent to mount/dismount moving equipment to locomotive operator in order to ensure speed will not exceed 4 mph
- Always take proper position when riding a tank car
- Always dismount equipment before passing a close clearance or making a coupling
- Expect and be prepared for slack action at any time



NOT THIS



- Never mount or dismount a moving tank car
- Unless equipped with two stirrups, never ride a tank car over a crossing
- Never occupy a locomotive walkway when traversing over crossings (railroad or vehicle), curves, bridges, and control points or above 20 mph
- Never dismount equipment at a location that does not provide solid footing
- Never ride the side of equipment adjacent to live tracks, main tracks sidings, close clearances or other hazards

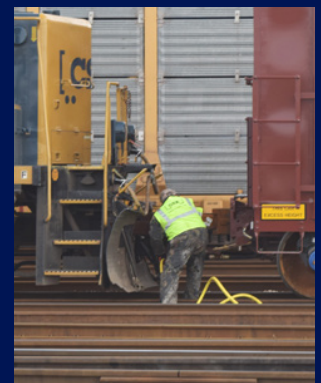
7

Going Between Equipment/ Separation of Equipment



Refer to Safeway Rule Groups 414, 2100, 2103

- Always verbally request and receive confirmation 3-step protection has been provided before fouling equipment
- After established, other employees may foul equipment after holding a job briefing with employee who requested 3-step protection
- Only release 3-step protection after verifying any other employees protected are clear of equipment
- Always have a 50 foot separation before crossing between equipment
- Never walk around end of standing equipment closer than 25 feet unless you control the equipment



LESSONS LEARNED

Botkins, OH incident

After assisting and shoving stalled train K185 over a hill, the conductor on train Q365 requested 3-step protection in order to cut the locomotive away from the rear of train K185 and then connect the air hose on the EOT to allow for departure. Q365's conductor released 3-step protection and stated he was clear of the equipment. The employee then turned to walk back to the locomotive as the K185 released the train brakes. As the slack rolled out, the rear car of K185 struck the employee which caused the employee to be caught between the couplers of the Q365 locomotive and the rear car of train K185.

8

Hand Operation of Switches and Derails



Refer to Operating Rule Groups 401 & Safe Way Rule Group 2200

- Check for conflicting movements and inspect switch for locks, tags, clamps or spikes
- Maintain proper body position when operating a switch or derail
- After switch operation, check switch points and if equipped, restore lock
- If on a controlled track, remain at switch and verbally confirm with each employee position of switch and properly complete the SPAF
- If a defective switch or derail is encountered, do not operate it. Tag it as defective and report to proper authority



LESSONS LEARNED

Cayce, SC. Incident

On February 4, 2018, both the engineer and conductor of National Railroad Passenger Corporation (Amtrak) Train P09103 were killed and 115 passengers injured, when their train collided head-on with a CSX Transportation, Inc. freight train (Train F77703). The collision occurred at approximately 2:27 a.m. in Cayce, South Carolina when the Amtrak train, traveling south from New York City, New York, to Miami, Florida, and operating on a track warrant, was diverted from the main track through a misaligned switch. The misaligned switch sent the Amtrak train into the siding where the CSX train was parked, resulting in a head-on collision with an impact speed of 50 miles per hour (mph). The lead locomotive and six of the seven cars in the Amtrak train derailed. At the time of the accident, eight Amtrak crew members and 139 passengers were on board the train.

Based on recommendations from the FRA, CSX implemented changes to the following Operating Rules:

- Operating Rule 401.14: Employees must remain at the hand-operated main track switch until verbally confirming with each crewmember the switch was restored and locked in normal position. SPAF completed in ink.
- Operating Rule 505.11: All crewmembers must agree it is safe to release an authority or report by a specific location. All crewmembers must be present and hear the authority being released.
- Operating Rule 505.12: If any crewmember has doubt or uncertainty about the position of a hand-operated main track switch, the authority must not be released and the crew must immediately contact the train dispatcher.

Note: These are brief summaries of these Operating Rules; please refer to Employee Operating Manual for the entire rule content.



406 - Shoving or Pushing Equipment

406.1 Employees involved in shoving or pushing movements must not:

- a. Engage in unrelated tasks, or
- b. Provide protection while occupying an automobile or similar motorized vehicle.

406.2 Employees directing a shoving or pushing movement must:

1. Know all cars to be shoved are coupled by stretching the slack, and
2. Ride the side of the leading end of the equipment or be in a position on the ground ahead and in the clear of any shoving movement that will traverse any switch , derail, public highway-rail or pedestrian crossing located on the portion of track to be shoved in order to ensure such devices are properly lined and appropriate protection is provided at crossings.

406.3 The leading end of shoving and pushing movements must be protected by a qualified employee. Protection must be provided by:

- a. Being positioned on the leading end or on the ground ahead of the movement and clear of all tracks,
- b. Constant monitoring via technological means such as shove lights or cameras at locations designated by special instructions, or
- c. Making a positive visual determination that the track is, and will remain, clear. Track is clear means that the portion of track to be used:
 1. Is clear of equipment and conflicting movements,
 2. Has no switches, derails or highway-rail or pedestrian crossings that will be traversed by the leading end of the equipment, and
 3. There is sufficient room in the track to hold the equipment being shoved. Sufficient room means that the available room in the track exceeds the length of the shoving movement to be made by at least 500 feet (ten 50 foot car lengths).

406.4 The employee directing a shove movement must give instructions sufficiently in advance to permit compliance. The employee receiving instructions must comply with the intent of those instructions. If there is any doubt as to the meaning of the instructions, or for whom such instructions are intended, the movement must:

1. Be stopped immediately, and
2. Not resume until the instructions are understood.

406.5 When the equipment being shoved is moving, the employee directing the movement must:

1. Remain clear of all tracks, and
2. Maintain visual contact with a portion of the equipment.

406.6 When radios are used during a shoving or pushing movement, the employee directing the movement must communicate the following to the employee receiving the instructions:

1. Employee is in the clear of all tracks,
2. How the point protection will be provided,
 - a. From the leading end of the equipment - "On the point", or
 - b. From the ground visually - "Point from the ground", or
 - c. Utilizing technology - "Point from a camera or shove light"
3. Switches and derails involved with the movement are properly lined,
4. Distance of the movement to be made (not to exceed a maximum of 20 car lengths at a time) or the sight distance available, whichever is less, in 50-foot car lengths, and
5. Additional instructions must be communicated to the employee controlling the movement prior to reaching one-half of the previous specified distance until the movement stops.

Exception: On a Main Track or Signaled siding governed by a signal indication more favorable than restricting, or when operating in TWC-D with an unrestricted EC-1, it is permissible to communicate up to a maximum of 50 car-length increments if range of vision allows.

406.7 When radios are used during a shoving or pushing movement, the employee controlling the movement must:

1. Not begin the movement until the employee directing the movement provides the required instructions,
2. Acknowledge the instructions by repeating them back to the employee protecting the movement,
3. Continue to repeat the instructions given (when the distance remaining is 4 cars or less then acknowledgement is no longer required), and
4. Stop the movement in one-half of the last specified distance to go instruction unless additional instructions are received.

406.8 When shoving or pushing equipment for purposes other than coupling:

1. The movement must stop 50 feet short of:
 - A. A blue signal, or
 - B. A fixed derail, or
 - C. An improperly lined switch, or
 - D. On-track equipment, or
 - E. An obstruction, or
 - F. End of the track.
2. If necessary to make any further movement to place equipment, allow the slack to adjust before moving.

406.9 Equipment must not be shoved, operated or placed within 150 feet of a portable derail.

407 - Leaving Equipment in the Clear

407.1 Standing equipment must not foul connecting tracks. Clearance points may be designated by a visible yellow tie or other designated marker on non-controlled tracks. Yellow ties on main tracks and designated siding tracks are not designated clearance points. When the clearance is not identified, determine the clearance point by:

1. Standing outside the rail and off the end of crosstie of the connecting track,
2. Extending arm toward the equipment,
3. Identifying the location where the equipment can no longer be touched, and
4. Positioning equipment an additional 50-foot car length into the track from the location identified in Step 3.

407.2 When the track length is insufficient to permit leaving equipment clear of connecting tracks and it is necessary to leave equipment beyond the clearance point, the equipment must completely occupy the switch of the connecting track.

408 - General Securement Requirements

408.1 Conduct a job briefing when required to secure any train or equipment that will be left unattended.

408.2 Prior to leaving trains and equipment unattended, secure with tested hand brakes or by an alternative method specified in special instructions.

408.3 When securing trains or equipment on main tracks, sidings and spur tracks with grades of 0.4% or greater, the minimum number of handbrakes required must be determined based on attached handbrake chart.

2101 - Mounting, Dismounting, and Crossing Over Equipment

2101.1 When mounting, dismounting or crossing over equipment, employees must:

1. Use locomotive steps and car side ladders;
2. Scan the area and equipment for hazards;
3. Mount and dismount clear of switches, derails, bridge approaches, close clearances, or any object that could cause a slip, trip or fall;
4. Face the equipment;
5. Maintain three points of contact;
6. Place the defined heel of the boot against the ladder rungs and brace feet against the side rails;
7. Keep clear of adjacent tracks; and
8. Stop at the bottom step or ladder rung to check for solid footing before dismounting.

2101.2 Employees that have been trained and qualified may mount and dismount moving equipment at a walking pace not to exceed 4 mph except in case of emergency. Before mounting or dismounting moving equipment, employees must:

1. Choose a location that provides solid footing and is free of any condition or object that could cause a slip, trip, or fall;
2. Verbally communicate the intent to mount or dismount moving equipment to the locomotive operator; and
3. Receive verbal confirmation from the locomotive operator that the equipment will not exceed 4 MPH at the mounting/dismounting location.

2101.3 When mounting, dismounting or crossing over equipment, employees must not:

- a. Have in his or her possession any grip/bag or other item that would prevent the full use of both hands, or
- b. Step from one car to another, or
- c. Cross under equipment, or
- d. Jump from equipment or structure to ground level except in an emergency, or
- e. Mount or dismount a moving tank car (unless equipped with 2 vertical handholds) or mount or dismount any equipment if the equipment is moving too fast, or
- f. Step on or use as a hand hold:
 - a. Any part of the hand brake, or
 - b. Cut lever, or
 - c. Angle cock, or
 - d. Coupler, or
 - e. Components of a cushion underframe or sliding center sill.
- g. Mount free-rolling equipment that is not attached to a locomotive.

2101.4 When mounting moving equipment, employees must:

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

2101.5 To dismount moving equipment, employees must:

1. Select a safe location to dismount well in advance,
2. Face the direction of movement,
3. Focus on the selected location and scan for hazards just prior to dismounting,
4. Drop your trailing foot (relative to the direction of movement) from the stirrup or step.
5. Lower your trailing foot to the ground with your toes in the direction of movement,
6. Step away with the leading foot and release your lead hand,
7. Maintain a grip on the hand hold with your trailing hand until your feet are balanced and moving in sync with the equipment,
8. Release your trailing hand from the hand hold and step away from the movement, and
9. Verbally communicate to the locomotive operator that you have safely dismounted the equipment.

2101.6 When crossing over equipment, employees must:

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

2101.7 Only Mechanical employees equipped with the required PPE and performing repairs or maintenance may occupy the roof of a rail car or locomotive.

2101.8 Only engineering employees that have been trained and qualified may mount and dismount the Plasser BDS unit, Plasser DYNA CAT, and a Plasser 2X Tamper while moving at a walking pace not to exceed 2 mph except in case of emergency. Before mounting or dismounting moving equipment, employees must:

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

2102 - Riding Equipment

2102.1 When riding on equipment, employees must:

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

2102.2 When riding on equipment, employees must not:

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

2102.3 When riding tank cars, employees must ensure they have a firm hand hold that prevents unintentional movement and:

- a. If only one vertical grab iron, ride with one foot in the stirrups and one foot on the end platform, or
- b. If two vertical grab irons, ride with both feet in the stirrups, or
- c. If the tank car is the rear car of a pulling movement, employees may ride the outer edge of the end platform.

2103 - Adjusting a Coupler

2103.1 When necessary to adjust a coupler, employees must:

1. Separate the equipment by a minimum of 50 feet,
2. Secure the equipment,
3. Work from the side and ensure the knuckle is locked in the closed position,
4. Work with your back towards the coupler and one foot against the base of the rail,
5. Grab the coupler with both hands and use your legs to push the coupler towards the center position, and
6. Get assistance or use a knuckle-mate if unable to make the adjustment.

2103.2 When necessary to adjust a coupler, employees must not:

- a. Lift up on a coupler, or
- b. Kick a coupler, or
- c. Use a coupler alignment strap or chains. (note: only mechanical employees can use chains)

2103.3 When using a knuckle-mate, employees must:

1. Separate the equipment by a minimum of 50 feet,
2. Secure equipment,
3. Ensure the knuckle of the coupler to be adjusted is locked in the closed position,
4. Connect the knuckle-mate by placing it over the top of the knuckle with central pin in the hole of the knuckle,
5. Tighten the center pin of the knuckle-mate by using the top lever nut,
6. Assume a balanced position with both hands on the handle, and
7. Pull, not push the knuckle-mate to adjust the coupler into position.

2104 - Brake Sticks and Operating Hand Brakes

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