

Safe Way



Chapter 1 - General Safety Requirements

2000 - Safety Responsibilities

2000.1 All employees are governed by the rules contained in the Safe Way and must have a copy available for use when on duty. Employees must:

1. Warn co-workers of unsafe acts and hazards;
2. Behave in a civil and courteous manner in the workplace;
3. Keep work areas and CSX property clean, orderly, and protected from hazards; and
4. Observe all local, state, and federal laws and regulations.

2000.2 When performing a task, employees must not:

- a. Use excessive force, or
- b. Place any part of the body where it could be pinched.

2001 - Substance Abuse

2001.1 The illegal use or possession of a drug, narcotic, or other substance that affects alertness, coordination, reaction, response, or safety is prohibited both on and off duty.

2001.2 An employee must not report for duty nor perform service while under the influence of nor use while on duty or on CSX property any drug, medication, prescription medication, or other substance that will in any way adversely affect the employee's alertness, coordination, reaction, response, or safety.

2001.3 Employees must not possess, use, or be under the influence of alcoholic beverages or intoxicants when:

- a. Reporting for duty, or
- b. On duty, or
- c. On CSX property, or
- d. Operating a company vehicle, or
- e. Occupying facilities provided by CSX.

2002 - Job Briefing

2002.1 Effective job briefings at the beginning of and throughout our workday make us more aware of our surroundings and better prepared to recognize and avoid potential hazards. Employees must:

1. Remain alert for anything out of the ordinary that occurs during your shift; and
2. Report any suspicious activity to your immediate supervisor, yardmaster, or dispatcher immediately. If they are not available, report the condition or activity directly to the Public Safety Coordination Center at (800)232-0144.

2002.2 A job briefing must be conducted before beginning a work activity and when:

- a. Work activity or conditions change, or
- b. Another employee joins the crew or workgroup, or
- c. Required to operate a hand operated main track switch in non-signaled territory, or
- d. Required to secure any equipment or train, or
- e. Required to initialize Positive Train Control (PTC) equipment.

2002.3 To conduct a job briefing, employees must:

1. Discuss the sequence of job steps;
2. Identify, eliminate, contain, or communicate all potential hazards related to the task(s);
3. Identify any related close clearance locations;
4. Inspect tools and equipment before use;
5. Identify proper personal protective equipment (PPE) for the job task(s);
6. Ensure understanding of the planned sequence of events; and
7. Follow up to ensure compliance with safe work practices.

2003 - Inside an Office Environment

2003.1 When working inside an office environment, employees must:

1. Keep work areas orderly and free of slip, trip and fall hazards;
2. Use furniture for its intended purpose only;
3. Keep desk drawers, file drawers, and locker doors closed when not in use;
4. Avoid overloading the top drawers of filing cabinets; and
5. Clean up spills immediately or secure and protect the area until it can be cleaned.

2004 - Using Chairs

2004.1 Identify and label as out-of-service any defective chair. Before using a chair, employees must ensure:

1. It is free from obvious hazards and defects,
2. It is stable and supported by all legs, and
3. The seat and seatback are firmly attached to the base of the frame.

2004.2 When using a chair, keep all chair legs or casters on the floor at all times. Do not:

- a. Use as a step, stool, or ladder; or
- b. Put your feet above the level of the seat; or
- c. Lean out beyond the area covered by the legs; or
- d. Leave a chair where it would be a tripping hazard after use.

2005 - Avoiding Human Remains, Blood, and Other Fluids

2005.1 After any accident or incident where human remains, blood, or other fluids are observed on company equipment or property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144. Do not attempt to remove or clean blood or Other Potentially Infectious Materials (OPIM).

2005.2 Employees who come in contact with blood or OPIM must immediately wash the contact area, then report to the nearest medical facility for further examination.

2005.3 Employees are responsible for the cleanup of their own bodily fluids and disposal of clean up materials as appropriate and must:

1. Use approved multi-purpose germicidal cleaner and paper towels or disposable wipes; and
2. For cleanup of large quantities of materials, that are not considered Bloodborne Pathogens or OPIM, facilities should contact a local industrial cleaning company (e.g., Serve Pro, Service Master)

2005.4 Employees who utilize needles or sharps are responsible for the safe disposal of those needles or sharps. Employees must:

1. Recap the hypodermic syringe or lancet after use,
2. Store syringes or lancets in a hard, closed casing marked with the word "biohazard" and/or labeled with a biohazard labe, and
3. Dispose of used hypodermic syringe or lancet off CSX property, in an appropriate manner.

2005.5 If needles or sharps are encountered on CSX property, notify your immediate supervisor, train dispatcher, or yardmaster who will contact the PSCC at (800) 232-0144. Do not attempt to dispose of, or otherwise handle needles or sharps.

2006 - Reporting Injuries or Incidents

2006.1 If an injury occurs when the employee is on duty, to ensure prompt medical attention is provided and to comply with federal reporting requirements, the employee must:

1. Report the injury to a supervisor:
 - a. At the time of the occurrence, or
 - b. Prior to leaving CSX property on the day of the occurrence.
2. Complete form PI-1A as soon as medically possible.

2007.5 Employees parking a CSX company vehicle or parking on CSX property must do so in a way that will not require a backing movement upon exit except in lots designed for diagonal parking.

2007.6 When backing a personal motor vehicle, employees must inspect area to the rear to verify no people or obstructions are in the path of the intended movement.

2007.7 When backing a CSX company vehicle, a person positioned in a place of safety must be utilized, when available, to guide the backing movement.

2008 - Riding in Equipment Other Than a Motor Vehicle

2008.1 When riding in equipment other than a motor vehicle, employees must:

1. Wear seat belts when equipped, and
2. Remain seated in permanently installed seats that are approved by the manufacturer unless duties require otherwise.

2008.2 When riding in equipment other than a motor vehicle and duties require movement within equipment, employees must maintain:

1. Firm hand holds on permanently attached objects,
2. Braced footing, and
3. Three points of contact.

2009 - Personal Protective Equipment (PPE), Clothing, Hearing Protection, and Jewelry

2009.1 Employee attire must be appropriate for the job classification and work environment. While on duty employees must not wear the following:

- a. Shorts, or
- b. Loose-fitting clothing or jewelry that could become entangled in equipment or create a hazard, or
- c. Finger rings outside of an office environment, or
- d. Jewelry or other metal items when repairing or maintaining electrical equipment, or
- e. Mouth or tongue jewelry, or
- f. Any jewelry or ornamental items determined by a supervisor to present a safety hazard.

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2009.2 Obtain, be familiar with, and wear unaltered CSX approved PPE and clothing required for the job classification and work environment. Employees must:

1. Wear shirts that have at least one-quarter length sleeves and cover chest, abdomen, and back;
2. Comply with specific PPE requirements of a work area or customer facility; and
3. Comply with additional PPE requirements for specific work activities identified in departmental PPE Charts.

2009.3 Employees must inspect PPE to ensure it is:

1. Properly fitted,
2. Clean and serviceable,
3. Worn as intended,
4. Kept in good working condition, and
5. Available for immediate use.

2009.4 CSX approved high visibility apparel must be worn as the top layer of clothing when:

- a. Within 25 feet of a track, or
- b. Performing road crossing work at grade, or
- c. Performing work within 15 feet of the traveled portion of any highway or grade crossing.

2009.5 Engineering employees providing flag protection at a highway crossing at grade must:

1. Wear a lime yellow or orange vest, and
2. Give precise signals to traffic.

2009.6 CSX approved high visibility apparel is not required to be worn as the top layer of clothing when working:

- a. Inside enclosed equipment or vehicles, or
- b. In a designated shop or locomotive servicing facility and protected by blue flag protection, or
- c. As an engineering employee underneath properly secured and protected roadway equipment, or
- d. At heights that require fall protection PPE, or
- e. In designated passenger loading/unloading areas, or
- f. As a welder performing field welds, or
- g. As a remote control operator wearing an approved remote control harness as a top layer.

2009.7 CSX approved flame resistant high visibility apparel must be worn within 25 feet of a track when:

- a. Engaged in live electrical work, or
- b. Cutting, burning, or welding outside of a shop environment except when accompanied by a qualified watchman/lookout who is wearing high visibility apparel.

2009.8 CSX provided safety glasses with side shields must be worn except when:

- a. Located in an office environment, or
- b. Located within lunch break areas or locker rooms, or
- c. Riding in a company vehicle with the windows closed.

2009.9 Employees must not wear tinted safety glasses:

- a. When sunlight is not adequate to safely perform all job tasks, or
- b. From one hour before sunset continuing until one hour after sunrise, or
- c. When working in tunnels or places where there is a low level of light.

2009.10 When CSX safety glasses must be worn, employees must not wear corrective lenses (contacts) or glasses that change color or tint based on ambient light (transition lenses).

2009.11 CSX approved hearing protection must be worn:

- a. Within 100 feet of a stationary locomotive operating in a throttle position other than idle, or
- b. Within 100 feet of active humping or retarder operations, or
- c. On an operating locomotive when outside of the locomotive cab, or
- d. Inside the cab of a locomotive operating under load except those exempted by rule, or
- e. Providing flag protection at a highway crossing at grade, or
- f. In areas that require special hearing protection according to special instructions, notices, or posted signs.

2009.12 Hearing protection is not required when inside the cab of the following locomotive models when all doors and windows are closed:

- a. GE Models: CW40-8, CW44-9, CW44AC, CW44AH, CW46AC, CW46AH, CW60AH, ES40DC, ES44AH, ES44DC; or
- b. EMD Models: GP38-2s, GP40-2, GP40-3, MP15T, RoadSlug, SD40-3, SD50-2, SD50-3, SD60i, SD60M, SD70M, SD70AC, SD70ACe, SD80AC; or
- c. NREC 3GS-21B, 3GS-21C (Genset).

Chapter 2 - On Track and Equipment Safety , Handbrake Operation

2100 - On or About Track Safety

- 2100.1** Employees must not foul tracks or equipment without the proper protection for the job classification.
- 2100.2** Engineering employees must ensure On-Track Worker Protection is in place when working within four feet of the nearest rail of any track.
- 2100.3** When working on or about tracks, be alert for unsecured or shifted lading and movement of cars, locomotives, or equipment at any time, in either direction, on any track. Employees must not:
1. Stand less than 10 feet from a switch or derail being traversed by equipment during switching operations;
 2. Stand less than 30 feet from a switch or derail associated with the route of a passing train;
 3. Cross within 25 feet of the end of standing equipment unless protection has been provided;
 4. Cross between standing equipment separated by less than 50 feet except a mechanical employee working inside a mechanical facility or track with blue flag protection established; and
 5. Take shelter under any car, equipment, or locomotive.
- 2100.4** Employees must stop and look in both directions before:
- a. Fouling or crossing a track or set of tracks (it is permissible to cross more than one track without stopping at each track if safe to do so),or
 - b. Moving from under or between equipment, or
 - c. Getting on or off equipment, or
 - d. Operating a switch, or
 - e. Operating a derail.
- 2100.5** Except for engineering department employees performing repairs, employees must not step or sit on any part of:
- a. Rail, or
 - b. Switch or switch machine, or
 - c. Interlocking machine or its connections, or
 - d. Derail, or
 - e. Frog, or
 - f. Retarder, or
 - g. Defect detector