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.

BNSF RAILWAY

TY&E Safety Rules

In Effect at 0800
Central, Mountain and Pacific
Continental Time

June 1, 2025

A Serious Injury or Fatality (SIF) event is an incident or near miss that has the potential to, or does, result in a fatal or life-altering injury or illness. Where this icon is displayed, it represents a rule that has been identified to mitigate risk of a SIF for all BNSF employees.

Table of Contents

S-1.0 Core Safety Rules 5
S-1.1 Job Safety Briefing 5
S-1.2 Rights and Responsibilities 6
S-1.2.1 Sufficient Time 6
S-1.2.2 Authorized and Trained 6
S-1.2.3 Alert and Attentive 6
S-1.2.4 Co-Workers Warned 6
S-1.2.5 Safety Rules, Mandates, Instructions, Training Practices and Policies 6
S-1.2.6 Warning Signs 6
S-1.2.7 Two or More People 6
S-1.2.8 Reporting 6
S-1.2.9 Horseplay 6
S-1.2.10 "Bill of Rights" Relative to Employees Riding in Transport Vehicles SIF 7
S-1.2.11 Medical Conditions 8
S-1.2.12 Medical Examinations 8
S-1.2.13 Conflict of Interest 8
S-1.4 Tools and Equipment 9
S-1.4.1 Inspection 9
S-1.4.2 Use as Intended 9
S-1.4.3 Manufacturer Specifications 9
S-1.4.6 Three-Point Contact SIF 9
S-1.4.10 Lights or Lanterns 9
S-1.5 Work Environment 9
S-1.5.1 Housekeeping 9
S-1.5.2 Inspection 9
S-1.5.3 Footing SIF 9
S-1.5.4 Confined Spaces 10
S-1.5.5 Hazardous Materials 10
S-1.5.6 Smoking 10
S-1.5.7 Sexual Harassment 10
S-1.5.8 Retaliation 10
S-1.6 Working On or About Tracks 11
S-1.6.1 Movement of Equipment 11
S-1.6.2 Employees Fouling the Track 11
S-1.7 Electronic Devices 11

S-2.0 Chemical Safety 13
S-2.1 Environmental Safety 13
S-2.2 Chemical Spills and Chemical Releases to Air 13
S-2.5 Skin Cleaning 13
S-2.10 Protection from Silica-Containing Dust 13
S-2.11 Chemical Approval 14
S-2.12 Biohazard Safety 14

S-3.0 Electrical Safety 15
S-3.1 Requirements 15
S-3.1.1 General 15
S-3.1.2 Authorized Employees 15
S-3.1.3 Warning Signs 15
S-3.1.4 Flashlights 15
S-3.1.5 Contacts 15
S-3.1.6 Lockout/Tagout 15

S-5.0 Fire Prevention, Response, and Hazards 17
S-5.1 General Requirements 17
S-5.2 Emergency Procedures 17
S-5.2.1 Locomotive Fires 17
S-5.2.2 Right of Way Fires 17
S-5.3 Fire Extinguishers and Protection Devices 17
S-5.3.1 Defective Fire Extinguishers 17
S-5.3.2 Access to Fire Extinguishers and Protection Devices 17
S-5.3.3 Use of Gasoline/Oil-Burning Devices 17
S-5.3.4 Open Flames 17
S-5.4 Starting Fires 18
S-5.5 Fueling Vehicles, Machinery and Equipment 18
S-5.6 Electrical Circuits 18

S-7.0 Hand Tools 19
S-7.1 Hand Tool Inspection 19
S-7.3 Precautions During Use 19
S-7.3.3 Tools With Sharp Edges/Blades 19
S-7.4 Pry/Lining Bars 19
S-7.5 Banding Material 19

S-8.0 Intermodal/Automotive Facility Safety 21
S-8.1 Core Intermodal/Automotive Facility Safety Rules 21
S-8.2 Blue Signal Protection of Intermodal and Automotive Workers 21
S-8.2.13 Track Protection—Intermodal and Automotive 21
S-8.3 Vehicles within Intermodal Facility 22
S-8.3.1 Vehicle Requirements 22
S-8.3.2 Vehicle Operations 22
S-8.4 Manned Check Point Ingate/Outgate Procedures 23

S-9.0 Ladders, Platforms, Scaffolds, and Aerial Baskets 25
S-9.1 Inspection 25

S-10.0 Locomotive and Railcar 27
S-10.2 Moving and Spotting Locomotives Within Mechanical Limits..... 27
S-10.2.1 Moving 27
S-10.2.2 Spotting 28
S-10.3 Working On or Near Engines 28
S-10.3.2 Sounding Alarm Bell 28
S-10.3.3 Avoid Hazards While Working 28
S-10.12 Starting and Idling Locomotives Inside Shops .. 28

S-11.0 Material Handling 29
S-11.7 Hazardous Material Handling 29
S-11.7.1 Complying with Regulations 29

S-12.0 Motor Vehicles and Trailers 31
S-12.1 Operation of Motor Vehicles..... 31
S-12.1.1 General Requirements..... 31
S-12.1.2 Crossing Tracks SIF..... 31
S-12.1.3 Electronic Devices 32
S-12.2 All-Terrain Vehicles (ATVs) 32
S-12.3 Motorcycle Use 32
S-12.4 Utility Vehicles 33
S-12.5 Seat Belts 33
S-12.6 Passengers 33
S-12.7 Maintenance/Inspections 33
S-12.8 Backing 34
S-12.8.1 Backing All Vehicles Over Road Crossings 34
S-12.8.2 Backing DOT Vehicles and Passenger Vans 34
S-12.9 Parking 34
S-12.9.1 Fouling Tracks or Roadways 34
S-12.11 Transporting Tools and Material 34
S-12.14 Commercial Motor Vehicles 35
S-12.14.1 Commercial Motor Vehicle Driver Fitness..... 35
S-12.14.2 Commercial Motor Vehicles Transporting Hazardous Materials ... 35
S-12.14.3 Commercial Motor Vehicle and Trailer Maintenance and Inspection . 35
S-12.14.4 Commercial Motor Vehicle Cargo Securement..... 36
S-12.14.5 Commercial Motor Vehicle Hours of Service 36

S-13.0 On or Near Tracks, Locomotives and Rail Cars 37
S-13.1 General Requirements..... 37
S-13.1.1 Going Between Cars or Locomotives SIF..... 37
S-13.1.2 Signals 40
S-13.1.3 Tracks SIF..... 41
S-13.1.4 Sitting, Standing or Leaning 41
S-13.1.5 Riding In or On Moving Equipment SIF..... 42
S-13.1.6 Opening and Closing Doors SIF..... 45
S-13.1.8 Poling Cars 45
S-13.1.9 Chocking Standing Equipment..... 45
S-13.1.10 Unexpected Movement 45
S-13.1.11 Installing or Removing Marker SIF..... 46
S-13.2 Coupling/Uncoupling Rail Equipment 47
S-13.2.1 Standing Clear 47
S-13.2.2 Operating Uncoupling Lever SIF..... 47
S-13.2.3 Adjusting Lift Pin (Lock Block) 47
S-13.2.4 Adjusting Mismatched Couplers SIF.. 48
S-13.2.5 Replacing Knuckles 50
S-13.2.6 Opening Knuckles 50
S-13.3 Air Hoses and Angle Cocks 50
S-13.3.1 Connecting Air Hoses 50
S-13.3.2 Operating Angle Cocks 51
S-13.3.3 Parting Hoses 51
S-13.3.4 Controlling Movement 51
S-13.4 Crossing Over Rail Equipment 51
S-13.4.1 Crossing Through a Standing Train or Cut of Cars SIF..... 51
S-13.4.2 Climbing Through Standing Coupled Cars 52
S-13.4.3 Crossing Underneath Couplers or Standing Cars 52
S-13.4.4 Climbing Over Couplers or Under Moving Cars 52
S-13.4.5 Moving Between Rail Cars..... 52
S-13.5 Getting On or Off Equipment 52
S-13.5.1 Getting On Equipment 52
S-13.5.2 Getting Off Equipment SIF..... 53
S-13.5.3 Getting On and Off Full Car Body Locomotives 53
S-13.5.4 Using Ladders 53
S-13.5.5 Loading and Unloading Luggage 54
S-13.5.6 Carrying Lanterns 54

S-13.6 Operating Hand Brakes SIF 54
S-13.6.1 Hand Brake Categories 54
S-13.6.2 Hand Brakes on Moving Cars 55
S-13.6.3 Position to Operate SIF 55
S-13.6.4 Use of Feet 57
S-13.6.5 Movement from Side to End Ladder 57
S-13.6.6 Vertical Wheel 57
S-13.6.7 Lever or Ratchet Brake 58
S-13.6.8 Horizontal Wheel or Staff Brake 58
S-13.7 Operating Switches and Derails 59
S-13.7.1 Checking for Damage and Obstructions 59
S-13.7.2 Operating Ground Throw or "Flop Over" Switch 59
S-13.7.3 Operating High Stand/Low Stand Switch 60
S-13.7.4 Operating Switch Point Locks 61
S-13.7.5 Switch Heaters 61
S-13.7.6 Switches Equipped with Locks, Hooks or Latches 61
S-13.8 Fusees 62
S-13.8.1 Storing Fusees 62
S-13.8.2 Disposing of Damaged Fusees 62
S-13.8.4 Lighting and Handling a Burning Fusee 62
S-13.8.5 Placing Fusees 63
S-13.8.6 Giving Signals with Fusees 63
S-13.8.7 Extinguishing Fusees 63

S-20.0 Work Environment 65
S-20.1 Protection for Openings 65
S-20.2 Clearances and Obstructions 65
S-20.2.1 Overhead and Side Obstructions 65
S-20.2.2 Communication/Signal Wires 65
S-20.3 Confined Space 65
S-20.4 Machine Operation 65
S-20.4.2 Working Surfaces 65
S-20.5 Office Environment 65
S-20.5.1 Office Equipment Arrangement 65
S-20.5.2 Filing Cabinets and Desks 66
S-20.5.3 Chairs 66
S-20.5.4 Cords 66
S-20.5.5 Paper Cutters 66
S-20.5.6 Reaching Overhead 66
S-20.16 Precaution with Roll-Up Doors 66

S-21.0 Personal Protective Equipment (PPE) ... 67
S-21.1 Personal Protective Equipment 67
S-21.2 Safety Eyewear 69
S-21.3 Hard Hat 71
S-21.4 Hand Protection 71
S-21.5 Enhanced Visibility Work Wear 73
S-21.6 Hearing Protection 74
S-21.7 Safety Footwear 74
S-21.8 Respirator Selection and Use 75

S-25.0 Job Tools 77
S-25.2 Physical Exertion 77
S-25.2.1 Stretches 77

Glossary 79

At BNSF Railway, our vision is that we will operate free of accidents and injuries. We work in a safe but unforgiving environment with real risk for incidents with serious consequences. Life/safety critical rules were put in place to prevent serious injuries and fatalities.

Rules and procedures:

- Outline expected practices, set standards and provide a basis for safety training.
- Help us identify and control or minimize risk.

Written rules and procedures cannot protect us; they are merely words. To protect ourselves, we must individually commit to and comply with them. Understanding and appropriately applying rules and procedures are part of BNSF Railway's proactive safety efforts. Our goal is that we all go home safely at the end of the shift.

S-1.0 Core Safety Rules

S-1.1 Job Safety Briefing

Employees will participate in a job safety briefing at the beginning of the shift, before changing jobs and as conditions change. This briefing must include a discussion of the tasks to be performed, present exposures and the associated risks, along with methods to control or minimize any such risks. Employees will identify opportunities throughout the duration of each task to pause the work and re-brief, such as when conditions surrounding the task change. To help in preparing an effective job safety briefing, the following should be considered:

Who
All individuals involved in the tasks, or who are in the work area, must be included in the job safety briefing; including, but not limited to, immediate crew members, supporting or adjacent crew members, supervisors, outside parties or contractors, and other work groups.

What
An engaging, two-way dialogue to ensure that all individuals involved understand the tasks to be performed. This includes a discussion of the tasks, identifying present exposures and the associated risks that are or will be present in the tasks, and reviewing ways to control or minimize such risks. If you see a better way to perform a task, or are not confident in your understanding, talk about it.

Why
To ensure that tasks are done safely and efficiently, without injury or incident, meeting or exceeding BNSF standards.

When
At the beginning of the shift, before changing jobs and as conditions change.

Where
At the work site, in the depot, break room, or locker room, or wherever all individuals involved can gather.

How
The following elements are essential to any job safety briefing:

- Review of the tasks.
- Identification of exposures and the associated risks.
- Assignment of duties and responsibilities.
- Required tools, equipment, materials, processes, and procedures.
- Methods for controlling or minimizing risk.
- Opportunities to pause the work and re-brief.
- Debriefing at the end of the tasks.

At the conclusion of your job safety briefing, all individuals involved must be able to answer the following questions:

- What tasks will we be performing? What will we be doing?
- What are the processes we must follow to complete the tasks?
- What exposures are present in the tasks, and what are the associated risks?
- What can we do to control or minimize the risks?
- What should we do if conditions surrounding the tasks change?
- When should we pause the work and re-brief?

S-1.2 Rights and Responsibilities

We have the right and responsibility to perform our work safely. Our training, skills, work experience, and personal judgment provide the foundation for making safe decisions about work practices.

S-1.2.1 Sufficient Time

Take sufficient time to perform job tasks safely.

S-1.2.2 Authorized and Trained

Perform job tasks only when authorized and trained to perform them.

S-1.2.3 Alert and Attentive

Assure that you are alert and attentive when performing duties.

S-1.2.4 Co-Workers Warned

Warn co-workers of all unsafe practices and/or conditions.

S-1.2.5 Safety Rules, Mandates, Instructions, Training Practices and Policies

Comply with all applicable safety rules, mandates, instructions, training practices, and policies.

- BNSF Policies can be found on the BNSF Intranet.
- Employees without Intranet access may request a copy of any applicable policy from a supervisor.

S-1.2.6 Warning Signs

Comply with verbal warnings, warning signs, posted instructions, and placards identifying restricted areas, safety and health precautions, or potential hazards.

S-1.2.7 Two or More People

Do not perform a task alone that can only safely be performed by two or more people.

S-1.2.8 Reporting

Make reports of incidents immediately to the proper manager.

S-1.2.9 Horseplay

Conduct yourself in a way that supports a safe work environment—free of horseplay, practical jokes, and harassment.

S-1.2.10 "Bill of Rights" Relative to Employees Riding in Transport Vehicles

A large percentage of our employees are transported to and from various locations. To ensure safety issues are addressed while transporting in vehicles, all employees are empowered to take the necessary steps to ensure a safe workplace for ourselves and our co-workers. Exercise the following rights with regard to riding in transport vehicles.

Right 1
Expect transport vehicles to be properly serviced, maintained, and in good working order. In addition, contract vans must be clean with all seat belts and all safety appliances working.

Right 2
Expect a job safety briefing regarding movements to be made, route to be taken, location of safety appliances, i.e. fire extinguisher, first aid kit, emergency response plan in the event of a medical emergency, etc.

Right 3
Expect the vehicle to be parked in the most accessible, safest location closest to the passenger pick up/drop off location. Consider the surrounding area and vehicle clearances when positioning the vehicle. When practical, stop the vehicle off any public roadways.

Right 4
Expect the vehicle to be secured against movement after it has stopped for loading or unloading passengers and baggage, by placing the vehicle in park, securing the parking brake and shutting off the engine.

Right 5
Expect the vehicle to be positioned, when possible, to avoid backup movement. When necessary to back a vehicle with BNSF employees as passengers, expect the driver to request assistance by positioning a crew member or other employee outside the vehicle, near the back of the vehicle to guide the movement. Before backing a vehicle, the driver and all passengers will conduct a job safety briefing to ensure that employees remain clear of the expected movement.

Right 6
During hazardous weather conditions, expect the driver to not use cruise control, and have the necessary traction devices, studs or chains, when weather requires and allowable by law. If weather reports or actual conditions indicate it is not safe to do so, travel may be canceled or delayed. Immediately notify the dispatcher and your supervisor if the trip is canceled or delayed.

Right 7
Expect that the driver will not be distracted from driving by such things as eating, drinking or operating electronic devices.

Right 8
Expect every van used to transport employees between stations to have a functional two-way radio, which could be a crew member's pack-set, tuned to the appropriate railroad frequency.

Right 9
Expect that the driver will require all employees to have seat belts on before the vehicle is moved, and will stop the vehicle when the driver is aware that seat belts are removed by any occupant. We cannot safely rely on the driver assuring that all employees remain buckled up after the vehicle is in motion. As co-workers, we are obligated to constantly remind each other to wear seat belts where required and to follow all rules that pertain to our work place.

Right 10
Expect that all doors are securely closed before departure.

Right 11
Expect to be reminded of the BNSF No Smoking Policy, as necessary.

Right 12
Our employees are empowered with the right to refuse to be transported in an unsafe vehicle or be driven by a driver who does not meet the aforementioned criteria. The sole responsibility of our safety cannot rest on just the driver.

S-1.2.11 Medical Conditions

All employees are responsible to ensure their personal medical condition does not interfere with their ability to safely perform their duties.

Employees with medical conditions (such as uncontrolled diabetes, high blood pressure, sleep disorders including apnea, visual impairment, hearing impairment, etc.) that may adversely affect their ability to work safely must inform their medical practitioner of their job duties.

The medical provider must determine that any prescribed treatment including medication will not impair the employee from safely performing their job duties. The employee must notify their physician/medical provider if prescribed treatment and/or medication is affecting their ability to safely perform their job duties.

S-1.2.12 Medical Examinations

The Medical Department will determine when medical examinations are necessary, the content of such examinations, and requirements for participation as the needs arise. Employees subject to these examinations must follow any and all requirements as issued.

S-1.2.13 Conflict of Interest

Officers and employees of the company must not have personal interests which might conflict or appear to conflict with the interests of the company or its affiliates or which might influence or appear to influence their judgment in performing their duties. The outside activities and affairs of all officers and employees should be conducted so as to avoid loss or embarrassment to the company and its affiliates.

Employees must not engage in another business or occupation that would create a conflict of interest with their employment on the railroad or would interfere with their availability for service or the proper performance of their duties.

This rule is designed to foster a standard of conduct which reflects credit in the eyes of the public on the company, its officers, and its employees, and which protects the reputation and financial well-being of the company.

In addition, there is no intent to interfere with the personal interests or activities of officers and employees.

S-1.4 Tools and Equipment

S-1.4.1 Inspection

Inspect tools and equipment for defects before and during use. Repair or remove from service those that fail inspection. Promptly tag and report to your supervisor or person in charge any defect(s). If necessary, guard the hazard.

S-1.4.2 Use as Intended

Use tools and equipment for the purposes intended.

S-1.4.3 Manufacturer Specifications

Read and follow the manufacturer's specifications when using tools and equipment.

S-1.4.6 Three-Point Contact SIF

Maintain at least three-point contact when getting on or off vehicles, equipment, and machinery, and when ascending or descending ladders or platforms. Three-point contact consists of both feet and one hand or both hands and one foot.

S-1.4.10 Lights or Lanterns

At night or when visibility is limited:

- Crew members (except engineers) must use a railroad supplied lantern.
- Remote control operators must use a railroad supplied lantern or railroad supplied hands-free lighting device.
- Locomotive engineers must use a flashlight, railroad supplied lantern, or railroad supplied hands-free lighting device.

S-1.5 Work Environment

S-1.5.1 Housekeeping

Keep work locations, vehicles, and the inside and outside of buildings clean and orderly at all times.

S-1.5.2 Inspection

Inspect your work locations and vehicles for any conditions that might cause injury, property damage, or interference with service. If you find such a condition, take necessary action to protect against the hazard, or discontinue activities in the area or with the vehicle. Promptly tag (where appropriate) and report any defect or hazard to your supervisor or person in charge.

S-1.5.3 Footing SIF

Be alert to all walkway conditions, and adjust your actions to accommodate weather, time of day, and grade. Guard against slipping and stumbling hazards by using handholds and railings when available. Except in emergency, running is not permitted in the performance of duty.

S-1.5.4 Confined Spaces

Consider all confined spaces hazardous unless proven otherwise. Only authorized and trained individuals may enter confined spaces.

S-1.5.5 Hazardous Materials

Handle contaminants and hazardous chemicals according to all applicable government regulations and BNSF policies.

S-1.5.6 Smoking

BNSF prohibits smoking in all enclosed properties by employees, customers, contractors, vendors, and guests. Outdoor smoking should be confined to designated smoking areas where provided and must not interfere with non-smokers' rights to clean air as they enter and leave buildings.

"Smoking" means lighting, burning, inhaling or exhaling any substance, tobacco or vapor product including electronic cigarettes or other devices (pipes, cigars) which emits either vapor or smoke.

"Enclosed properties" means all BNSF-owned or leased office space or buildings, shops, automobiles, rail or work equipment vehicles, locomotives, and all other railroad rolling stock. All other federal, state, and local smoking laws / prohibitions must also be complied with.

S-1.5.7 Sexual Harassment

Employees on duty or on railroad property must not sexually harass others. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical sexual conduct given under the following conditions:

- An individual must submit to the conduct as a term or condition of employment.
- If an individual submits to or rejects the conduct, that action is used to influence decisions affecting the individual's employment.
- The conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Employees who feel they have been sexually harassed must contact their supervisor, department head, HR or the Employee Hotline as the normal order of preference.

S-1.5.8 Retaliation

Retaliation against any employee for exercising the right to make a complaint and/or the right to participate or assist in an investigation of a complaint or discrimination is prohibited.

Any employee who believes he or she has been subject to discrimination or retaliation has a responsibility to report this fact to their supervisor, the appropriate Human Resources Representative, and/or the BNSF Hotline at 1-800-533-BNSF.

TOC Home

S-1.6 Working On or About Tracks

S-1.6.1 Movement of Equipment

Expect the movement of trains, engines, cars, or other equipment at any time, on any track, and in either direction.

- Employees must not stand on the track in front of an approaching engine, car, or other moving equipment, unless required to do so for the work being performed.
- Employees must be aware of location of structures or obstructions where clearances are close.

S-1.6.2 Employees Fouling the Track

Employees must always be alert and expect the movement of trains, engines, cars or other moveable equipment at any time, on any track and in either direction. Before fouling any track, employees have an individual responsibility to determine it is safe to do so. If the track is occupied by rail equipment, employees must ensure appropriate protection has been provided for the task to be performed.

S-1.7 Electronic Devices

While driving a BNSF owned or rented vehicle (off rail), do not:

- Handle electronic devices. Use of such devices is limited to hands-free mode with no more than a single touch to dial, answer or activate voice commands.
- Manually enter or read text from electronic devices.
- Use notebook computers, laptops or similar devices.
- Employees must be aware of and comply with any local, state or federal laws governing use of wireless equipment while driving (e.g., laws banning use of wireless phone while driving).

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TOC Home

S-2.0 Chemical Safety

S-2.1 Environmental Safety

In compliance with BNSF's environmental protection policy, take measures to prevent:

- Spills of oil or other material.
- Discharge of contaminants to sewers, waterways, or the ground.
- Smoke and gas emissions when operating combustion equipment.

Treat all unidentified material as hazardous until identified. Do not transport unidentified material.

S-2.2 Chemical Spills and Chemical Releases to Air

In the event of a chemical spill or release of a chemical or unknown material to the air, evacuate the area.

Report oil or hazardous material spills promptly to the dispatcher and your supervisor. Include in your report:

- Spill location.
- Material and amount of spill.
- Distance to the nearest public waters.
- Other important information.

Do not take any further action unless you are specifically trained to do so, using appropriate protective gear and work practices.

Do not re-enter the affected area until given the "All Clear" by incident response personnel.

S-2.5 Skin Cleaning

Use company-supplied hand creams and soaps for cleaning hands, arms, face, and other parts of the body.

- Do not clean any part of your body with gasoline, solvents, or oily rags.
- If the skin has been exposed to corrosive agents (acids or bases) use plain water to flush continuously for at least fifteen minutes.
- Do not apply ointments, soaps, or creams to chemical or thermal burns.

S-2.10 Protection from Silica-Containing Dust

BNSF approved respiratory protection must be worn during the following operations when visible dust is generated:

- BNSF respiratory protection is made available for voluntary use.
- Taconite handling and related maintenance operations when working within Belt Buildings and other locations where visible dust is present.

TOC Home

S-2.11 Chemical Approval

Do not bring a chemical product onto BNSF property until the chemical is approved.

S-2.12 Biohazard Safety

Any minor release of biohazard resulting from a minor injury (first aid level) must be cleaned-up by the injured person using a BNSF-approved Biohazard Spill Clean-up Kit and in accordance with the instructions enclosed with the kit.

All major releases, such as those resulting from grade crossing accidents or serious injury should be immediately reported to the Resource Operations Center for handling.

TOC Home

S-3.0 Electrical Safety

S-3.1 Requirements

S-3.1.1 General

- Use ground fault circuit interrupters (GFCIs) on electrical circuits when working in damp areas or outdoors.
- Do not use portable metal ladders for electrical work.
- Do not use electrical cords for hoisting or lowering.

S-3.1.2 Authorized Employees

Only authorized and trained employees are permitted to work on electrical apparatus or equipment. Wear a dielectric hard hat when working where you could contact power lines or high-voltage equipment.

S-3.1.3 Warning Signs

Place danger signs near exposed energized circuits.

S-3.1.4 Flashlights

Use only an approved flashlight with a nonmetallic case around electrical equipment.

S-3.1.5 Contacts

Do not use flag sticks or other objects to close or open contacts on engines under electrical load.

S-3.1.6 Lockout/Tagout

Follow approved lockout/tagout procedures:

- Assume all wires, conductors, and other electrical equipment are energized, unless known to be locked out.
- Do not alter safety features of fuses, circuit breakers, or other electrical equipment.
- Do not open secondary circuits of energized current transformers.

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TOC Home

S-5.0 Fire Prevention, Response, and Hazards

S-5.1 General Requirements

Know and understand area emergency plans and special instructions related to fire protection.

In case of smoke or fire, notify all individuals who may be affected, supervisors, and appropriate emergency responders.

Keep exit aisles, emergency exits, and fire doors clear. Keep areas around buildings, structures, and equipment free of fire hazards.

S-5.2 Emergency Procedures

Fight a fire only if properly equipped and if your personal judgment dictates you can do so safely.

S-5.2.1 Locomotive Fires

If a fire occurs on locomotive, stop the locomotive as soon as possible, evacuate the crew safely and report fire to proper authorities.

S-5.2.2 Right of Way Fires

Employees must report promptly to the train dispatcher any fires seen on or near the right of way or if there is danger of the fire spreading to a bridge or other structure unless the fires are being controlled.

Do not drive through plumes of smoke or chemical vapors unless necessary to escape from a life-threatening situation.

S-5.3 Fire Extinguishers and Protection Devices

S-5.3.1 Defective Fire Extinguishers

Report any out-of-date, discharged, or defective fire extinguishers to proper authority.

S-5.3.2 Access to Fire Extinguishers and Protection Devices

- Maintain clear access to fire extinguishers, alarm boxes, and other fire protection devices.
- Do not park vehicles or place material within 25 feet of fire hydrants.

S-5.3.3 Use of Gasoline/Oil-Burning Devices

Have an approved fire extinguisher readily available where the use of gasoline or an oil-burning device is authorized.

S-5.3.4 Open Flames

Never leave open flames unattended.

TOC Home

S-5.4 Starting Fires

Do not use gasoline, kerosene, or other highly flammable liquids to start or intensify a fire.

S-5.5 Fueling Vehicles, Machinery and Equipment

While fueling vehicles, machinery, power tools, and other equipment:

- Stop engines (diesel locomotives excluded).
- Do not smoke.
- Avoid open flames.
- Do not leave fueling hose unattended when fueling.

Fuel gasoline-powered tools before use. If refueling is necessary during use, be careful to avoid spills and allow the engine to cool before refueling, since hot engine parts may ignite fuel.

While fueling, make sure the fuel container spout or hose nozzle touches the side of the tank opening to prevent static electricity discharge. Use only approved containers to transport fuel.

S-5.6 Electrical Circuits

If you are not experienced in handling energized electrical circuits, do not attempt to extinguish fires on power line poles or directly connected equipment.

Never use water to extinguish fires on energized power line poles or electric equipment.

TOC Home

S-7.0 Hand Tools

Use tools only for what they are designed to do. If unsure about a tool's correct use, ask your supervisor.

S-7.1 Hand Tool Inspection

Inspect tools for defects before use. Do not use tools with:

- Cracks.
- Mushroomed striking surfaces.
- Burrs.
- Slivers.
- Loose/missing wedges.
- Worn ratchets/teeth.
- Loose/cracked handles.
- Other defects.

S-7.3 Precautions During Use

When using tools such as knives, chisels, and screwdrivers, direct sharp edges away from your body or hands.

S-7.3.3 Tools With Sharp Edges/Blades

- Pocket knives are not to be used to perform work tasks.
- When using hand tools that have sharp edges/blades, direct cutting edges away from the body, including the hands.
- When using hand tools that have sharp edges/blades, wear cut-resistant gloves.
- Where utility knives are determined as the tool of choice for a task, use utility knives that have self-retracting blades.

S-7.4 Pry/Lining Bars

Never straddle, sit, or stand on a claw bar, lining bar, anchor wrench, or similar tool.

S-7.5 Banding Material

Carefully handle banding material and tools as follows:

- Wear cut-resistant gloves to protect your hands from sharp corners of the cutting band.
- Use only band cutters to cut steel bands.
- Place scrap banding in suitable containers for disposal, or move it to a designated area.

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TOC Home

S-8.0 Intermodal/Automotive Facility Safety

Contractor employers are responsible for ensuring that their employees comply with applicable rules and regulations. If in doubt as to the meaning or application of any rule or instruction, individuals should request an explanation from their supervisor or manager.

Regional Directors, Hub Managers, Office Personnel, Intermodal Gate Personnel, Intermodal Coordinators, BNSF Intermodal Equipment Operators, Intermodal Ground Personnel, Intermodal Crane Operators, Intermodal Hostler drivers, Intermodal Repair personnel and Yard Checkers are governed by the Employee Safety Rules.

S-8.1 Core Intermodal/Automotive Facility Safety Rules

- Establish proper track protection before performing work.
- Vehicles must not STOP on, PARK on, or FOUL tracks without proper protection.
- Do not drive or park on lift equipment lanes, under lift equipment, or impede lift equipment movement.
- Obey all posted safety signs, signals, and painted markings.
- All vehicles must turn on headlights and use turn signals.
- Never place any part of your body in a pinch point position (for example, when removing an IBC with the container suspended, standing between containers, trailers, chassis, or the area where the hitch will collapse), or walk under equipment being lifted.
- Maintain at least three-point contact when getting on and off equipment.
- Do not walk, stand, or work under a suspended load. When possible, avoid walking, standing, or working under crane booms.
- Do not stand or walk into the path of moving equipment.
- Position yourself in clear view of the operator of equipment when possible.

S-8.2 Blue Signal Protection of Intermodal and Automotive Workers

S-8.2.13 Track Protection—Intermodal and Automotive

Blue signal protection procedures also apply to BNSF intermodal and automotive employees and contractors performing functions on or in the vicinity of intermodal or automotive track(s) as defined in the Track Protect Section of the intermodal and automotive hub operations manuals. Only a designated intermodal or automotive worker may apply/remove blue signal protection for this purpose.

BNSF intermodal and automotive employees and contractors must not perform functions on or in the vicinity of an intermodal or automotive track(s), regardless of whether the track(s) is occupied by rail car(s) or engine(s), unless the designated intermodal/automotive worker responsible for applying/removing blue signal protection confirms blue signal protection is established on that track(s).

The designated worker may remove blue signal protection from a track(s) only after confirming:

- Rail car or engine movement is necessary on the track(s),
- All affected intermodal/automotive workers understand blue signal protection will be removed from which track(s) and those workers and their equipment are clear of that track(s),

  and

- No intermodal/automotive workers are performing functions on or in the vicinity of the affected track(s).

TOC Home

S-8.3 Vehicles within Intermodal Facility

S-8.3.1 Vehicle Requirements

Required safety equipment on yard vehicles must be functioning and used when the vehicle is operated on the facility. This includes strobes or oscillating lights, headlights, tail lights, and brake lights, turn indicators, and windshield wipers. All personnel operating within an intermodal facility must comply with the following chassis deflector policy.

- Employees must not use private vehicles in place of yard vehicles.
- All pick-up trucks, vans, step vans, and other specialized vehicles permanently assigned, or who work on the facility daily (for example, trailer repair, tire repair, lift equipment repair, crew haulers, facility maintenance, etc.) must be equipped with chassis deflectors.
- Other vehicles will not be allowed on the intermodal property at any time unless the driver of the vehicle is issued a “Facility Authorization Pass” that identifies the authorized vehicle. The Facility Authorization Pass must be visible through the front windshield of the vehicle whenever the vehicle is on the facility property. BNSF Hub Management must use careful consideration before issuing an authorization pass and must require all drivers to review the “Intermodal Yard Rules.” (Do not issue this pass until the proper liability forms have been completed).
- Vehicles can be limited to specific routes within the hub, particularly when workers must drive a private vehicle to their workplace within the hub property. Authorized vehicles, which are limited to a specific route within the hub, cannot be used to drive to any other location within the facility.
- All equipped vehicles will have headlights/running lights on dim. Service partners vehicles assigned to the ramp, including ramp tractors and lift equipment, must also display illuminated amber strobe lights.

S-8.3.2 Vehicle Operations

Vehicle operators must:

- Stop for flares and flashing lights at crossings.
- Yield to trains, yard equipment and pedestrians.
- Cross only at designated crossings.
- Operate the vehicle in a careful manner and observe traffic directions and signs.
- When leaving the vehicle unattended, the vehicle operator must place standard transmission in low gear or automatic transmission in Park and shut off the engine.
- If the vehicle is left running for any operational reason, wheel chocks must be applied on the front and back of the driver-side front wheel and any available brakes set (air or park brake).
- Before leaving the operator’s seat or operator’s station of intermodal equipment (including but not limited to hostler tractors, fork trucks, IBZ/IBC carts), intermodal equipment operators must ensure the parking brake is set. If intermodal equipment is attached to trailing equipment (bare chassis, trailers, etc.), intermodal equipment operators must also apply trailer brakes before leaving the operators seat or station of the intermodal equipment.

TOC Home

S-8.4 Manned Check Point Ingate/Outgate Procedures

All BNSF non-automated checkpoints that have inspectors working on the ground in lanes where drivers receive inspections will be designed as outlined below and driver and inspector must comply with the following procedures:

- Establish an area 35 feet from the inspection lane and declare this area the Safe Clearance Zone between trucks and the inspection lane. An area three feet wide will be painted red across each lane.

  Exceptions:
  - South Seattle, Billings, Dilworth – no safe zone required; not manned.
  - St. Paul, Spokane, Portland – 15 feet from the inspection lane.
  - St Paul – yellow stop bar instead of red.
  - Fresno – 25 feet from inspection lane.
  - Los Angeles main yard, Lot 8, Lot 9, Lot 11, Bell Lot, and Commerce Lot – 30 feet from inspection lane.
- Stop signs will be posted at this area in each check lane and the ground stenciled with the word STOP (painted in white) across the lane. Drivers will be required to turn truck engines off while stopped at the inspection stop signs or painted stop bars on the pavement in the checkpoint lanes. Each facility should add “Turn Engine Off” signs to the current stop bars or stop signs, effective immediately.
- Mounted on the pole below the stop sign will be a white sign with black lettering that states: “WAIT FOR SIGNAL TO MOVE FORWARD”.
- Cones with a height of 48 inches will be placed in the middle of each check lane and removed only by the inspector that signals a vehicle to pull forward. When the vehicle is stopped, the inspector will replace the cone back into the middle of the check lane. This procedure is repeated each time an inspection is to be performed.
- Inspectors will not enter the inspection lane until the truck engine is turned off for the unit to be inspected, and the truck engine is turned off for the truck at the stop sign or stop bar in the first queuing position behind the inspection lane. The inspector will instruct drivers when they can re-start their tractors and proceed. The cone shall remain in the lane until the inspector removes it.

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TOC Home

S-9.0 Ladders, Platforms, Scaffolds, and Aerial Baskets

S-9.1 Inspection

Before using a ladder, scaffold, platform, or elevated board, inspect it to make sure it is securely placed and capable of supporting a load. Do not use cross-grained or knotty lumber in any part of the device.

Before using ladders, inspect them for:

- Broken, cracked, or missing steps, rungs, or cleats.
- Broken side rails.
- Other defects.

Never use a defective ladder. Tag and mark it for repair or replacement. Do not paint wooden ladders or splice side rails.

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TOC Home

S-10.0 Locomotive and Railcar

S-10.2 Moving and Spotting Locomotives Within Mechanical Limits

S-10.2.1 Moving

When moving locomotives within mechanical limits:

- Visually inspect the locomotive or consist before moving it.
- Ensure that adequate main reservoir pressure exists and brakes are operable.
- Remove blue signal protection on the locomotive or consist to be repositioned.
- Make sure all personnel are clear of movement.
- Release the hand brake and wheel blocks on the locomotive to be repositioned. When increasing or decreasing the number of units, the operator must be certain that the units left unattended have enough hand brakes applied to prevent movement.
- Personnel must protect the point of movement. Give and receive the proper signal before moving.
- When moving, ring the engine bell continuously and have headlights on dim in the direction of movement.

Exception: When moving dead or non-MU locomotives, headlight and bell are not required.

- Sounding the whistle within mechanical limits is prohibited, unless in emergency or when approaching roadway workers on or near the track.
- Do not exceed 5 MPH within shop facility or 1 MPH on turntables and drop tables.
- If a remote control locomotive is moved using an Operator Control Unit (OCU) the operator must wear an enhanced visibility RCO vest with the OCU properly secured to the vest. All “D” rings on the OCU must be properly attached to the operator’s vest.
  - For testing and inspection purposes a remote control locomotive may be moved by an operator using the OCU while inside the cab with the OCU detached from the vest. However, in this case, the locomotive movement must not exceed the length of the locomotive.
  - The OCU must be unlinked from a remote control locomotive and powered off when left unattended.

Engines must not be shoved until the operator knows who is protecting the movement and how protection will be provided. The employee providing protection for the movement shall not engage in any task unrelated to the movement. When engines are shoved, an employee must be in position and provide visual protection.

S-10.2.2 Spotting

When spotting locomotives within a shop facility:

- When the locomotive is in a new position:
  - Apply the independent brake.
  - Apply the hand brake on each locomotive.

    and
  - Place wheel blocks where applicable.

    Exception: At mechanical facilities, when locomotives are protected by outbound derails on designated servicing tracks, apply a sufficient number of hand brakes to prevent undesired movement, but a minimum of one per locomotive consist on the lead controlling locomotive.
- Remove the reverser lever from the control stand.
- Place the generator field switch to OFF.
- Reestablish blue signal protection.

S-10.3 Working On or Near Engines

S-10.3.2 Sounding Alarm Bell

Before starting the engine:

- If the engine is equipped with a starting alarm bell, sound the bell.
- Determine that all employees are clear of moving parts.

S-10.3.3 Avoid Hazards While Working

When working on or near engines:

- Do not put your face or hands near the main generator or any high-voltage equipment while it is working under load.
- Avoid open flames in the engine room unless duties require.
- Do not pull fuses while they are under load.
- Shut down the engine to inspect the fan and radiator compartment.
- Do not open the ground relay protective knife when the ground relay is tripping.
- Mark and barricade the doors in a locomotive to prevent unauthorized persons from entering the cab when the cab floor is removed.
- Do not remove the radiator cap on a hot engine.

S-10.12 Starting and Idling Locomotives Inside Shops

Do not start or idle locomotives inside a shop unless exhaust is directly discharged outside and exhaust is not allowed to accumulate indoors.

TOC Home

S-11.0 Material Handling

S-11.7 Hazardous Material Handling

S-11.7.1 Complying with Regulations

Handle all hazardous materials, wastes, and substances, as defined by the DOT and EPA, according to federal, state, and local regulations and company policy. An authorized employee must supervise the task.

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TOC Home

S-12.0 Motor Vehicles and Trailers

S-12.1 Operation of Motor Vehicles

S-12.1.1 General Requirements

Every company vehicle driver must:

- Know and obey local, state, and federal laws and regulations for operating vehicles, both on and off company property.
- Comply with all rules and procedures listed in the BNSF Company Vehicle Policy and Procedure Manual for operating company or temporary replacement vehicles.
- Possess and carry a valid current driver's license.
- Complete a vehicle log and inspection form, if applicable.
- Ensure that necessary emergency equipment, tools, and a fire extinguisher are in the vehicle and in good condition.
- Use headlights and/or daytime running lights any time the vehicle is moving.
- Not exceed the manufacturer's specifications for speed.
- Operate the motor vehicle in a careful and safe manner.
- Immediately stop operating company vehicles if their license or permit is suspended, revoked, or under any court-required restriction (including, but not limited to restrictions to operate any vehicle with monitoring or a governing device). Any such limits will bar operation of BNSF vehicles even if the suspension, revocation, or restriction applies only to the employee's personal vehicles.
- Promptly report traffic incidents, accidents, and vehicle damage, no matter how minor, to the proper manager.

S-12.1.2 Crossing Tracks SIF

When crossing tracks with a motor vehicle or off-track equipment at non-public crossing locations:

1. Approach as close to a right angle to the track as practical to allow for optimal viewing of potential approaching movements.
2. Stop before crossing the track(s), unless the vehicle or off-track equipment is foul of a previously crossed track.
3. Look for trains, engines, rail cars and on-track equipment movements approaching from either direction.
4. Yield to trains, engines, rail cars and on-track equipment before proceeding across the track(s).

Exceptions:

- Stop is not required within mechanical servicing or repair buildings protected by Blue Signals when precautions have been taken to prevent on-track equipment movement in the building.
- Stop is not required within intermodal facilities unless designated by traffic signs (e.g., stop signs, roadway stop bars, track lights, track gates).

S-12.1.3 Electronic Devices

While driving a BNSF owned or rented vehicle (off rail), do not:

- Use cellular or mobile telephones, or similar hand-held electronic devices for voice communications in other than hands-free mode.
- Manually enter or read text from cellular or mobile telephones, or similar hand-held electronic devices (e.g. emailing, performing any electronic text retrieval or entry, accessing a web page, etc.).
- Dial or answer cellular or mobile telephones by pressing more than a single button when operating a commercial motor vehicle.
- Use notebook computers, laptops or similar devices. Display screen of such devices must be closed or off.
- Employees must be aware of and comply with any local, state or federal laws governing use of wireless equipment while driving (e.g., laws banning use of wireless phone while driving).

S-12.2 All-Terrain Vehicles (ATVs)

ATV operations requirements:

- ATVs operated by other than Resource Protection employees are limited to a maximum speed of 15 MPH.

  Resource Protection employees operating Resource Protection ATVs must limit speed to 15 MPH within railroad yard facilities while performing routine inspections. Speeds greater than 15 MPH are allowed for law enforcement response activities.
- Operators must have completed an ATV Safety Training Course (including check ride), before operating an ATV.
- Employees must wear helmets that meet the DOT Standard 218 “Motorcycle Helmet” or BNSF approved bicycle helmet when operating or riding on ATVs. These DOT helmets and bicycle helmets are not to be worn as head protection in overhead hazard areas such as under craneways or when people are working above others. In these areas, hard hats are required.

ATV operators may wear DOT helmets or BNSF approved bicycle helmets in lieu of hard hats while coupling air hoses, changing brake shoes, or coupling cars. Hard hats shall be worn for all other duties such as welding and when climbing under cars.

S-12.3 Motorcycle Use

Do not use motorcycles to perform duties or to deadhead.

S-12.4 Utility Vehicles

Utility vehicle operations requirements:

- Utility vehicles operated by other than Resource Protection employees are limited to a maximum speed of 15 MPH.

  Resource Protection employees operating Resource Protection utility vehicles must limit speed to 15 MPH within railroad yard facilities while performing routine inspections. Speeds greater than 15 MPH are allowed for law enforcement response activities.

- Operators must have completed a Utility Vehicle Safety Training Course (including check ride), before operating a utility vehicle.
- Wear seat belts on vehicles where provided.
- Resource Protection employees must wear helmets that meet the DOT Standard 218 “Motorcycle Helmet” or BNSF approved bicycle helmet when operating or riding in utility vehicles.

S-12.5 Seat Belts

Wear seat belts while operating or riding in equipment or vehicles that are equipped with them.

Seat belts must be worn according to the manufacturer’s guidelines posted in the vehicle or equipment. Lying down while wearing seat belts is prohibited.

Exception: Seat belts are not required when employees are operating vehicles while performing train inspections or coupling air hoses. When operating the vehicle in travel to and from such work activities, seat belts must be worn. Railroad Police are governed by BNSF Police Department Rules Manual concerning the use of seat belts while operating a company vehicle.

S-12.6 Passengers

Transport passengers in vehicles equipped to transport passengers.

- Do not transport unauthorized persons in a company vehicle except in an emergency.
- Notify the driver before boarding any vehicle. Never get on or off of a moving vehicle except in an emergency.

S-12.7 Maintenance/Inspections

Drivers assigned to vehicles and trailers, and their managers or foremen, are equally responsible for maintenance, cleanliness, and inspections to ensure that the equipment operates properly and safely and complies with federal motor carrier safety regulations.

Any defects found during inspections that might prevent the vehicle from operating safely must be corrected by a trained person before the vehicle is used. All other defects must be repaired as soon as possible.

TOC Home

S-12.8 Backing

Position the vehicle, when possible, to avoid backup movement. Before backing, inspect areas to the rear to verify that no persons or obstructions are in the path of movement.

S-12.8.1 Backing All Vehicles Over Road Crossings

Avoid backing over road crossings. If backing over a road crossing is necessary, a person on the ground or on track safety must be utilized to cross the tracks safely.

S-12.8.2 Backing DOT Vehicles and Passenger Vans

When backing DOT vehicles (10,001lb+) and passenger vans:

- Position someone where they can safely protect the movement when a passenger or second person is available.
- Sound the horn three short blasts in vehicles not equipped with backup alarms.
- Stop if the person guiding the movement disappears from view.

S-12.9 Parking

When parking vehicles:

- Place standard transmission in low gear with engine shut off.
- Place automatic transmission in park.
- If parking on a grade, set the emergency brake and take other precautions to prevent the vehicle from rolling unexpectedly.
- Remove the ignition key, close the windows, and lock the doors if leaving the parked vehicle unattended.

Exception: You may leave the engine of an unattended vehicle running, in cold weather, if you have a second set of keys.

S-12.9.1 Fouling Tracks or Roadways

Except when necessary to perform duties, do not park vehicles or trailers where they foul tracks or roadways. If they do foul tracks or roadways, never leave them unattended without the proper protection.

S-12.11 Transporting Tools and Material

Properly secure tools, equipment, material, and freight. Do not transport hazardous materials, such as gasoline and solvents, in passenger compartments. Transport gasoline or other flammable material in a DOT-approved container. When transporting hazardous materials, follow federal and state placarding and shipping document regulations.

S-12.14 Commercial Motor Vehicles

BNSF Railway has adopted the safety regulations from the Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA). These regulations apply to the operation of all commercial motor vehicles (CMVs).

A CMV is defined (CFR 49 Part 390.5) as any self-propelled or towed vehicle used on public highways in interstate commerce to transport passengers or property when:

- The vehicle has a gross vehicle weight (GVW) rating or gross combination weight rating of 10,001 or more pounds.
- The vehicle is designed to transport more than 15 passengers, including the vehicle operator.

  or

- The vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued by the Secretary under the Hazardous Materials Transportation Act.

S-12.14.1 Commercial Motor Vehicle Driver Fitness

CMV drivers must possess and carry a valid driver's license for the class of vehicle they are operating and a valid medical card.

S-12.14.2 Commercial Motor Vehicles Transporting Hazardous Materials

When transporting hazardous materials, drivers must follow federal and state placarding regulations, properly complete a Form 44 Standard and have the Emergency Response Guide (ERG) ready and available in the vehicle.

S-12.14.3 Commercial Motor Vehicle and Trailer Maintenance and Inspection

Drivers are required to review the last vehicle inspection report and conduct a pre-trip inspection before driving the vehicle. All inspections shall be documented in the electronic logbook device when one is available. When no electronic logbook device is available, inspections will be documented on paper form and left in the vehicle. This includes but is not limited to an inspection of:

- Lights and reflective devices.
- Tires.
- Brakes.
- Windshield and windshield wiper condition.
- Frame and suspension.
- Presence of any leaking fluids.

If a defect is found which would affect the safe operation of the vehicle, drivers must not drive the vehicle and arrange for repair of the defect as soon as possible.

At the completion of each day, drivers are required to conduct a post-trip inspection of the vehicle and document this inspection in writing on the Driver's Vehicle Inspection Report (DVIR) found on the driver's logbook. Drivers must note any defects found, sign the report and leave a copy on the front seat of the vehicle so that the next driver is aware of any defects found. A mechanic's sign-off is required on the DVIR when any defects are repaired.

S-12.14.4 Commercial Motor Vehicle Cargo Securement

Drivers must secure cargo both inside and outside the vehicle. When an article of cargo is not blocked or positioned to prevent shifting, and the item is longer than 10 feet in length, then it must be secured by two tie downs for the first 10 feet of length, and one additional tie down for every 10 feet of length, or fraction beyond the first 10 feet.

When transporting cargo, drivers must stop and inspect the securement of the cargo within the first 50 miles of a trip and every 150 miles or every three hours (whichever comes first) after. If cargo has shifted or is blowing, spilling or leaking at any time during a trip, the driver must stop and adjust the cargo until it is once again secure.

S-12.14.5 Commercial Motor Vehicle Hours of Service

All commercial motor vehicle drivers (unless exempted by regulation) must properly complete an hours of service logbook and have it ready and available in the vehicle in the BNSF approved electronic logging device.

Commercial motor vehicle drivers must not drive:

- More than 11 hours following 10 consecutive hours off duty.
- Beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty.
- After being on duty more than 70 hours in any 8 consecutive days.
- Until completing a 34 hour consecutive rest period after being on-duty a maximum of 70 hours.

These hours of service limitations for driving commercial motor vehicles do not apply to signal department employees. Guidelines for signal department hours of service are provided in the Signal Instruction Manual.

16-Hour Short Haul Exception

Drivers may extend the 14-hour on-duty period (but not the 11-hour driving limit) by up to two hours once per week, under certain conditions. This is known as the 16-hours exception.

A driver can drive a commercial motor vehicle beyond the 14th hour after first coming on duty, but not after the 16th hour, if:

- Driver was released from duty at the NORMAL work reporting location for the previous 5 DUTY TOURS (the last five starts) even if the driver got a 34-hour restart during that time, and
- Driver returns to the NORMAL work reporting location and is released from duty within 16 hours on the day the exception is being used, and
- Driver has not used this exception in the previous 6 consecutive days, except following a 34-hour restart.

Driver must always adhere to:

- The 11-hour driving limit
- The need to have 10 hours off before and after the 16-hour exception

Rest Breaks

Drivers must have a 30-minute minimum break no later than the 8th hour of driving.

TOC Home

S-13.0 On or Near Tracks, Locomotives and Rail Cars

S-13.1 General Requirements

S-13.1.1 Going Between Cars or Locomotives ◆SIF

Going between or working on the end of rail equipment means an employee has placed all or part of their body where it could be struck by rail equipment if the equipment were to move.

Note: Operating the uncoupling lever is not considered going between rail equipment.

Before crew members go between or work on the end of rail equipment on any track, they must:

- Not request going between until all movement has stopped.
- Ensure that all crew members have a clear understanding of the work to be performed.
- Identify themselves (e.g. foreman, helper, conductor, brakeman, utility, student, etc.) when utilizing radio.
- Not go between uncoupled locomotives or cars when clearance between them is less than 50 ft except when permitted by rule.

Multiple Crews Switching/Working on Both Ends of a Track:

When there is more than one crew in a track and switching or other work is being performed, both crews must have a clear understanding of the movements to be made and:

- Crew members are not allowed to request going between protection while multiple crews are actively switching in the same track from either end.
- Going between protection can only be requested once all switching has been completed in the track and all cars are verified to have come to a complete stop and/or if kicking cars from either end, the last cut of car(s) kicked have been verified to have made a coupling and/or have stopped. If unsure previous cut of car(s) have made a coupling or stopped, further communication with the other crew is required to verify.

When a locomotive is not coupled to the rail equipment:

- Notify all members of the crew including attached utility employees and students by radio that the crew member will be going between or working on the end of rail equipment and identify track(s) to be working on.
- Each member of the notified crew must acknowledge by radio that they understand a crew member will be going between or working on the end of rail equipment.
- The crew member requesting going between must notify all crew members by radio when they are “In the clear”.
- Each member of the notified crew must acknowledge by radio that they understand crew member is “In the clear”.

When a locomotive is coupled to the rail equipment:

- After ensuring movement has stopped, the crew member must either announce by radio, “Going between,” or give the prescribed hand signal.
- The crew member at the controls of the locomotive must fully apply the independent brakes, center the reverser, and then acknowledge the radio transmission or the hand signal:
  - If using a radio response, acknowledge, “Set and centered.”
  - If using hand signals, sound one long whistle signal.
- The brakes must remain applied with the reverser centered or removed, and the locomotive must not be left unattended until the crew member requesting protection gives a radio or hand signal to move or announces by radio, “In the clear.”

Prescribed hand signals to indicate Going Between Cars or Locomotives:

- By day:
  - Raise arm farthest from the rail equipment straight above the head.
  - Point the arm nearest the rail equipment at a 90-degree angle toward the rail equipment.
- By night:
  - With the arm extended forward parallel to the ground, move the light from left to right.

When crew members are going between or working on the end of equipment:

- Controls or devices (automatic brake valve, hand brake, brake cylinder release valve, etc.) that could affect movement of that equipment must not be operated without permission from the crew member(s) going between or working on the end of the equipment.
  - Other rolling equipment must not strike, couple into or affect movement of the equipment the crew member(s) is working on the end of or going between.

When stepping from between rail equipment, be alert for movement on adjacent tracks or vehicles moving on the walkway or roadway.

Do not go between uncoupled locomotives or cars when clearance between them is less than 50 feet except when a train on main track or siding is unable to move safely and you have exhausted all practical means of complying with the 50 feet requirement.

In addition to complying with the other applicable portions of this rule, employees going between with less than 50 feet of separation must:

- Ensure equipment is secure against undesired movement.
- Keep at least one foot outside the rail, when practical.
- Refrain from placing all or part of their body directly between coupling devices unless necessary to complete the work.
- Obtain 50 feet of separation between the uncoupled locomotives or cars as soon as the equipment can be positioned practically and safely.

Additional RCO Requirements

The Controlling RCO will assume the responsibility of the crew member in control of the locomotive and may only accept requests made by radio for protection to go between cars or locomotives. Hand signals are not allowed in the application of this safety rule while in remote control.

The Controlling RCO's OCU is considered "set and centered" when the OCU's Speed selector is placed in the STOP position and the Reverser is placed in the NEUTRAL position.

When a locomotive is coupled or not coupled to the rail equipment:

- The Controlling RCO, Non-controlling RCO, attached Utility Employees, and Students must notify all members of the crew by radio that they will be going between or working on the end of rail equipment on any track.
- Each member of the notified crew must acknowledge by radio that they understand a crew member will be going between or working on the end of rail equipment.
- The Controlling RCO must be "set and centered" before any crew member works between or on the end of rail equipment in the same track.

The Controlling RCO will go between or work on the end of rail equipment only after establishing protection by doing all of the following:

- Moving the OCU controls to "set and centered" positions.
- Announcing via radio they are "going between".
- Announcing via radio they are "set and centered".
- Receiving acknowledgement via radio from all other crew members that they understand a crew member will be going between or working on the end of equipment.

While protection is being provided, in other than single-OCU operations, the controlling RCO must not:

- Turn off the OCU (or put in Sleep mode on GE).
- Change the OCU battery.
- Pitch Control.

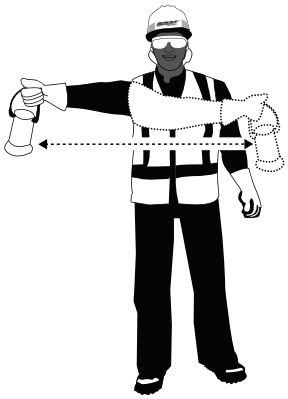
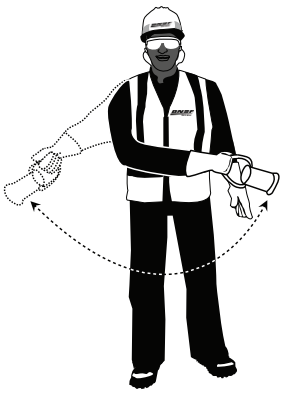
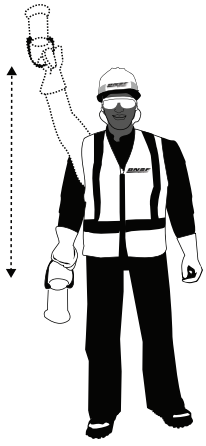
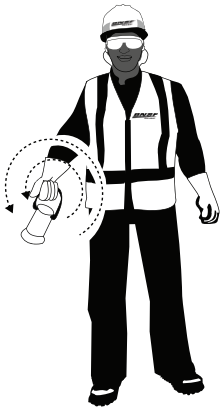
S-13.1.2 Signals

Do not give the signal to move locomotives, cars, or other equipment until persons and equipment are clear of the movement.

- Keep signaling devices in working order and ready for use.
- Position yourself so that your signal can be clearly seen.
- Stop all movement if you lose visual contact with the person giving the signal, unless radio communication is being used instead of hand signals.
- Regard any break in radio communication as a stop signal.
- Use the appropriate signal for what you are communicating and signal clearly.
- Make sure everyone understands other signals you may use.

Hand, Flag and Lantern Signals

The same signals apply for signals given by hand or flag.

<table>
<tr>
<td> 
SET AIR BRAKES:
Moved slowly with arm extended horizontally.</td>
<td> 
STOP:
Swung horizontally at right angle to the track.</td>
<td>
GOING BETWEEN:
From the ground. Arm raised straight up away from equipment. Arm at 90 degree angle pointing to equipment.</td>
</tr>
<tr>
<td> 
PROCEED:
Raised and lowered vertically.</td>
<td>
RELEASE AIR BRAKES:
Held at arm’s length above the head.</td>
<td> 
BACK:
Swung in a circle at right angle to the track.</td>
</tr>
</table>

S-13.1.3 Tracks

A. Crossing Tracks

When crossing tracks:

- Do not cross within 25 feet of the end of standing equipment, unless “set and centered” protection has been established as outlined in S-13.1.1.
- Do not cross in front of approaching equipment, unless you are sufficiently ahead of the equipment to cross safely.

While within the limits of a designated mechanical facility, when crossing between standing equipment that is not under blue flag protection:

Employee may cross within 25 feet of standing equipment provided all of the following requirements are met:

- Speed limits for all equipment on the track is 5 MPH or less.
- Check for movement is made before crossing track.
- Distance is sufficient to allow safe passage should there be unexpected movement.
- Designated walkways are used, when available.

B. Stepping On Rails

Step over, not on:

- Rails.
- Frogs.
- Switches.
- Interlocking apparatus.
- Connections.

Watch for conditions that could interfere with footing.

C. Fouling Track

Do not walk between rails or foul the track except when duties require and safeguards are utilized. Use extra precaution during bad weather and when visibility is limited or impaired.

S-13.1.4 Sitting, Standing or Leaning

Comply with these restrictions for sitting or standing on equipment or structures:

- Do not sit on rails or track structures unless duties require.
- Do not stand, sit, or walk on top of or on the sides of any open top car such as gondola, hopper, ballast, or air dump cars.
- Do not sit on the steps of moving engines or cabooses.
- Do not sit or lie underneath or lean against standing equipment unless duties require, and only when proper safeguards are provided, such as blue signal protection.
- Do not stand or sit on engine or caboose handrails.

S-13.1.5 Riding In or On Moving Equipment ◆SIF

Ride cars or equipment only if necessary and if you have determined that you can do so safely.

A. Determining Whether to Ride

When determining whether cars or equipment should be ridden:

- Except within yards, do not ride the exterior of the leading end of cars or locomotives over crossings not equipped with gates.

  Note: Industry and customer facility tracks are not considered yards in the application of this rule.

  Does not apply to the following equipment:

  - Flat cars may be ridden at the geographical center of the car by maintaining a kneeling or sitting position.
  - Shove cars/platforms may be ridden at the designated riding location of the car, not including steps.

- Intermodal Facilities / Hubs, do not ride the exterior of cars or locomotives on strip / ramp tracks.

  Does not apply to the following equipment:

  - Flat cars may be ridden at the geographical center of the car by maintaining a kneeling or sitting position.
  - Shove cars/platforms may be ridden at the designated riding location of the car, not including steps.

- If walkway conditions permit, do not ride movements on freight cars if the move will be 5 cars or less.
- If track condition cannot clearly be observed because of debris (e.g. snow, ice, water, grain, mud, etc.) do not ride or knowingly allow others to ride on either side of equipment or engine exterior.
- When snow and ice are observed building up on portion of tracks to be used, particularly at road crossings, locomotive(s) must precede movement on that portion of track before cars can be ridden into those tracks.
- Consider other alternatives such as repositioning locomotive to pull instead of shove freight cars, vehicle transportation, repositioning of crew members, or utilizing other employees to complete the task without having to ride moving equipment.
- Consider selecting or repositioning other freight cars to ride.
- Ride only if hand holds and stirrup configuration allow for a firm grip and erect and normal body position.
- Consider your physical capabilities and limitations, ensuring that when riding you can maintain at least three-point contact with the equipment at all times.
- Consider the amount of slack in the train or switch cut (example car types with additional slack, autoracks, coil steel, wallboard/bulkhead flats, etc.).

- No Clearance and Close Track Center Restrictions: Employees must not ride or knowingly allow others to ride the no clearance side of equipment at locations where no clearance exists, including any of the following conditions:
  - Between a structure and a moving car or engine.
  - Through gates or doorways. (Gates or doors must be secured in the open position).
  - Into, out of or within enclosed buildings. (Employees must precede the movement, if safe to do so, before entering enclosed buildings. Movements must only be made on that employee's signal within a building).
  - When it cannot be visually determined that equipment on an adjacent track is in the clear or behind the clearance point.
  - On industry tracks at locations where signs may be placed, advising of no clearance.
  - At locations that have been identified by timetable or special instructions as having a no clearance condition.
  - At locations that have been identified by timetable or special instructions as having close track centers unless that portion of adjacent track is known to be clear.

B. Riding In or On Any Cars

When moving from one freight car to another, after stopping, or from in/within standing equipment, get down and walk to next car and then get on.

Comply with these requirements and restrictions for riding in or on moving equipment:

- When equipment will be ridden, notify the engineer and proceed only after the engineer has acknowledged that you are going to ride.
- Slack action while riding must be considered at all times and expected when it is most likely to occur (i.e. when movement begins, when reducing car counts in advance of stop, etc.). To avoid rapid changes in slack with an abrupt stop, verification of route must be considered to protect against switches and/or derails not properly lined for the move.
- Complete any couplings from the ground after the movement is stopped.
- When possible, ride the side of equipment away from cars on an adjacent track, and away from a main track or siding.

Note: When more than one employee is riding, both must ride on the same side of the equipment with one employee on the leading or trailing end and the other riding on the following suitable location of the equipment away from cars on an adjacent track, and away from a main track or siding. When both adjacent tracks are clear and are not a main track or siding, employees may both ride the leading or trailing end of the equipment.

- Do not ride on or knowingly allow others to ride any part of the coupler apparatus, center sill, side sill, end sill, or framework.
- Do not ride inside or knowingly allow others to ride inside a car loaded with lumber, pipe, or other materials susceptible to shifting upon slight impact. When a flat car load of this is involved, do not ride between the end of the adjacent car and the load.
- Do not ride or knowingly allow others to ride on the end platform of other than tank cars as specified in this rule or end ladder of any freight car.

C. Riding In or On Flat Cars

When any type of flat car is involved:

- Do not walk or ride between trailers or containers loaded on flat cars.
- Do not place your hands or other parts of your body where trailers or bridge plates could move and cause injury when riding loaded TOFC/COFC flat cars.
- Ride the side of the flat car only if the car is equipped with a hand hold extending at least 18 inches above the deck of the car.
- Ride on the deck of an empty flat car, or on a TOFC/COFC flat car with an empty stanchion or table, only if you can:
  - Mount the car safely and kneel or sit as near as possible to the geographical center of the car or empty space.
  - Face the direction of movement.
  - Maintain a kneeling or sitting position before the equipment moves and until the equipment stops and the slack has adjusted.

D. Riding On Drop-End Gondolas

On a gondola equipped with drop ends, do not hold on to the end post, or sit or stand near the end door.

E. Riding Tank Cars

Tank cars are classified as single handhold or double handhold. Do not ride the middle ladder intended for man way access on any type of tank car. If tank car to be ridden is the last car of the trailing move, you may ride the trailing end with both feet on the end platform positioned between outer edge of car and the car's wheel, facing direction of movement.

1. Single Handhold Riding Requirements:

   For trailing/shoving moves:

   - Ride with both feet in the stirrup; or
   - Ride with one foot in the stirrup and one foot on the horizontal grab iron; or
   - Ride with one foot in the stirrup and one foot on the end platform.

2. Double Handhold Riding Requirements:

   For trailing/shoving moves:

   - Ride with both feet in the lower or upper equipped stirrup or combination of both.
   - Ride with one foot in the lower or upper stirrup and one foot on the end platform.

F. Riding Engines

When necessary to ride engine exterior:

- Do not ride on platforms or walkways.
- Movement must not exceed 20 MPH.
- Do not ride steps to a coupling.

Exception:
Platforms or walkways may only be used to move from one engine to another within a consist at speeds of 20 MPH or less. Do not extend any part of the body beyond the exterior edge on either side of the engine (for example, do not lean out to obtain fuel reading, inspect engine, etc.).

S-13.1.6 Opening and Closing Doors SIP

Keep the front door of locomotives closed when speeds are greater than 15 MPH, except during switching operations. If the door is open, secure it to prevent unexpected closure.

Open and close doors on engines, cabooses, and other equipment by using the appropriate handle. Do not grab the edge of the door.

S-13.1.8 Poling Cars

Do not use poles, ties, stakes, or other material to shove cars.

S-13.1.9 Chocking Standing Equipment

When chocking cars:

- Wait until movement stops and the slack adjusts before placing the chock.
- Place the chock while standing to the side of the equipment.
- Keep fingers and hands clear of the wheel tread, top of the rail, and other pinch points.
- Use only a sound wooden chock, metal chock or chock made from plastic or composite material designed for chocking cars. Do not use a track spike.

Do not chock moving rail equipment, except in an emergency, or when the equipment is in a repair facility.

S-13.1.10 Unexpected Movement

To prevent unexpected movement while working inside a Maintenance of Way tool, storage, or equipment car:

1. Set the hand brakes.
2. Chock wheels or secure them.
3. Protect against train or engine movements that may enter the track as required by GCOR 5.4.7
4. Spike the switch or secure it with an effective locking device.

S-13.1.11 Installing or Removing Marker ♦

A. Protection

Before a crew member installs or removes a marker, protection must be provided as follows:

- Determine by communicating with the employee at the controls of the engine that the affected equipment will not be moved.
- Assure at least 50 feet of separation exists between the point of installation or removal and the nearest other standing equipment.
- If no engine is attached, determine by communicating with the employee who authorizes use of the track at that location that the equipment is secure against movement.

In addition, when more than one engine may be working at both ends of a track or tracks:

- Determine by communicating with the employee in charge of crews that the equipment upon which the marker will be installed or removed is secure against movement and will not be coupled into by other equipment. Make this determination during job briefing immediately before the installation or removal of the marker.
- If unable to communicate with the employee in charge of crews, determine by communicating with all other crews who may use the track that no movement will be made into the affected track during installation or removal of the marker.

B. Installing and Removing

1. Inspect knuckle hole for foreign objects. For side-mounted rear end device, inspect the coupler webbing for foreign objects.
2. Slide the rear end device stand into the knuckle on end-mounted rear end devices, or slide the leg of side-mounted rear end devices into the web of the coupler.
3. Make sure end-mounted and side-mounted devices are properly mounted.
4. Connect the rear-end device air hose to the train line air hose and open the angle cock slowly.
5. Before removing end of train device (ETD), close the angle cock and press spring-loaded pressure relief valve (if available) before uncoupling glad hand.

After you have completed marker operation, you must advise affected employees.

After removing an ETD from a train, return the device to the designated area for safe storage. Do not leave ETD’s on locomotive walkways, next to tracks, on or beside roadways, or any other area where they may present a safety hazard.

TOC Home

S-13.2 Coupling/Uncoupling Rail Equipment

S-13.2.1 Standing Clear

Stand clear during a coupling movement.

S-13.2.2 Operating Uncoupling Lever SIF

When operating the uncoupling lever on a rail car:

- Face the direction of the movement.
- Use your hand nearest the equipment to operate the lever.
- Watch for pinch points.
- Place your hand on the portion of the uncoupling lever designed as the handle.
- Use constant, steady pressure when operating the uncoupling lever.
- Do not run while operating the uncoupling lever.
- Do not use your feet to operate the uncoupling lever.

When operating the uncoupling lever on a locomotive:

- Do not operate the uncoupling lever of a moving locomotive from the ground.
- From the ground, use the lower uncoupling lever.
- From the locomotive step, use the upper uncoupling lever.
- Place your hand on the portion of the uncoupling lever designed as the handle.
- Watch for pinch points.
- Use constant, steady pressure when operating the uncoupling lever.
- Do not use your feet to operate the uncoupling lever.

S-13.2.3 Adjusting Lift Pin (Lock Block)

Do not insert your fingers through the hole at the bottom of the coupler to help raise the lock block to open the knuckle. Always use the uncoupling lever designed for this purpose.

S-13.2.4 Adjusting Mismatched Couplers ♦

Do not adjust the coupler or knuckle of any moving engine or car.

Do not use excessive force at any time. If you have difficulty aligning the drawbar with limited effort and cannot align with approved alignment device. STOP and contact mechanical personnel for assistance. If mechanical personnel are not readily available, bad order the equipment.

Before adjusting any mismatched coupler:

1. Stop the movement.
2. Wait for the movement to stop completely and for slack to adjust and settle. (Be alert for unexpected movements from liquids sloshing in tank cars.)
3. Check for other equipment movements on the same track.
4. Prior to adjusting, ensure standing equipment is properly secured.
5. Separate the mismatched couplers by at least 50 feet, and obtain positive confirmation of protection from train movement in all directions.
6. Listen to what is going on around you. If you hear any equipment move, step clear immediately and communicate with the controlling engine.
7. Establish good footing and use hand holds to avoid stumbling when approaching the coupler.
8. Keep fingers and hands clear of pinch points.

A. Adjusting Mismatched Couplers Without Using a Device

To adjust a mismatched coupler without using a device, follow this procedure:

1. Make sure the knuckle is secured in the coupler. (Keep your feet clear of the area beneath the knuckle.)
2. Stand to the side of the knuckle with lower back up against the knuckle/drawbar and both feet planted firmly on the ground:
   - Place feet shoulder width apart, and with back against knuckle/drawbar, lean against the knuckle with one foot back for balance to protect against unexpected movements of the coupler that could cause you to lose your balance and fall.
   - Use smooth, light force by the forward foot to apply pressure to the knuckle.
   - Do not lift the coupler or knuckle.
   - Do not adjust the coupler by kicking it with your foot.
3. Step clear of the equipment (without fouling tracks), then signal the employee controlling the engine to proceed with the coupling.
4. Do not use feet on or against rail for leverage at any time.

B. Using a Knuckle-Mate

When using a Knuckle-Mate to adjust a mismatched coupler, follow this procedure:

1. Place the Knuckle-Mate over the top of the knuckle, with the pin securely in the hole at the top of the knuckle. (Adjust the pin by loosening the top levered nut.)
2. Place both hands on the handle.
3. Use your body weight to smoothly pull the handle keeping both feet planted firmly on the ground. Place feet shoulder width apart with one foot back to maintain balance if unexpected movement of the coupler were to occur.
4. Once the coupler has adjusted, step clear of the equipment (without fouling tracks), then signal the employee controlling the engine to proceed with the coupling.
5. Return the Knuckle-Mate to its assigned location.

C. Using a Coupler Alignment Strap

When using a coupler alignment strap to adjust a mismatched coupler, follow this procedure:

1. Keeping both feet planted firmly onto the ground, keep one foot outside the rail and one foot inside the rail, use the alignment strap as follows:
   a. Inspect the strap for defects or excessive wear.
   b. Close both knuckles.
   c. Place one end of the strap around the knuckle of the standing car.
   d. Place the other end of the strap on top of that same coupler.
   e. Stand clear of the equipment by not fouling tracks.
2. Move the engine (or cars) toward the standing car, then stop the movement within 3 feet of the standing car.
3. After the movement stops, plant both feet firmly onto the ground, keep one foot outside the rail and one foot inside of the rail, place the other end of the strap around the second knuckle, and stand clear of the equipment, by not fouling tracks.
4. Slowly separate the equipment to remove slack from the strap, then align the couplers. Stop the movement immediately when the alignment is complete to avoid breaking the strap.
5. Move the equipment close enough to provide slack in the strap, then stop the movement.
6. Keeping both feet planted firmly onto the ground, keep one foot outside the rail and one foot inside the rail, remove the strap as follows:
   a. Remove the strap from the knuckle.
   b. Separate the equipment at least 50 feet apart.
   c. Remove the strap from the other knuckle and open at least one knuckle.
   d. Stand clear of the equipment and continue coupling.
7. Return the alignment strap to its assigned location and resume normal train movements.

S-13.2.5 Replacing Knuckles

When replacing a coupler knuckle, unless other safeguards are provided, such as blue signal protection, follow this procedure:

1. Separate the equipment by at least 50 feet.
2. Make sure the equipment is stopped and secured.
3. Communicate with the engineer and other crew members to understand the work.
4. Make sure the knuckle pin is in place and open the knuckle while keeping feet clear of the area under the coupler.
5. Remove the pin and set it within easy reach.
6. Remove the knuckle from the coupler.
7. Dispose of the knuckle, holding it as close to the body as possible, where it will not become a tripping hazard.
8. Holding the uncoupling lever up, move the knuckle thrower back into the coupler recess as far as it will go.
9. Obtain the correct knuckle type.
10. Lift the knuckle carefully and place it into the coupler pocket.
11. Insert the knuckle pin into the pin hole, close the knuckle, and make sure it locks properly.

S-13.2.6 Opening Knuckles

When opening knuckles:

- Do not place your leg or foot where the knuckle might fall on it.
- Do not stand in front of the cushioned drawbar to adjust or open the knuckle.
- Check for broken or missing knuckle pins to prevent the knuckle from falling to the ground when it is opened.

If you remove the knuckle pin, replace it or provide a safeguard to prevent injury to others.

S-13.3 Air Hoses and Angle Cocks

Treat all angle cocks and air hoses as if they are under pressure.

S-13.3.1 Connecting Air Hoses

When connecting air hoses, keep one foot outside the rail whenever possible.

S-13.3.2 Operating Angle Cocks

When operating an angle cock:

1. Open the angle cock slowly, keeping legs and feet clear of the air hose coupling.
2. Operate angle cock from the side of equipment the valve is positioned. Do not lean over drawbar/coupling to open or close.
3. Listen for escaping air, which indicates glad hand coupling that could separate under pressure.
4. If you hear an air leak, close both angle cocks and make sure there is no pressure in the hoses before adjusting or repairing the leak.
5. Never kick, strike, or jostle pressurized hose couplings.
6. Before opening the angle cock to an uncoupled air hose:
    a. Grasp the hose at the glad hand clear of the vent port.
    b. Brace the glad hand firmly against your thigh just above the knee.
    c. Turn your face away from the glad hand before opening the angle cock.

S-13.3.3 Parting Hoses

To part air brake train line hose connections or locomotive control connections by hand, close the angle or cutout cocks and grasp the hoses firmly, turning your face away from the coupling.

S-13.3.4 Controlling Movement

Do not open the angle cock on the leading end of a moving car or engine to control or stop movement.

S-13.4 Crossing Over Rail Equipment

S-13.4.1 Crossing Through a Standing Train or Cut of Cars SIF

Before crossing through cars, utilize all available options to obtain confirmation the cars will not be moved. When confirmation can be obtained:

- The individual providing confirmation must ensure the cars are not moved until the requesting individual has reported clear.
- The individual crossing through must advise the individual providing confirmation when they are clear of the cars.

When all options to obtain confirmation have been exhausted, crossing through using a car equipped with crossover platforms and continuous hand holds is permitted.

Requirements for crossing through using an intermodal car without continuous hand holds:

- Before crossing through, obtain confirmation the car will not be moved.
- Use only when no car with a continuous hand hold is within sight distance.
- End of car must have empty stanchions, or loaded intermodal cars may be used when no trailer or container extends onto or over the crossover platform.
- Platform must be sufficiently wide enough to allow walking across in a safe manner.

When crossing through, regardless of type of car being used, be prepared for sudden movement and maintain a firm grip of available hand holds.

S-13.4.2 Climbing Through Standing Coupled Cars

When climbing through standing coupled cars:

- Do not step on the coupler or uncoupling lever.
- Do not place hands, feet, or other parts of the body on the sliding sill or between the coupler horn and end sill of the car.

S-13.4.3 Crossing Underneath Couplers or Standing Cars

Cross under couplers or underneath standing cars or trains only if you are making repairs and when proper safeguards, such as blue signal protection, are provided.

S-13.4.4 Climbing Over Couplers or Under Moving Cars

Do not climb over couplers of moving cars or underneath moving cars. When you must cross over moving equipment, use locomotive or caboose steps.

S-13.4.5 Moving Between Rail Cars

When equipment is stopped, movement from car to car may only be done using side ladders. Do not step across end platforms when moving from car to car.

S-13.5 Getting On or Off Equipment

When getting on or off equipment, maintain a minimum of three-point contact. Unless authorized, do not get on or off moving equipment, except in an emergency to prevent injury. This applies to all equipment, including Maintenance of Way equipment with steps, hand holds, or ladders.

S-13.5.1 Getting On Equipment

1. Standing Equipment
   a. Face the equipment.
   b. Visually inspect the handholds and ladder rungs before climbing on equipment and check for any defects, icy/slick and unusual conditions that may prevent ascending equipment safely.
   c. Always mount equipment from the side, using the sill step and side ladder (where equipped).
   d. Do not use the uncoupling lever as a step.
2. Moving Equipment (when it is authorized to get on moving equipment):
   a. Face the equipment as it approaches and make sure:
      - The speed will allow you to get on the equipment safely.
      - Stirrups, hand holds, or handrails are not bent, loose, or missing.
      - Switch stands, close clearances, signals, and other items do not prevent you from getting on safely.
   b. Firmly grasp the handrail or ladder rung.
   c. Place your trailing foot on the trailing side of the step or stirrup.
   d. Let the movement lift you off the ground, and then place your leading foot on the step or stirrup.
3. Do not get on a moving tank car, conventional flat car or a TOFC/COFC car.
4. To get on moving coupled equipment, board the leading or approaching end of the car or locomotive if possible. Get on a moving caboose at the rear steps.

S-13.5.2 Getting Off Equipment ♦

1. Standing Equipment:
    a. Face the equipment.
    b. Before getting off, determine that no obstructions or debris are where your feet will land. Be alert for switch stands, close clearances, uneven footing, signals, and other items that could prevent you from getting off safely.
    c. When getting off a caboose, walk down the steps, turn at the bottom step and face the car, then get off.
    d. Except in an emergency, do not jump to the ground from rail car and engine ladders, step platforms, or decks.
2. Moving Equipment:

    In an emergency, or when it is authorized to get off moving equipment:

    a. Face the direction the equipment is moving.
    b. Get off with the trailing foot first to direct you away from the equipment.
    c. Avoid jumping to the ground from a rail car or an engine ladder, step platform, or deck.
    d. When getting off a caboose, walk down the rear steps, turn at the bottom step and face the car, then get off.

S-13.5.3 Getting On and Off Full Car Body Locomotives

On locomotives that have a vertical side ladder access to the cab and are equipped with cab doors located on the sides of the cab, use the corner step well cab access to enter and exit the locomotive cab and car body areas in all cases except:

- Emergency exit from the locomotive.
- Entrance and exit from the locomotive while it is located at a service facility that has a raised ramp surface so that no more than one ladder tread must be used when entering or exiting the car or car body of the locomotive.
- Units that are accessible only by ladder.

Where other units are available, do not use a full car body locomotive as the lead locomotive.

S-13.5.4 Using Ladders

When using a ladder to get on and off equipment:

- Use the side ladder, not the end ladder.
- Climb up and down the ladder by turning your feet at an angle and placing the ball of your foot on the ladder rung.

S-13.5.5 Loading and Unloading Luggage

Do not throw or “swing” luggage onto a locomotive from the ground.

Load or unload luggage, grips without straps, ice chests, and other objects onto locomotives and cabooses before you get on or off. In doing so:

- Wait for a co-worker to safely board and get securely positioned on the deck or platform.
- Secure the item to be loaded against shifting or separating.
- Get a firm footing and use proper body mechanics/lifting techniques to pass the item to your co-worker.

Board or detrain carrying grips with shoulder straps by resting the strap on your shoulder and maintaining at least three-point contact and your balance.

S-13.5.6 Carrying Lanterns

When practical or when there is a risk that the lantern could catch on objects, hold the lantern handle between the base of your thumb and index finger.

S-13.6 Operating Hand Brakes ♦

Employees may operate hand brakes using the following methods:

- By hand on the Equipment.
- By hand from the ground.
- By utilizing a brake stick from the ground.

Going Between or Blue Signal Protection is required for all methods.

Exceptions:

- When operating with a brake stick and no part of your body is placed in a position where it could be struck by equipment if it were to move.
- When operating hand brakes that are positioned on the side of rail cars or equipment and no part of your body could be struck by the equipment if it were to move.

S-13.6.1 Hand Brake Categories

The three categories of hand brakes include:

- Vertical wheel (high- and low-mounted).
- Lever (ratchet).
- Horizontal wheel (staff).

When operating hand brakes, determine:

- Brake location (end- or side-mounted).
- Brake position (high or low, right side or left).
- Method of operation.

S-13.6.2 Hand Brakes on Moving Cars

Except in an emergency or if making gravity switch moves where authorized, do not operate hand brakes on moving cars.

S-13.6.3 Position to Operate SIP

A. Vertical Wheel End-Mounted with Brake Steps or Crossover Platform by Hand when on the Rail Car.

If the car has end-mounted brakes with a brake step or crossover platform operate the hand brake on the car as follows:

1. Stand on the brake step or crossover platform to operate hand brakes.
2. Operate hand brakes by standing on the left side of the brake with your left foot on the ladder rung (if available) and your right foot on the brake step or crossover platform.
3. Grasp the end ladder rung or crossover handhold with your left hand and operate the brake with your right hand.

B. Vertical Wheel End-Mounted with or without Brake Steps or Crossover Platform by Hand from the Ground

If the car has end-mounted hand brakes with or without brake steps or crossover platform operate the hand brake on the ground as follows:

Stand to the left side of the hand brake:

1. Both feet remain flat on the ground outside the rail.
2. Grasp the end ladder or hand hold with the left hand.
3. Operate the hand brake with the right hand, keeping the elbow slightly bent during operation.

C. Side Mounted

Operate side-mounted hand brakes from the ground if the brake mechanism is within easy reach and you can safely operate it without straining too much and risking injury.

D. Horizontal Wheel or End-Mounted, Inward Facing

Stand on the car to operate horizontal wheel (staff) hand brakes and end-mounted, inward facing hand brakes.

E. Operating Hand Brakes with a Brake Stick

A brake stick can be used for five years from date of manufacture. If the date of manufacture has been worn off or has completed its fifth year of service, the brake stick must be permanently removed from service and your supervisor must be notified.

Brake Stick Inspection

Before use, inspect the brake stick using the checklist below. Defective brake sticks cannot be repaired or altered in any way. Any non-compliance item found from the checklist causes the brake stick to be defective and requires the brake stick be brought back to the terminal with an “out of service” tag. Notify your supervisor of the brake stick defect. Supervisors should discard any defective brake sticks.

Inspection checklist for a brake stick:

1. Two rivets should be installed in the brake stick head holding in a bronze insert.
2. The brake stick handle and head should be straight and not bent.
3. The brake stick handle and head should not appear to be deformed or out of shape.
4. The Brake Stick handle is covered with a black wear collar and a yellow grip. There can be marks on the black wear collar and yellow grip due to normal use, but there should be no visible red or green in the handle which is part of the inner support structure. Any red or green seen indicates the Brake Stick is defective.
5 The boot, on the end of the brake stick should be present. It looks similar to a baseball bat end.
6. The brake stick head and bottom boot should never appear to be loose or wiggle under hand pressure.
7. On the handle side of the brake stick boot is etched the model number and the date of the Precision Cut brake stick in the format MM/YY.
8. The locking mechanism should work easily and be able to lock extension rod firmly in place.

When using a brake stick:

1. Brake stick is to be used for operating hand brakes only.
2. Stand on either side of the hand brake to operate, not directly in front of the hand brake.
3. Both feet remain flat on the ground outside the rail.
4. Work from a location to the outside rather than between adjacent track if possible.
5 Keep the brake stick, including the handle, clear of moving equipment.
6. Never operate a quick release brake lever using a brake stick.
7. Never place the end of the brake stick against your body. Keep it at the side of your body to prevent the end of the brake stick from striking you in the event of potential kick back.
8. Place the hook to the outside of the hand brake wheel not inside between wheel and the car to avoid the hook potentially being caught.
9. Ensure the extension rod is locked in place before applying force to the handbrake.

Other considerations when using the brake stick:

- Pass the brake stick through equipment rather than climbing or crossing equipment with the brake stick in your hand.
- The brake stick may be hung from the ladder or structure of a car to transport.
- Do not hang a brake stick on a locomotive.
- Do not place a brake stick in the ladder rungs, grab irons, or hand holds on the front or rear of locomotives.

S-13.6.4 Use of Feet

When operating hand brakes:

- Do not use your feet to operate the hand brake, except to manipulate the pawl on horizontal wheel (staff) brakes.
- Do not place your feet on any movable part of the car, such as the uncoupling lever or sliding sill.

S-13.6.5 Movement from Side to End Ladder

When necessary to move from the side ladder to the end ladder to operate the hand brake, maintain at least three-point contact and hold on to the ladder firmly.

S-13.6.6 Vertical Wheel

To apply a vertical wheel brake:

1. Place the release lever or pawl (if so equipped) in the ON position by reaching behind the brake wheel, not through the wheel spokes.
2. Turn the brake wheel clockwise to take up slack in the brake chain.
3. Watch for the brake chain to bunch or slip unexpectedly.
4. After the chain slack has been taken up, apply pressure to the brake wheel by turning it clockwise, using short, steady pulls without jerking.
5. To release hand brakes equipped with a release lever, rotate the lever clockwise to the OFF position, pushing firmly until the brake releases. If the quick release lever does not release the brake, operate the wheel with steady pressure. If the wheel does not easily release the brake, apply air to the car or get help. If the brakes still do not operate, bad-order the car.

With some older hand brakes, the brake wheel will spin when the brake releases. Keep fingers and hands clear.

6. To release hand brakes not equipped with a release lever (gradual release type), grip the wheel rim and turn the wheel counterclockwise until the brake releases.

S-13.6.7 Lever or Ratchet Brake

To operate a lever or ratchet brake:

1. Apply the brake by placing the release lever or pawl in the ON position and pumping the brake lever. (On some styles, the release lever is automatically placed in the ON position when you pump the brake lever).
2. After the chain slack has been taken up, apply steady pressure on the lever as necessary, but do not jerk it.
3. Operate low-mount lever brakes on standing cars with your left side nearest to the car, where possible. (These brakes are mounted to the frame of the car at or below the deck level).
4. Before releasing lever brakes, inspect the lever stop on the housing. Do not operate the brake if:
   - The stop is excessively worn or missing.

     or
   - The mechanism allows the lever to bypass its normal stop position.

   If operated under these circumstances, the brake lever could fly around forcefully when the brake is released.
5. Release the hand brake by rotating the release lever clockwise, pushing firmly until the brake releases.

S-13.6.8 Horizontal Wheel or Staff Brake

To operate the horizontal wheel or staff brake:

1. Make sure the brake wheel and shaft are fully raised and locked. (Some brakes have a drop-shaft movement, allowing the brake wheel to lower to the car floor).
2. If the wheel and staff are in the lowered position, use both hands and lift the brake wheel until the shaft support moves into place under the end of the shaft and locks the wheel shaft in the raised position.
3. Apply the brake as follows:
   a. If the hand brake has a pawl, engage the pawl in the ratchet with your foot.
   b. Grasp the brake wheel rim with both hands, keeping your thumbs on the outside of the wheel.
   c. Turn the wheel clockwise until enough force is applied. Do not jerk the brake wheel, but apply steady pressure, keeping alert in case the chain bunches or slips.
4. Release the brake as follows:
   a. If the brake staff has a pawl:
      - Using both hands, turn the brake wheel clockwise enough to release the pawl with your foot.
      - Release your grip on the wheel.
      - As the brake wheel spins counterclockwise, keep your hands, body, and clothing clear.
   b. If the brake staff does not have a pawl, turn the wheel counterclockwise until the brake releases.

5. If necessary, lower the hand brake wheel shaft as follows:
   a. Make sure the car will not be moved, and step (on the ground) around the end of the car.
   b. Lift the hand brake shaft with one hand, enough to take the weight of the shaft off the shaft support.
   c. While holding the brake wheel shaft in the above position with one hand, use the other hand to move the shaft support from under the end of the shaft.
   d. Using both hands, slowly lower the brake wheel, being careful to avoid pinch points.

S-13.7 Operating Switches and Derails

Only authorized and trained individuals may operate switches or derails.

S-13.7.1 Checking for Damage and Obstructions

A. General Requirements

Switches have different operating characteristics that could change because of weather, temperature, and maintenance. Before attempting to operate a switch:

1. Stop the car, locomotive, or other on-track equipment at least 50 feet from the switch stand to be lined, when possible.
2. Look in both directions and watch for moving equipment on adjacent tracks.
3. Visually inspect the switch to make sure it is not damaged, locked, or spiked.
4. Verify that switch points are not fouled by ballast, ice, snow, or other material.
5. Remove foreign material from between the switch point and stock rail using a broom, stick, or similar object. Do not use your hand or foot.

When handling a switch or derail, keep hands and feet clear to avoid being struck or caught by the switch lever handle. Do not strain your body and risk physical injury.

B. Defective Switches

Remove from service immediately any switch that is defective, hard to throw, or in need of maintenance, until it can be inspected and repaired.

Label the defective switch as follows:

- Identify the switch's exact location and problem and report them to the dispatcher or proper authority.
- Attach an out-of-service tag to the switch.
- Do not use the switch until it has been inspected, repaired, and the out-of-service tag removed.

S-13.7.2 Operating Ground Throw or "Flop Over" Switch

1. Check for conditions that may cause loss of footing as the handle is moved.
2. Be prepared for the lever to suddenly operate easily or stiffly.
3. If equipped, release the foot latch.
4. Be alert for a switch under compression that could fly up when released from the latch or keeper. Keep your body clear of the switch handle's path of movement.
5. Keep your back in proper alignment when operating a switch.
6. Operate switch using One-Handed or Two-Handed method. If the switch handle becomes difficult to operate at any time, follow procedures for taking the switch out of service.

One-Handed Method

a. Place one hand on the handle and the other on your thigh for support.

b. Slowly pull the handle up using your legs as much as possible. Keep handle between your shoulders and parallel to the switch handle's path of travel or facing the directions of travel.

c. Continue to use one hand to move the handle over the top of the switch. If resistance is sensed at any time, use two hands to complete the switch movement.

Two-Handed Method

a. Place two hands at the end of the switch handle.

b. Slowly pull the handle up using your legs as much as possible. Keep handle between your shoulders and parallel to the switch handle's path of travel or facing the directions of travel.

c. As the switch handle is moved, reposition your feet as needed to avoid a twisted or awkward body position.

7. Shift your position so that your body is over the lever on its downward movement.
8. Push the lever handle to the latched position as follows:
   a. Use slow, even pressure.
   b. Do not jerk or use unnecessary force.
   c. Keep hands and legs firmly braced and clear of the operating lever.
   d. One foot may be used to finish the last few inches of handle movement on pavement (submarine) switches and ground throw switches. One foot must remain on the ground for balance when using this method. Avoid using your feet to push the lever arm down during wet, ice, or snow conditions, or if oil, grease, or other such contaminants are present.
9. Make sure the switch lever handle is latched.

S-13.7.3 Operating High Stand/Low Stand Switch

1. Establish a firm stance and check for conditions that could interfere with footing.
2. Stay clear of the path of travel of the switch handle, it may be under compression and may swing around when released from the keeper slot.
3. Use two-hands to lift the lever handle out of the keeper slot.
4. Be alert for a switch under compression that could fly up when released from the latch or keeper. Keep your body clear of the switch handle's path of movement.
5. Be prepared for the switch to suddenly operate easily or stiffly.
6. Operate switch using Two-Hand or Mast-Support Method.

Two-Hand Method

a. Stand with your shoulders parallel to the switch handle and place both hands near the end of the handle.

b. Lift up the switch handle, keeping your back in proper alignment and your legs slightly bent.

c. Slowly pull the handle through the line of travel.

d. Fully seat the handle in the keeper slot when the switch is in the desired position.

e. The use of your feet in the operation of this type of switch is not allowed.

Mast-Support Method

a. Place one hand on the mast and the other hand on the end of the handle.

b. Stand parallel to the handle and slowly pull the handle through the line of travel.

7. As the switch handle is moved, reposition your feet as needed to avoid a twisted or awkward body position. Focus on using leg muscles, not back muscles.
8. Do not jerk the handle or use unnecessary force.
9. Fully seat the handle in the keeper slot when the switch is in the desired position.
10. The use of your feet in the operation of this type of switch is not allowed.

S-13.7.4 Operating Switch Point Locks

When working with switches equipped with switch point locks (so designated by yellow handle):

1. Know the difference between the two basic types of switch point locks.
2. Remove the padlock from the switch point lock.
3. Use your foot only to depress the pedal, which places both types of lock under spring tension.
4. Snap the switch point lock into locking position by returning the switch to the normal position. Inspect to assure the locking position before putting your hands near the switch point lock to replace the padlock. If the switch point lock fails to snap into locking position, reopen the switch and repeat the process.
5. Do not attempt to pull up the pedal by hand or other means. Contact the train dispatcher and report the switch point lock defective. Tag out the switch.

Repair or correct defective switch point locks only if you are a qualified Maintenance of Way employee.

S-13.7.5 Switch Heaters

When working around burning switch heaters avoid contact with heaters or switch rails.

S-13.7.6 Switches Equipped with Locks, Hooks or Latches

When not in use, switches must be locked, hooked or latched if so equipped. Before making movements in either direction over these switches, make sure the switch is latched or secured by placing the switch lock or hook in the hasp. (Note: Craft specific locks used as effective locking devices for blue signal protection are not considered switch locks in the application of this rule).

TOC Home

S-13.8 Fusees

S-13.8.1 Storing Fusees

Store fusees away from high temperatures, open flames, combustibles, and locations where they may become wet. Do not leave them on floors, seats, or walkways where they can become damaged or a slip, trip or fall hazard. Do not store other flammable or nonflammable material in the same cabinet as fusees. Store the minimum amount needed, but no more than a 60-day supply. When possible, store fusees in a locked compartment not intended for passenger occupancy and where unauthorized persons cannot obtain them.

Approved fusee storage:

- A flammable storage cabinet meeting NFPA standards.
- Approved metal containers in motor vehicles and other designated equipment.
- Flagging kits or racks in engines and cabooses.
- Original shipping containers.

S-13.8.2 Disposing of Damaged Fusees

Do not use fusees that have been soaked in water, oil, or otherwise damaged. Dispose of them appropriately.

S-13.8.4 Lighting and Handling a Burning Fusee

To light and handle a burning fusee:

1. Grasp the fusee near its base.
2. Remove the plastic top or pull the tape over the top to expose the scratch surface on the end of the cap.
3. Twist the cap off the fusee head.

   When igniting a fusee, turn your face away and expect hot sparks to spray in all directions.

4. Hold the fusee in one hand and the cap with the exposed scratch surface in the other.
5. Strike the igniter button on the fusee against the scratch surface of the cap, while holding the cap still. Strike away from the body.
6. If you will drop the fusee from a moving train:
   - After the fusee ignites, continue to hold it at arm's length with the burning end away from your body for at least 5 seconds, but no more than 10 seconds.
   - Be careful to prevent the hot, melting slag from falling on you if you hold the fusee for longer than 5 seconds.
   - Do not drop the fusee too soon, or the igniter may go out and the fusee will not remain lighted.

S-13.8.5 Placing Fusees

Do not place a fusee where the fire may spread to:

- Platforms.
- Bridges.
- Buildings.
- Combustible surfaces of road crossings.

Be careful when placing a fusee near trees, brush, or grass along the right of way.

S-13.8.6 Giving Signals with Fusees

When giving hand signals with the fusee:

- Point the burning end down and away from yourself and others.
- Never hold the fusee near the flame.
- Avoid breathing the vapors and gases produced by the burning fusee.
- Do not look directly at the flame.

S-13.8.7 Extinguishing Fusees

To extinguish the fusee before it burns out, use one of the following methods:

- Gently strike the burning end over the edge of a rail or over a heavy metal object; strike three or four times to separate the burning compound from the rest of the fusee.
- Bury the burning end in sand or dirt.

Do not touch the burning melting material on the fusee.

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TOC Home

S-20.0 Work Environment

S-20.1 Protection for Openings

Keep covers on drop pits, manholes, or similar openings. When necessary to remove the covers, use the proper barricades or guard rails to protect the opening.

Do not step or jump across pits, manholes, or similar openings.

S-20.2 Clearances and Obstructions

S-20.2.1 Overhead and Side Obstructions

Do not contact overhead or side obstructions on or near the right of way.

S-20.2.2 Communication/Signal Wires

Do not touch broken or sagging communication and signal wires, power lines, and guy wires. Repair wires and power lines only if you are qualified to do so. Do not use metal or metal-reinforced tape near wires.

S-20.3 Confined Space

Consider all confined spaces hazardous unless proven otherwise. All employees and contractors must have a permit before entering a permit-required confined space.

S-20.4 Machine Operation

Unauthorized persons must not be on hoists, machines, shop machinery, or distract employees operating such equipment.

S-20.4.2 Working Surfaces

Keep working surfaces free of coolants, lubricants, petroleum products, or other slippery material when these surfaces are on or around vehicles, machines, or equipment that employees are operating.

S-20.5 Office Environment

S-20.5.1 Office Equipment Arrangement

Arrange office equipment to keep aisles and emergency exits clear.

S-20.5.2 Filing Cabinets and Desks

Arrange contents of filing cabinets to balance the cabinet.

Distribute contents throughout the cabinet rather than in the top drawer; place the heavier materials in the bottom drawer.

Arrange the material neatly and keep the cabinet and desk drawers closed while unattended.

Do not use the top of cabinets for storage.

S-20.5.3 Chairs

- Do not stand on a chair.
- Keep all chair legs on the floor when seated.
- Inspect all chairs before use to be sure that there are no broken or missing components.
- Only BNSF approved office, stackable and four-point base chairs shall be used in BNSF offices.
- Approved seating can be found in the BNSF order system.

S-20.5.4 Cords

In walking areas, encase the telephone or electrical cords in cord protectors, or properly secure them.

S-20.5.5 Paper Cutters

Use paper cutters and other office equipment carefully, keeping body parts clear. Close and secure the paper cutter blade after use.

S-20.5.6 Reaching Overhead

Use a ladder or step stool to reach overhead objects.

S-20.16 Precaution with Roll-Up Doors

Employees or equipment shall not pass under roll-up doors until they have come to a complete stop in the fully retracted position.

TOC Home

S-21.0 Personal Protective Equipment (PPE)

S-21.1 Personal Protective Equipment

A. Requirements

All BNSF employees, contractors and their agents, visitors, and vendors, working in other than an office environment, must wear long pants and waist-length shirts with sleeves and wear appropriate PPE at all times. Clothing must not interfere with vision, hearing, or use of hands and feet. BNSF employees must use personal protective equipment approved by the company. Replace and discard any PPE that no longer provides protection. PPE tables are provided to assist in matching the job with appropriate protection.

Be familiar with and wear personal protective equipment and clothing as required by your job. Any changes made in the recommended use or design of personal protective equipment or clothing must be approved by the manufacturer.

- Do not wear jewelry, wrist watches, long watches or key chains, key rings, or other suspended jewelry when they present a hazard around machinery or electrical lines and equipment.
- Do not wear finger rings unless you are working in an office or office-like area.
- Hair must be secured out of the way if it could become entangled in machinery or obscure your vision.

B. Off-the-Job-Use

Employees are encouraged to use BNSF-provided personal protective equipment (PPE) off the job.

C. Additional PPE

Additional personal protective equipment, such as face shields, fall protection, welding jackets, etc., may be required by supervisors and/or as good safety practice warrants. See the PPE Chart for task/exposure-specific personal protective equipment requirements and recommendations.

D. PPE Exceptions

Personal protective equipment (PPE) is not required:

- When performing office tasks in office areas.
- Passenger train employees while embarking / disembarking passengers at passenger stop locations.
- Inside passenger-carrying rail cars.
- Where specified by collective bargaining agreement.

TOC Home

Personal Protective Equipment and Clothing Chart

PPE Chart X = Required equipment # = May be required based on task and materials	Hearing Protection	See Eye & Face Protection Chart	Protective Hand wear (See Hand Protection Chart)	Welder's Jacket	Spats, Leggings	Disposable Overalls	Rubberized Apron	Remarks/Special Requirements
Banding materials		X	X					
Blowing and cleaning with compressed air, steam, or water	#	X	X		#	#	#	
Boring, reaming, drilling	#	X	X					
Breaking frozen material (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools		X	X					Wear enhanced winter footwear.
Chain saw, chop saw	X	X	X					Chainsaw chaps are required to be worn.
Chipping, cutting, or caulking metal	#	X	X	#	#			All employees involved in welding, cutting or heating operations must wear earplugs or ear muffs.
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.	X	X	X	#	#			
Dusty conditions		#				#		
Electrical hazard	X	X	#					Voltage rated gloves are required work wear when working with 50 volts and over. Ear canal inserts must be worn.
Hammer (punch)	#	X	X	#				Tool holder must be used. Have cap or Rhino liner on punch head.
Hand tools	#	X	X					
Handling chemicals or refrigerants, or in greasy conditions		X	X				#	
Handling or servicing storage batteries		X	X			#	#	
Intermodal Facility – outside of offices	#	X	#					Enhanced visibility work wear must be worn. Checkpoint employees must wear enhanced visibility vests.
Lifting and carrying		X	X					
Painting		X	X			X		
Snow blowing	X	X	X					
Steam cleaning	#	X	X		#	#	#	
Thawing with propane	#	X	X	X	#			
Visitors	#	X	#					Wear PPE according to what the person performing the task is wearing.
Spraying/general use of cleaning agents: follow manufacturer's instructions.								

TOC Home

S-21.2 Safety Eyewear

A. Requirements for Safety Eyewear

BNSF employees must wear safety glasses with permanently mounted side shields and authorized by BNSF. Authorized tints for safety glasses are: Grey #1 indoors and Grey #1, #2 and #3 outdoors. No other tinting (as prescribed in requirements) is permitted. Amber (“shooters”) lenses or lenses that are intended to correct a color vision deficiency are prohibited. Additional eye protection may be required depending upon the work to be performed or exposure to that work.

Except when welding or operating a torch, do not wear dark lens goggles or glasses at night or when working inside buildings/shops.

Photo-grey or transition lenses are not to be worn by personnel operating mobile equipment from outdoor to indoor locations, or by personnel who perform similar tasks requiring critical activity or fast reaction to visual stimuli.

Railroad Police are governed by BNSF Police Department Rules Manual concerning protective eyewear.

Exceptions (not required):

- Safety glasses are not required when inside vehicles or equipment having enclosed cabs and when windows are completely closed.
- When exempted by collective bargaining agreement, personal eyewear must also meet the lenses requirements listed above.

B. Eye and Face Protection for Equipment and Machinery

Wear a minimum of splash goggles when servicing or repairing systems (i.e. piping, tanks, hoses) containing liquid that may result in exposure to a release of the contents of that system. For severe exposure, such as repairing/servicing systems that contain contents at extreme temperatures, corrosives, or toxic materials, the employee must wear a faceshield over splash goggles.

Exception: Additional eye protection would not be required if specific task has engineering controls or other safeguards to control risk from inadvertent contact.

C. Use of Goggles

Employees are to wear goggles when performing overhead work in areas where loose material or particles are a hazard or when flying dust or particles are created. Goggles, or a face shield over safety glasses are required when working under cars or locomotives.

TOC Home

Eye and Face Protection Chart

1. **Type of safety eyewear and facewear to be worn. Properly tinted lenses must be used as required.**
2. **Maxims are considered as goggles only when worn with straps.**
3. **Where faceshields are worn only to meet requirements relating to metal to metal striking operations utilizing a 3 lb. or greater hammer, safety glasses may be worn underneath the faceshield, in lieu of impact goggles unless specified otherwise.**
4. **Polycarbonate faceshields over splash goggles are to be worn when exposed to liquids.**
5. **No other form of eye protection is required to be worn underneath a full-face respirator, to address impact concerns, when the faceshield has the ANSI Z87 marking.**

Task	Basic Requirements	More Severe Exposure	Remarks/Special Requirements
Banding materials	Safety glasses		
Blowing or cleaning with compressed air	Impact goggles; or welding helmet over safety glasses	Faceshield over splash or impact goggles, as appropriate	Always direct air away from eyes. See Track Welding manual for requirements when welding frogs.
Breaking frozen ground, gravel, cinders, ballast, taconite, etc., with hand tools	Faceshield over safety glasses or impact goggles		Shorter length faceshields may be used.
Chain saw, chop saw	Faceshield over impact goggles		Shorter length faceshields may be used.
Cutting rivets, bolts, cotter keys, splitting nuts, etc.	Safety glasses	Impact goggles or faceshield over impact goggles	When working overhead, wear impact goggles and faceshield.
Dusty conditions	Impact goggles		
Electrical hazard	Safety glasses	Arc flash equipment	See BNSF Arc Flash Program
Hammer (punch)	Safety glasses	Impact goggles	Faceshield over safety glasses or goggles required when metal to metal contact using a hammer greater than or equal to 3 lb.
Hand tools	Safety glasses	Impact goggles	Faceshield over safety glasses or impact goggles required when metal to metal contact when using a hammer greater than or equal to 3 lb, including spiking, clip application / removal, chisel use, etc.
Handling chemicals or refrigerants, or in greasy conditions	Splash goggles	Faceshield over splash goggles	
Intermodal facility	Safety glasses	Dependent upon task being performed	
Lifting and carrying	Safety glasses		
Snow Blowing	Safety glasses	Impact goggles	
Spraying and general use of chemicals	Splash goggles	Faceshield over splash goggles	
Spray painting (gun)	Splash goggles	Faceshield over splash goggles	
Striking, or striking with, hardened tools and fastenings	Safety glasses	Impact goggles	Faceshield required over impact goggles or safety glasses when metal to metal contact using a hammer greater than or equal to 3 lb including spiking, clip application / removal, chisel use, etc. Shorter length faceshields may be used.
Visitors exposed to eye hazards	Safety glasses	Impact goggles	Employee in charge may require that additional equipment be worn.

TOC Home

S-21.3 Hard Hat

A. Hard Hat Requirements

Hard hats are to be worn at all times and must meet ANSI standard Z89.1, Type I, Class E or G specifications.

B. Hard Hats Exceptions

Hard hats are not required:

- For Train, Yard, and Engine (TY&E) employees except when performing work service with Maintenance of Way, at derailments, or as directed by supervisor.
- When operating vehicles or equipment with overhead protection. Including, but not limited to, forklifts with overhead protection or roadway equipment having enclosed cabs; or when inside highway or hi-rail vehicles.

S-21.4 Hand Protection

A. Hand Protection Required

Wear hand protection when there is a risk of exposure to harmful substances, punctures, severe abrasions, lacerations or cuts, chemical or thermal burns, high voltage, vibration, temperature extremes, or infectious biological agents.

All BNSF employees must wear protective gloves when performing their work. Use the PPE Chart and Work Glove Selection Guide to select the appropriate glove for the task.

B. Hand Protection Exceptions

- Gloves are not to be worn where they could be caught by moving parts or rotating stock.
- Gloves are not necessary when fine dexterity is required to perform a task (i.e. handling small electrical components, o-rings, gaskets, operating a computer or control panel, using a radio) when there is no potential for exposure to energized electrical systems, sharp projections, hot surfaces, or corrosive chemicals.
- Gloves are not necessary when working in offices or when operating motor vehicles.

C. Insulating Gloves

- The integrity of the glove insulation must be verified before each use. See manufacturer's instructions for proper application, testing and use of gloves. Insulating equipment failing to pass inspection must be removed from service and may not be used.
- Insulating gloves must be worn along with protector gloves (such as leather), and both insulating gloves and sleeves need to be stored properly when not in use. Proper storage means that gloves must not be folded and need to be kept out of excessive heat, sunlight, humidity, ozone, and any chemical or substance that could damage the rubber.

D. Sharpening Chain Saw Blades

When sharpening chain saw blades, use the proper chain saw file and wear cut-resistant gloves.

TOC Home

Hand Protection - Work Glove Selection Guide

X = Preferred glove O = Acceptable alternative	Brown Jersey	Canvas	Grip	Leather Palm	Vinyl-Coated Knit-Lined	Leather Glove	Welder's Glove	Welder's Mitten	Chemical Resistant	Heavy Duty Cut Resistant	Remarks/Special Requirements
Banding material				X		X				X	
Blowing and cleaning with compressed air				O		O	O	O			
Breaking or cutting frozen material (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools				X	X	X	O	O			
Chipping, cutting, or caulking metal			O	X		X				O	
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.				X		X					Welder's gloves are required when a cutting torch is used.
Driving, bucking, sticking, or heating rivets							X	X			
Hammer (punch)				X		X				X	
Hand tools (Tool specific requirements: See JSAs)		O	O	O	O	O				O	
Handling chemicals									X		No one glove type is appropriate for all chemical exposures. Check MSDSs for guidance.
Lifting and carrying			O	X	O	X	O	O		O	
Painting					X				X		
Spraying or general use of cleaning agents									X		
Steam cleaning									X		
Striking, or striking with, hardened tools and fastenings			O	X		X	X	O		O	Dependent on task to be performed.
Switching	O	O		O	O	O	O	O	O		

TOC Home

S-21.5 Enhanced Visibility Work Wear

A. Enhanced Visibility Work Wear Requirements

Enhanced visibility work wear is to be worn in accordance with specifications listed below:

- When performing work outside of buildings.
- When at locomotive service tracks.
- Must be worn as an outer garment, fastened closed at the front, sides and back, not covered or partially covered by overalls, coats, etc.
  - A BNSF-approved full body fall protection harness may be worn over enhanced visibility work wear.
- Enhanced visibility garments are to be replaced when they become faded or dirty to the point where they no longer function as an enhanced visibility garment.
- Acceptable items of enhanced visibility garments include vests, shirts, coats/jackets or raingear.
- Must be orange in color with retro-reflective striping, BNSF approved and meet ANSI Class 2 , ANSI Class 3, or CSA Z96 Class 2 Reflective Standards.
- Only high visibility garments rated for electrical work may be worn when exposed to energized electrical systems or equipment above 50 volts.
- Only BNSF approved RCO vests and belts are to be worn while in remote control operation and are not allowed for any other use. If a non ANSI Class 2 RCO vest or RCO belt is worn, then an ANSI Class 2 t-shirt or vest must be worn in addition to the RCO vest or belt.
- Railroad Police are governed by BNSF Police Department Rules Manual concerning enhanced visibility work wear.

B. Enhanced Visibility Work Wear Exceptions

Enhanced visibility work wear is not required:

- Inside locomotive cabs.
- When performing work inside of buildings (this exception does not apply to indoor service tracks).
- When climbing poles or towers while wearing a required fall protection harness.
- When walking from one building to another on designated walkways within designated mechanical facilities.
- While wearing leathers when performing hot work outdoors. Upon completion of hot work, high visibility must be worn in accordance with the requirements outlined in this rule.

TOC Home

S-21.6 Hearing Protection

Hearing protection (earplugs or earmuffs) must be worn when entering designated hearing protection areas, while performing designated jobs/activities, or in situations where the noise requires an employee to raise his or her voice during normal conversation at a distance of 3 feet. Annual hearing conservation training and audiometric testing is mandatory for employees required to wear hearing protection on the job. Regardless of noise exposure, you are encouraged to participate in the hearing conservation program.

A. Hearing Protection Required

Wear hearing protection when working on locomotive servicing tracks, fueling pads, inbound/outbound staging tracks and other posted areas.

B. Hearing Protection During Hot Work

All employees involved in welding, cutting, or heating operations must wear earplugs or earmuffs.

C. Hearing Protection During Energized Electrical Work

Earplugs or earmuffs are to be worn when performing any inspection or maintenance work on energized electrical systems or equipment.

D. Double Hearing Protection Required

All employees must wear double hearing protection (earplugs and earmuffs) when:

- Within 100 feet of active retarder operations.
- Within 70 feet of pile driving activities on bridges/structures.
- On a locomotive under load testing.

Exceptions: Double hearing protection is not required when in an enclosed vehicle, building or machine or where an engineered sound wall is between the worker and the retarder(s).

E. Hearing Protection Exceptions

When all doors and windows are closed, hearing protection is not required inside the control compartment of GE locomotives B40-8W, C40-8W, B40-8, C44-9W, ES44AC, ES44C4, ES44DC, AC4400CW, AC4400EV, AC44C4M, and ET44C4, and EMD locomotives GP60M, SD60M, SD70M, SD75M, SD70MAC, SD70ACE, SD70ACT4, and SD70ACE4.

S-21.7 Safety Footwear

A. Safety Boots

Safety boots must meet the following criteria:

- Leather or leather-like upper.
- Sturdy non-leather sole that will resist puncture.
- 3/8- to 1-inch defined heel.
- Above ankle (5-inch height as measured from inside boot).
- Minimum ASTM F2412-05, ASTM F2413-05—75-pound (100 pounds in Canada) impact and compression class toe.
- Lace-up.

Safety boots must be worn, fully laced, and/or cinched according to the boot's design to provide full ankle support.

B. Anti-Slip Winter Footwear

Anti-Slip Winter Footwear - Employees will wear anti-slip winter footwear, which includes boots with studs or slip-on studs over non-studded boots, when working in icy and or snowy conditions. Only BNSF approved winter footwear may be worn.

TOC Home

S-21.8 Respirator Selection and Use

Refer to the Respiratory Protection Chart to determine which task requires the use of respirators. Your supervisor, safety manager, or the Industrial Hygiene group may specify additional tasks or activities not listed that require the use of respirators. If you have questions about the appropriate respirator selection, contact Industrial Hygiene.

A. Respiratory Protection Program

All BNSF employees who use a respirator must comply with the practices and procedures outlined in the Respiratory Protection program. When you are required to wear a respirator, you must:

- Be trained and fit-tested annually for the specific make and model of the respirator used. (Exception: Employees who wear “loose-fitting” powered air-purifying respirators are not required to be fit tested for these PAPRs).
- Be medically qualified every three years.
- Not have any facial hair that contacts the respirator facepiece’s sealing surface or potentially interferes with the respirator valve function. Binding, rolling up, or other methods to constrain beards and moustaches are not acceptable means of compliance. These requirements apply when fit testing and whenever a respirator is worn. (Exception: Employees who wear “loose-fitting” powered air-purifying respirators are allowed to have facial hair when wearing these PAPRs).
- Inspect your respirator before use.
- Clean and properly store respirator following use.

B. Voluntary Respirator Use

When a respirator is not required for an activity, but you wish to voluntarily wear a respirator you must:

Loose fitting PAPR models

Follow same requirements under S-21.8 subpart A.

Elastomeric facepiece models

- Be medically qualified every three years.
- Not have any facial hair that contacts the respirator facepiece’s sealing surface or potentially interferes with the respirator valve function. Binding, rolling up, or other methods to constrain beards and moustaches are not acceptable means of compliance. These requirements apply whenever a respirator is worn.
- Clean and properly store the respirator following use.

Filtering facepiece models

For filtering facepiece models, the user must be provided with a copy of Appendix D to the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.134, Respiratory Protection.

TOC Home

Respiratory Protection Chart

Task	Required Respirator (See Key)							Cartridge (As Applicable)	
	APR-HM-FF	APR-HM-EF	APR-FM	PAPR	SAR	SABH	SCBA	P100	MC
Disturbing, removing or disposing of rodent nests	X	X						X	
Entry into, or work performed in, environments which can cause or may be reasonably anticipated to cause rapid, serious health effects (IDLH) environments, such as derailments involving release of hazardous materials							X		
Operating or riding locomotives in the Cascade, Stampede, Flathead or Moffat tunnels							X-1		
Spray painting using compressor or airless sprayer			X						X
Taconite handling and related maintenance operations when visible dust is present	X	X						X	

Key

X	Respirator required - if multiple selections are indicated, either type may be used
X-1	Specially designed SCBA solely used for the Tunnel Emergency Respirator Program (“TERP”)
APR-HM-FF	Air purifying respirator, half-mask, filtering facepiece (30 #8233, 1100)
APR-HM-EF	Air purifying respirator, half-mask, elastomeric facepiece
APR-FM	Air purifying respirator, full facepiece
PAPR	Powered air purifying respirators, including both tight-fitting and loose-fitting models
SAR	Supplied air respirator, all types excluding blast helmet models
SABH	Supplied air blasting helmet
SCBA	Self-contained breathing apparatus
MC	Multi-contaminant cartridge

Contact the BNSF Industrial Hygiene Department for additional information.

Voluntary Use—Where respirators are used for any task not identified within this table, the usage shall be deemed as voluntary. All requirements applicable to voluntary usage, as identified within BNSF documents, must be followed. For filtering facepiece models, the user must be provided with a copy of Appendix D to the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.134, *Respiratory Protection*. Where all other types of respirators are used on a voluntary basis (e.g. non-filtering facepiece models), the user must comply with all program requirements, including completing a medical questionnaire and attending training.

TOC Home

S-25.0 Job Tools

S-25.2 Physical Exertion

Always use safe lifting practices when lifting, carrying or performing other tasks that might cause back pain, injury or property damage. Do not use excessive force to accomplish tasks. If one person cannot manually handle a load safely, then use mechanical assistance. Where mechanical assistance is not readily available, request assistance or stop and obtain the mechanical means necessary to complete the task.

S-25.2.1 Stretches

A listing of approved stretches is available on the BNSF Intranet. Stretching videos, posters and pocket cards are also available; instructions for ordering are on the BNSF Intranet.

Employees must only use BNSF approved stretches when stretching at the beginning of the shift, before physical exertion, after rest breaks, and after a long period of sitting or maintaining the same posture. Employees are to stretch without exceeding personal capabilities, but must participate to the extent of their ability or as directed by a physician. Stretches following rest breaks may consist of a subset of the approved stretches.

See your physician if at any time you have difficulty performing these stretches or are unsure that pain, medical issues, or previous surgeries could make certain stretches uncomfortable for you to perform.

- Don’t bounce.
- Keep the stretch mild and comfortable.
- Relax muscles as you stretch.
- BREATHE, don’t hold your breath.
- Hold your stretch until tension releases, and then go further into another mild stretch.
- You should NEVER feel pain during or after a stretch.
- Stretch before you work, before any physical exertion and periodically to relieve muscle tension.
- A good rule of thumb is to stretch every 20 to 30 minutes.
- Don’t forget to stretch both sides of the body when stretching.
- Tension for the initial stretch should release within 60 seconds. If it doesn’t, reduce the intensity of the stretch slightly.

Benefits

- Increases range of motion, reducing risk of injury near joint limits.
- Warms and “Pre-fuels” muscles with oxygen before activity.
- After periods of inactivity, stretching warms supporting structures of the spine and rehydrates spinal discs.
- Helps muscles relax and reduces soreness after activity.

Stretching Tips

Stretching is not a competition to see who can do the most or go the farthest. People have different levels of flexibility, and we need to respect these differences in ourselves, allowing each person to experience benefits at their own pace. It took your whole life to reach the level of flexibility (or inflexibility) you now have, so you should expect benefits to be gradual as you stretch regularly over time.

Check with your physician if you have particular problems with stretching and do only what you feel comfortable doing in the meantime.

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TOC Home

Glossary

Acknowledge
Verbally or visually make known that a signal or radio transmission has been received.

Air Brake Hose
The flexible connection between the brake pipes of cars or locomotives.

All-Terrain Vehicle (ATV)
A four-wheel vehicle with handle bars and a seat that is straddled by the operator.

Angle Cock
A two-position valve located at both ends of the brake pipe hose on locomotives, passenger and freight cars. When open, it allows the passage of air.

Authorized
A person who is approved or assigned by BNSF to perform a specific type of duty or duties or to be at a specific location(s) at the job site.

Bad Order
Equipment that is removed from service and in need of repair.

Center Sill
The center longitudinal part of the underframe of a car which forms the backbone of the underframe and transmits most of the buffing shocks from one end of the car to the other.

Chock
A device placed on the rail to prevent movement of stationary rolling equipment.

Confined Space
A space that meets all of the following criteria: large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit; is not designed or intended for continuous occupancy by personnel.

Coupler
An appliance for connecting cars or locomotives.

Coupler Webbing
The side pocket on a coupler that the end of train device mounts into.

Crossover
A track connection between two adjacent tracks, consisting of two switches, which is intended to be used primarily for the purpose of crossing over from one track to the other.

Derail
A track safety device designed to guide a car off the rails at a selected spot as a means of protection against collisions or other accidents; commonly used on spurs or sidings to prevent cars from fouling the main track.

Electronic Device
Any electrical device capable of conducting oral, written or visual communication including but not limited to telephone calls, text retrieval or entry, social media, accessing a web page, etc. (e.g. laptop, tablet, cellular telephone, hand-held or body-worn device, or other mobile device).

End-of-Train Telemetry Device (ETD)
A system of components that determines the rear car brake pipe pressure and transmits that information to the display on the head-of-train telemetry device (HTD).

Fouling Track
The placement of an individual in such proximity to a track that the individual could be struck by a moving train or on-track equipment. Fouling track is acceptable only when duties require and if proper safeguards are in place.

Frog
A track structure used at the intersection of two running rails to provide support for wheels and passageways for their flanges, thus permitting wheels on either rail to cross to the other.

Fusee
A red flare used for flagging purposes.

Gravity Switch Move
A switching maneuver whereby gravity causes a stationary car to roll when the hand brake is released rather than being propelled by an engine.

Hand Brake
An assortment of levers, chains, rods, and gears. When applied manually by wheel or lever, the hand brake forces the brake shoes against the braking surfaces (wheel tread or disc) to control car or locomotive movement.

Hazardous Material
A substance or material which is capable of posing an unreasonable risk to health, safety, and the environment.

Knuckle
The pivoting casting that fits into the head of a coupler to engage a mating coupler.

Leading foot
When riding on the side of moving equipment, the foot on same side as direction of movement.

TOC Home

Lockout/Tagout (LOTO)
Procedures that involve tagging and locking systems so that no one can inadvertently activate the circuit, system, or equipment that is out of service.

Operator
The person who “runs” and so must maintain control of mechanized equipment or a motor vehicle.

Proper Authority
Those individuals who are qualified by virtue of their expertise or position to approve, certify, sanction or provide/receive information.

Qualified
Any person by possession of a recognized degree, certificate, professional standing or training and has successfully demonstrated their ability to perform a task or resolve problems relating to the subject matter.

Reverse Flow Check Valve
The main function of the check valve is to close when forward flow of gas or material stops and prevents the development of reverse flow purpose.

Skate
A metal skid placed on the rail to stop the movement of rolling equipment.

Three-point Contact
Three-point contact is used when getting on or off vehicles, equipment, and machinery, and when ascending or descending ladders or platforms. Three-point contact consists of a minimum of both feet and one hand or both hands and one foot.

Trailing Foot
When riding on the side of moving equipment, the foot on the opposite side from the direction of movement.

Utility Vehicle
Also called a “Side by Side”, is a small four wheel off-road vehicle capable of accommodating multiple passengers.