BNSF Safety Vision

We believe every accident or injury is preventable. Our vision is that Burlington Northern Santa Fe will operate free of accidents and injuries. Burlington Northern Santa Fe will achieve this vision through:

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

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

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

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

This version contains the following revised or added pages:
June 28, 2006: 27, 28.
December 22, 2006: 31, 32, 33, 34, 41, 42.
September 1, 2007: 5, 6.
October 28, 2007: 3, 4.
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June 5, 2008: 9, 10, 10a (Added), 10b (Added).
December 16, 2008: 29, 30.
January 30, 2009: Title page, 2, 15, 16, 16 a. (Added), 16 b. Added.

BNSF SM RAILWAY

TY&E
Safety Rules

IN EFFECT AT 0001
Central, Mountain and Pacific
Continental Time

Sunday October 30, 2005
(Including revisions up to
January 30, 2009)

Table of Contents

S-1.0 Core Safety Rules

These rules provide a core of safe work practices for BNSF people. The rules apply every day and in every job we do. They will guide and direct us in maintaining a safe work environment. BNSF is committed to your safety around the clock. The information in this book is a vital component to help you make solid and safe decisions on the job and with your family at home.

S-1.1 Job Safety Briefing

Employees must participate in a job safety briefing before beginning work and when work or job conditions change. The briefing includes a discussion of the general work plan, existing or potential hazards, and ways to eliminate or protect against hazards. Outside parties or contractors involved in the work or who are in the work area must also be included in the job safety briefing.

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 insure appropriate protection has been provided for the task to be performed as indicated in the following rules:

Safety Rule S-13.1.1 - Going Between or Working on the End of Rail Equipment
Safety Rule S-13.1.3 - Tracks (Crossing tracks, stepping on rails and fouling tracks)
Safety Rule S-13.1.11 - Installing or Removing Marker
Safety Rule S-13.2 - Coupling/Uncoupling Rail Equipment
Safety Rule S-13.3 - Air Hoses and Angle Cocks
Safety Rule S-13.4 - Crossing Over Rail Equipment
Safety Rule S-13.6 - Operating Hand Brakes
Safety Rule S-13.7 - Operating Switches and Derails
GCOR Rule 5.13 - Blue Signal Protection of Workmen
GCOR Rule 7.2 - Communication Between Crews Switching
GCOR Rule 7.13 - Protection of Employees in Bowl Tracks

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, Training Practices, Policies

Comply with all company safety rules, engineering instructions, training practices and policies.

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 be performed safely 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

Safety is a two-way street. Below are some expectations with respect to your rights regarding riding in transport vehicles.

A large percentage of our employees are transported to and from various locations on the BNSF daily. Safety is not only something for which we are each responsible, but we are also empowered to take those steps which make a safe workplace for ourselves and our co-workers. Please accept this challenge to exercise your 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 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 location, closest to the train or crew pick-up/drop-off point. The driver will take into consideration walking conditions and surfaces when positioning the vehicle. When possible, 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
Providers and BNSF drivers are prohibited from making a backing movement with BNSF occupants as passengers. If a backing maneuver is necessary, the driver will back the vehicle prior to passengers entering the vehicle or after passengers have exited the vehicle. Expect the driver to request assistance when backing where required due to vision limitations or other conditions. When providing assistance and before a backing movement begins, perform a safety briefing to ensure that all employees remain clear of the expected movement. Advise the driver when employees are clear of the expected movement and remain clear of the expected movement.

Right 6
During hazardous weather conditions, expect the driver not to use cruise control, and have the necessary traction devices, studs or chains, when weather requires.

Right 7
Our employees can expect that the driver will not be distracted from paying attention to the road while driving, by such things as eating and drinking.

Right 8
Our employees can 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. In addition, when equipped with a cellular phone, it must be in working order.

Right 9
Our employees can expect assistance with baggage as requested.

Right 10
Our employees can expect that the driver will demand 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.

Right 11
Expect that all doors are securely closed prior to departure.

Right 12
Expect to be reminded of the BNSF No Smoking Policy, as necessary.

Right 13
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. However, in the same vein, all employees are responsible to abide by all rules, processes, and procedures that govern their working environment. No matter what we may think, these rules have been placed into effect for the continued safety and well-being of all employees. The sole responsibility of our safety cannot rest on just the driver. 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.

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-1.3 Personal Protective Equipment and Clothing

S-1.3.1 Requirements

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.

S-1.3.2 Finger Rings

Do not wear finger rings unless you are working in an office or office-like area.

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

Maintain 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-1.4.7 Physical Exertion

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.

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-1.4.8 Passengers

Transport passengers in vehicles equipped to transport passengers.

S-1.4.9 Seat Belts

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

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

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-1.6 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.

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

Do not clean any part of your body with gasoline, solvents, or oily rags. Use company-supplied hand creams and soaps for cleaning hands, arms, face, and other parts of the body.

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

Whenever you are exposed to visible airborne dust arising from ballast, taconite, or sand, wear approved respiratory protection.

S-2.11 Chemical Approval

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

S-3.0 Electrical Safety

S-3.1.1 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 Flashlights

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

S-3.1.4 Contacts

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

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 trained and equipped and if your personal judgment dictates you can do so safely.

S-5.2.1 Locomotive Fires

Stop the locomotive as soon as possible, and evacuate the crew if a fire occurs on a locomotive.

S-5.2.2 Right-of-Way Fires

If the fire could spread to a bridge or other structure, stop the train, and fight the fire only if properly trained and equipped and if your personal judgment dictates you can do so safely.

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.

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.

S-7.0 Hand Tools

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

  or
- 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-7.4 Pry/Lining Bars

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

S-7.5 Banding Materials

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.

S-7.7 Correct Tool Use

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

S-8.0 Intermodal/Automotive Facility Safety

BNSF employees and contract employees where applicable are personally responsible for knowing and complying with the rules and regulations which apply to their own and related job functions; contractor employers are responsible for ensuring the same from their employees. 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, Gate Personnel, Coordinators, and Yard Checkers are subject to the Employee Safety Rules publication. Lift equipment operators, groundmen, hostlers, and maintenance/repair personnel are subject to the Mechanical Safety Rules and Policies publication. TY&E employees and contract switchers are subject to the TY&E Safety Rules. General Code of Operating Rules could apply to any work group, if applicable.

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 (i.e. when removing IBC with container suspended, standing between containers, trailers, chassis, or area where hitch is to collapse), or walk under equipment being lifted.
- Maintain three-point contact when getting on and off equipment.

S-8.2 Track Protection

In addition to BNSF on track protection procedures used for work group protection the internodal/automotive hub operations manual identifies procedures for BNSF intermodal/automotive employees and contractors. The intermodal/automotive ramp coordinator is responsible for ensuring that protection is provided for ramp personnel performing functions on or in the vicinity of intermodal/automotive tracks, for properly locking out any track(s) to be worked on, and for properly removing track protection, in accordance with the Intermodal/Automotive Hubs Operations Track Protect Section.

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 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. Service Partners must not use private vehicles in place of company vehicles. All pick-up trucks, vans, step vans, and other specialized vehicles permanently assigned, or work on the facility daily (i.e. 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” which will identify the authorized vehicle. The “Facility Authorization Pass” must be visible through the front windshield of the vehicle whenever on the facility property. BNSF Hub Management must use careful consideration before an authorization pass is issued, and drivers must be properly trained in the Hub Safety rules. 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.

S-8.3.2 Vehicle Operations

- Stop for flares and flashing lights at crossings.
- Yield to trains, yard equipment and pedestrians.
- Cross only at designated crossings.
- All unattended vehicles must place standard transmission in low gear or automatic transmission in park, with engine shut off.

S-8.4 Check Point Ingate / Outgate Procedures

All BNSF checkpoints will be designed as outlined below. The driver and inspector must comply with the following procedures:

1 Establish an area 35 feet from the inspection lane, and declare this area the safe clearance zone between trucks and inspection lane. A three feet wide area 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)
San Bernardino - (KISOK out-gate 15 feet from the inspection lane)
Rancho East & West - (10 feet from the inspection lane)
Los Angeles main yard, Lot 8, Lot 9, and Lot 11; Bell Lot;
Commerce Lot - (30 feet from inspection lane)
Fresno - (25 feet from inspection lane)

2 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 at the Inspection stop signs or painted stop bars on pavement in the checkpoint lanes. Each facility should add “Turn Engine Off” signs to current stop bars or stop signs, effectively immediately.

3 Mounted on the pole below the stop sign will be a white sign with black lettering stating: “WAIT FOR SIGNAL TO MOVE FORWARD”.

4 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.

S-10.0 Locomotive and Rail Car Maintenance

S-10.2 Moving and Spotting Locomotives Within Shop Facility

S-10.2.1 Moving

When moving locomotives within a shop facility:

- 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.
- Give and receive the proper signal before moving.

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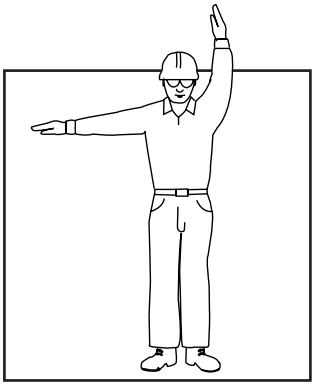
- Ring the engine bell continuously and have headlights on dim in the direction of movement while moving. Sounding the whistle within designated mechanical servicing and repair facilities is prohibited, unless in emergency or when approaching roadway workers on or near the track. Exception: When moving dead or non-MU locomotives, headlight and bell are not required.
- Do not exceed 5 MPH within shop facility or 1 MPH on turntables.

S-10.2.2 Spotting

When spotting locomotives within a shop facility:

- When the locomotive is in new position, apply independent brake, apply 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.
- Remove the reverser lever from the control stand.
- Place the generator field switch to OFF.
- Re-establish blue signal protection.



S-10.3 Working On or Near Engines

S-10.3.2 Sounding Alarm Bell

Before starting the engine:

1. If the engine is equipped with a starting alarm bell, sound the bell.
2. 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 cab doors in a locomotive to prevent unauthorized persons from entering the cab when the cab floor is removed.
- Carefully remove the radiator cap on a hot engine following the manufacturer's instructions.

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.

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.

S-12.0 Motor Vehicles and Trailers

S-12.1 Operation of Motor Vehicles

S-12.1.1 General Requirements

Every company driver must:

- Know and obey local, state, and federal laws and regulations for operating vehicles, both on and off company property.
- Carry a required 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 conditions.
- Use headlights any time the vehicle is moving.
- Do not exceed the manufacturer's specifications for speed.

S-12.3 Motorcycle Use

Do not use motorcycles to perform your duties or to deadhead.

S-12.5 Seat Belts

Seat belts must be worn according to the manufacturer's guidelines posted in the vehicle or equipment and must be worn while operating or riding in moving equipment or vehicles that are equipped with them. 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.

S-12.6 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.

S-12.8 Backing

Position the vehicle, when possible, to avoid backup movement.

Before backing, inspect areas to the rear to ensure that no persons or obstructions are in the path of movement.

When backing vehicles other than automobiles and pickup trucks:

- Position someone near the back of the vehicle to guide movement, when 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.
- 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.
- If parking on a grade, set the emergency brake and take other precautions to prevent the vehicle from rolling unexpectedly.

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 Accidents/Incidents

Promptly report traffic incidents, accidents, and vehicle damage, no matter how minor, to the proper manager.

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

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:
- Wait for movement to stop and slack to adjust.
- Ensure that all crew members have a clear understanding of the work to be performed.

Where engines may be working at both ends of a track or tracks, crews switching must have a clear understanding of movements to be made.

If a locomotive is not coupled to the rail equipment:
- A crew member must notify all members of the crew by radio, that the crew member will be going between or working on the end of rail equipment on any track.
- Members 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.

If a locomotive is coupled to the rail equipment:
- After ensuring movement has stopped and slack has adjusted, 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 un-attended 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:
  - Give a stop signal.
  - 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:
  - Give a stop signal.
  - With the arm extended forward parallel to the ground, move the light from left to right.

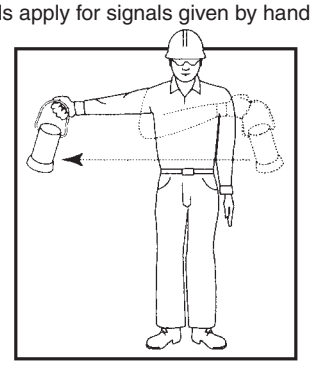
When stepping from between rail equipment, be alert for movement on adjacent tracks or vehicles moving on the walkway or roadway.
Do not go between uncoupled locomotives or cars when clearance between them is less than 50 feet.

S-13.1.2 Signals

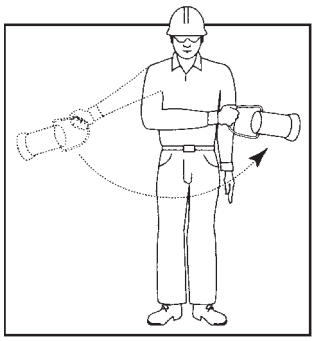
- Do not give the signal to move locomotives, cars, or other equipment until persons and equipment are clear of the movement.
- Keep signaling devices in working order and ready for use.
- Position yourself so that your signal can be clearly seen.
- Stop all movement if you lose visual contact with the 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

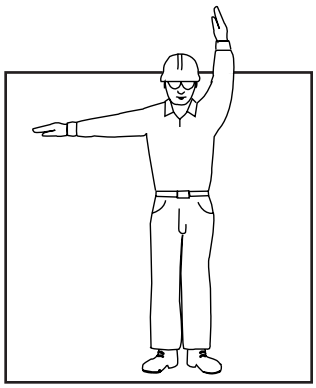
The same signals apply for signals given by hand or flag.



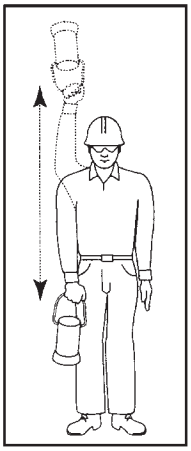
SET AIR BRAKES:
Moved slowly with arm extended horizontally.



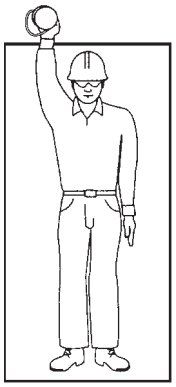
STOP:
Swung horizontally at right angle to the track.



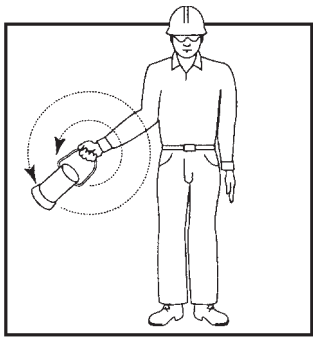
GOING IN BETWEEN:
Arm raised straight up away from equipment. Arm at 90 degree angle pointing to equipment.



PROCEED:
Raised and lowered vertically.



RELEASE AIR BRAKES:
Held at arm's length above the head.



BACK:
Swung in a circle at right angle to the track.

S-13.1.3 Tracks

A. Crossing Tracks

When crossing tracks:

- Do not cross within 25 feet of the end of standing equipment.
- 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:

1. Speed limits for all equipment on the track is 5 MPH or less, and;
2. Check for movement is made prior to crossing track, and ;
3. Distance is sufficient to allow safe passage should there be unexpected movement, and ;
4. 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 proper protection is provided. Use caution during bad weather and when visibility is impaired.

S-13.1.4 Sitting or Standing

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

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

A. Determining Whether to Ride
If you are entering or working in an area with a limited side clearance and cannot clearly observe the track condition because of debris, snow, ice, water, grain, or mud, do not ride on the side of the car or engine exterior. Do not position yourself between or adjacent to the structure and a moving car or engine. When determining whether cars or equipment should be ridden, consider:

- 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.
- Designs and configurations of freight cars that may make them unsuitable to ride.
- Selecting or repositioning other freight cars to ride.
- The different designs and configurations of the cars and equipment.
- Your physical characteristics and capabilities.
- The amount of slack in the train or switch cut.
- Applicable operating and safety rules.

When you determine an alternative will not be used and moving equipment will be ridden:

1. Notify the engineer.
2. Proceed only after the engineer has acknowledged that you are going to ride.
3. Complete the coupling from the ground after the movement is stopped.

B. Riding In or On Any Cars
Comply with these requirements and restrictions for riding in or on moving equipment:

- Do not ride on the crossover platform or end ladder of any freight car except to release or apply a hand brake during a gravity switch move. When determining if riding brake platform is necessary due to a gravity switch move, consider alternatives such as using another track with switches at each end to reposition locomotive or separating the locomotives when there are two or more in the locomotive consist. When you determine an alternative will not be used, the best practice is to ride on the brake platform of the last car if it is on the trailing end in the direction of movement.
- Ride only if hand holds and stirrup configuration allow for a firm grip and erect and normal body position.
- When riding equipment, maintain a three-point contact with the equipment at all times.
- Do not ride on any part of the coupler apparatus, center sill, side sill, end sill, or framework.
- Do not 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.
- When riding in or on moving equipment, protect against slack action. When duties require you to stand or move about, brace yourself and hold on firmly.

- When moving from one freight car to another, get down and walk to next car and then get on, unless engaged maintenance activities that require movement from car to car such as rail loading and unloading, rail grinding, car top material handling, or loading and unloading wheeled equipment from flatcars.

C. Riding In or On Flat Cars
When any type of flat car is involved:

- 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 center of the car or the 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.
- 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.

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
When riding any type of tank car:

- Ride with both feet in the stirrup, or one foot in the stirrup and one on the horizontal grab iron
- Do not ride on any part of the coupler apparatus, center sill, side sill, end sill, or framework
- Do not ride with both feet on the horizontal grab iron
- Do not ride the middle ladder intended for man way access

F. Close Clearance Restrictions
Do not ride on the side of a moving car, engine or other equipment under any of the following conditions:

- Through gates or doorways
- 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).
- On industry tracks at locations where signs may be placed, advising of close clearances.
- When it cannot be visually determined that equipment on an adjacent track is in the clear or behind the clearance point.
- Locations that have been identified by timetable or special instructions as having a close clearance restriction.
- Locations that have been identified by timetable or special instructions as having close track centers unless adjacent track is known to be clear.

S-13.1.6 Opening and Closing Doors

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-13.1.7 Using Dump Doors

Close dump doors on ballast cars as soon as the load is dumped. If you must move cars to the nearest siding or yard with dump doors open, first verify that the doors and chains will clear the rails and crossings.

S-13.1.8 Poling Cars

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

S-13.1.9 Chocking Cars

When chocking cars:

1. Wait until movement stops and the slack adjusts before placing the chock.
2. Place the chock while standing to the side of the equipment.
3. Keep fingers and hands clear of the wheel tread, top of the rail, and other pinch points.
4. 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 Rule 5.4.7 (Display of Red Flag or Red Light).
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.

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- 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 prior to 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, 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.

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

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 an approaching engine or car.

Do not attempt manual adjustment of couplers unless they move when you apply limited effort. If drawbar does not move with this limited effort, use an approved alignment device.

A. Adjusting Mismatched Couplers Without Using a Device

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

1. Stop the movement.
2. Allow at least 50 feet of working room between the equipment and obtain positive confirmation of protection from train movement in all directions.
3. Wait for the movement to stop completely and for the slack to adjust and settle. (Be alert for unexpected movements from liquids sloshing in tank cars.)
4. Check for other equipment movements on the same track.

5. Adjust the coupler as follows:
   a. Establish good footing and hand holds to avoid stumbling, and keep fingers and hands clear of pinch points.

      Listen to what is going on around you. If you hear any equipment move, step clear immediately.

   b. Make sure the knuckle is secured. (Keep your feet clear of the area beneath the knuckle unless the knuckle is secured.)
   c. Stand to the side of the knuckle and lean against it. Do not lift.

      Do not adjust the coupler by kicking it with your foot.

6. Step clear of the equipment (without fouling the adjacent track), then signal the employee controlling the engine to proceed with the coupling.

B. Using a Lining Bar, Car Mover Pole, or Pinch Bar

When using other devices, such as a lining bar, car mover pole, or pinch bar to adjust a mismatched coupler, follow this procedure:

1. Allow at least 50 feet of working room between the equipment and obtain positive confirmation of protection from train movement in all directions.
2. Wait for the movement to stop completely and for the slack to adjust and settle. (Do not overlook unexpected movements from liquids sloshing in tank cars.)
3. Check for other equipment movements on the same track.
4. Establish good footing to prevent stumbling.
5. Make sure the knuckle is secured.
6. When the couplers are properly aligned, open at least one knuckle, stand clear of the equipment, and proceed with the coupling.
7. Return the device 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. If necessary, apply enough hand brakes to secure the standing cars.
2. Separate the mismatched couplers by at least 50 feet, and obtain positive confirmation of protection from train movement in all directions. Then close both knuckles.
3. Keeping one foot outside the rail, use the alignment strap as follows:
   a. Inspect the strap for defects or excessive wear.
   b. Place one end of the strap around the knuckle of the standing car.
   c. Place the other end of the strap on top of that same coupler.
   d. Stand clear of the equipment.
4. Move the engine (or cars) toward the standing car, then stop the movement within 3 feet of the standing car.
5. After the movement stops, keep one foot outside the rail, place the other end of the strap around the second knuckle, and stand clear of the equipment.
6. 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.
7. Stop and get help if you have difficulty attaching or using the alignment strap. Do not attempt manual alignment, even with more than one person. If the drawbar will not move using normal procedures, bad-order the car and notify mechanical personnel.
8. Move the equipment close enough to provide slack in the strap, then stop the movement.
9. Keeping one foot outside 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.
10. After aligning the drawbar, return the alignment strap to its assigned location and resume normal train movements.

D. Using a Knuckle-Mate

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

1. Separate the mismatched couplers by at least 50 feet, and obtain positive confirmation of protection from train movement in all directions. Then close the knuckle of the coupler or couplers that need adjustment.
2. 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.)
3. Place both hands on the handle.
4. Pull the handle steadily, avoiding unexpected movements of the coupler that could cause you to be overbalanced and fall.
5. When the couplers are properly aligned:
   a. Remove the Knuckle-Mate.
   b. Open at least one knuckle.
   c. Stand clear of the equipment and continue coupling.
6. Return the Knuckle-Mate to its assigned location.

E. Using a Come-Along

1. Separate rolling equipment to at least 50 feet and obtain positive confirmation of protection from train movement in all directions.
2. Close the knuckle on the misaligned drawbar, and check for adequate lubrication by leaning on the coupler. If the coupler does not readily move, proceed with mechanically-assisted alignment.
3. Obtain come-along from storage location and visually inspect the chain and hook for excessive wear or damage. If wear or damage is determined as a result of this inspection, then contact the office responsible for come-a longs in that area for repair or replacement. Release the direction selector to the NEUTRAL position, and pull out enough chain to reach between attach points.
4. Inspect the alignment pin for defects such as worn spots, bent areas, or cracks. Do not use hardened steel pins or eye to reduce potential for injury when a hardened pin fails under load. Use a pin made of non-hardened steel so that it will bend rather than suddenly break if it fails under load. If no defects are found, insert the pin in the knuckle flag hole, and attach the come-along hook as described in the operating instructions provided with the come-along.
5. Secure a load-certified nylon choke to a rigid point of attachment near the corner of the car that is in the direction the drawbar is to be moved. Select this attachment point to provide the best angular advantage for using the come-along. The best attachment point location is at or slightly above the level of the first attachment point. Attach the second come-along hook to the nylon choke.
6. Pull any excess chain through the come-along, and turn the direction selector knob to the desired position for tightening the chain. Using smooth motions, tighten the come-along until the drawbar moves to centerline. Stop if any difficulty is encountered in moving the drawbar with the come-along, or if the alignment pin or attachment point begins to bend. At this point, bad-order the car and notify mechanical personnel to address the problem. Do not attempt manual alignment. Do not extend the come-along handle in any way.
7. Reverse the come-along mechanism to loosen and remove hooks, pins, and nylon choke. Replace these items in the come-along storage and carrying bag, and return the bag to its storage area.
8. Make sure the knuckles remain locked closed when the aligned coupler is joined to the train. Resume normal switching movements.

F. Carry-Lite Drawbar Strap

When available, use the Carry-Lite Drawbar Strap to:

- Remove broken assemblies from between the rails
- Align drawbars so a coupling can be made
- Replace the “Bull Chain” as a means of allowing rail cars with broken coupler assemblies to be moved to locations where repairs can be made

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:

1. 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.
2. 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 Opening Angle Cocks

When opening an angle cock:

1. Open the angle cock slowly, keeping legs and feet clear of the air hose coupling.
2. Listen for escaping air, which indicates a faulty coupling that could fly apart.
3. 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.
4. Never kick, strike, or jostle pressurized hose couplings.
5. 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

- When crossing through a standing train or cut of cars, cross only through cars equipped with crossover platforms and hand holds.
- Be prepared for sudden movement and maintain a firm grip.
- When no car is within sight distance with a continuous hand hold for crossing, you may cross over the ends of intermodal cars with empty stanchions or loaded intermodal cars when no trailer or container extends onto or over the crossover platform. Before crossing over, obtain positive confirmation that the car will not be moved and that the platform is sufficiently wide to allow walking across it in a safe manner.

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-13.5 Getting On or Off Equipment

Do not get on or off moving equipment, except in an emergency to avoid injury.

S-13.5.1 Getting On Moving Equipment

In an emergency, when it is necessary to get on moving equipment:

1. Face the equipment as it approaches and make sure:
   a. The speed will allow you to get on the equipment safely.
   b. Stirrups, hand holds, or handrails are not bent, loose, or missing.
   c. Switch stands, close clearances, signals, and other items do not prevent you from getting on safely.
2. Always mount equipment from the side, using the sill step and side ladder (where equipped). Do not use the uncoupling lever as a step.
3. Get on an approaching locomotive or box-type car as follows:
   a. Firmly grasp the handrail or ladder rung.
   b. Place your trailing foot on the trailing side of the step or stirrup.
   c. Let the movement lift you off the ground, and then place your leading foot on the step or stirrup.
4. Do not get on a moving tank car. Make sure a conventional flat car or a TOFC/COFC car is stopped before getting on or off it.
5. To get on moving coupled equipment, board the leading or approaching end of the car or locomotive if possible. Get on or off a moving caboose at the rear steps.

S-13.5.2 Getting Off Equipment

A. Standing Equipment

When getting off standing equipment:

- Face the equipment.
- 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.
- When getting off a caboose, walk down the steps, turn at the bottom step and face the car, then get off.
- Except in an emergency, do not jump to the ground from rail car and engine ladders, step platforms, or decks.

B. Moving Equipment

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

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

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 both 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

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, do not operate hand brakes on moving cars.

S-13.6.3 Position to Operate

A. End-Mounted with Brake Steps or Crossover Platform

If the car has end-mounted brakes and a brake step or crossover platform:

1. Stand on the brake step or crossover platform to operate hand brakes.
2. Apply hand brakes by standing on the left side of the brake with your left foot on the ladder rung and your right foot on the brake platform.
3. Grasp the ladder rung or top handhold with your left hand and operate the brake with your right hand.

B. 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.

C. End-Mounted Without Brake Steps or Crossover Platform
If the car has end-mounted hand brakes without brake steps or crossover platforms:

- Do not operate the hand brakes from the ground unless proper safeguards are provided, such as blue signal protection.
- To operate the hand brakes, stand on the car or on the ground at the side of the car.

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. Vertical wheel hand brakes may be operated without getting on the railcar if:
1. The car remains stationary.
2. Both feet remain flat on the ground and outside the rail.
3. Elbows are slightly bent during operation.
4. One hand can hold onto the grab iron while the other hand is used to operate the brake wheel.

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, be alert 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:
   a. The stop is excessively worn or missing.

      or

   b. 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.
   b. Release your grip on the wheel.
   c. As the brake wheel spins counterclockwise, keep your hands, body, and clothing clear.
   d. **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-13.6.9 Brake Stick

When using a Brake Stick, the following will apply:

- All crew members must comply with the requirements of Safety Rule S-13.1.1, when using the brake stick.
- Never walk backwards when using a brake stick.
- Work from a location to the outside rather than between adjacent track when possible.
- The long handle can easily foul an adjacent track so be alert to keep clear of moving equipment.
- Never operate a quick release brake by the handle.
- Be sure the indicator ring is flush with the bottom of the locking mechanism to insure the brake stick is both aligned with an extension notch and fully engaged.
- Never place the butt of the brake stick against your body. Keep it at the side to ensure, in the unlikely event of a kick back, the end will not strike you.
- Pass the brake stick through equipment. Do not climb or cross equipment with the brake stick in your hand.
- The brake stick can be hung from the ladder or structure of a car to transport.
- Place the hook to the outside of the wheel not inside between the wheel and the car to avoid the hook from accidentally being caught.

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:

1. Identify the switch's exact location and problem and report them to the dispatcher or proper authority.
2. Attach an out-of-service tag to the switch.
3. 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 handles path of movement.
5. Keep your back in proper alignment when operating a switch.
   Use either the **One-Handed** or **Two-Handed** methods to operate the switch. If the switch handle becomes difficult to operate at any time, follow procedures for taking the switch out of service.
   One-Handed Method
   When using the 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 the handle between your shoulders.
   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
   When using the Two-Handed Method:
   a. Place two hands at the end of the switch handle.
   b. Slowly pull the handle up with your legs, shoulders parallel to the switch handles path of travel or facing the direction of travel. Keep the handle between your shoulders.
   c. As the switch handle is moved, reposition your feet as needed to avoid a twisted or awkward body position.
6. Shift your position so that your body is over the lever on its downward movement.
7. 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.
8. 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 handles path of movement.
5. Be prepared for the switch to suddenly operate easily or stiffly.
   Two-Hand Method
   When using the 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.
   Mast-Support Method
   When using the 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.
6. 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.

7. Do not jerk the handle or use unnecessary force.
8. Fully seat the handle in the keeper slot when the switch is in the desired position.
9. 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 handles):

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-13.8 Fusees

S-13.8.1 Storing Fusees

Store fusees as follows:

- Store them in approved metal containers in motor vehicles and other designated equipment.
- Store them in flagging kits or racks in engines and cabooses.
- Do not leave them on floors, seats, or walkways.
- Keep them away from high temperatures, open flames, combustibles, and locations where they may become wet.
- Store them, when possible, in a locked compartment not intended for passenger occupancy, where unauthorized persons cannot obtain them.
- At fixed facilities, keep fusees in original shipping containers and store in a flammable storage cabinet meeting NFPA standards. Do not store other flammable or nonflammable material in the same cabinet. Store the minimum amount needed, but no more than a 60-day supply.

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:
   a. 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.
   b. Be careful to prevent the hot, melting slag from falling on you if you hold the fusee for longer than 5 seconds.
   c. 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.

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 subcontractors must have a permit before entering a permit-required confined space.

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 scoot across floors or stand on chairs with casters. Keep all chair legs on the floor.

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-21.0 Personal Protective Equipment and Clothing (PPE)

S-21.1 Personal Protective Equipment Requirements

All BNSF employees, contractors and their agents, visitors, and vendors must wear the following equipment while on BNSF property:

- Hard hats which meet the specifications (ANSI Standard Z89.1, Type I, Class E & G) found in the BNSF Safety and Health Equipment Catalog.
- Safety glasses with permanently mounted side shields and authorized by BNSF. Authorized tints for safety glasses are: Rose #1 and 2 and Grey #1 indoors and Rose #1 and 2 and Grey #1, #2 and #3 outdoors.
- Safety boots.
- Hearing protection (ear plugs/ear muffs) when entering designated hearing protection areas, while performing designated jobs/activities, or in situations where the noise requires you to raise your voice during normal conversation at a distance of 3 feet.
- 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.
- Enhanced-visibility work wear is to be worn in accordance with the specification listed below:
  - when working at derailment sites, grade crossings, on work trains, or at Intermodal facilities. At Intermodal facilities, reflective wear must be worn on the outside of all other clothing and visible.
  - acceptable enhanced visibility work wear include but not limited to:
    vest, tee-shirt, jacket, sweatshirt, raincoat, radio waist belt/harness, radio belt, striping, welding jacket, hard cap/hat with reflective markings or high-visibility cover.
  - Enhanced visibility work wear when worn at night is to be retro reflective.
  - Roadway workers working on or near track, must wear at least one item of enhanced visibility work wear and when:
    - performing highway flagging operations,
    - working within 50 feet of off-track mobile equipment.

Exceptions:

- Personal protective equipment (PPE) is not required:
  - when performing office tasks in office areas,
  - inside highway or hy-rail vehicles when windows are completely closed,
  - in enclosed work equipment cabs (not including locomotive cabs) when windows are completely closed.
  - inside passenger-carrying rail cars.
- Hard hats:
  - 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.
  - not required when operating vehicles or equipment with overhead protection. Including but not limited to forklifts with overhead protection or roadway equipment having enclosed cabs.

- Safety glasses and Lenses:
  - When exempted by contractual agreement, personal eyewear must also meet the lenses requirements listed below.
  - No other tinting (as prescribed in requirements) is permitted. Mirror like lenses, amber (“shooters”) lenses or lenses that are intended to correct a color vision deficiency are prohibited.

Off-the-Job-Use

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

Other

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.

S-21.1.1 Approved Equipment

BNSF employees must use personal protective equipment approved by the company. Replace and discard any PPE that no longer provides protection. Refer to the PPE Chart for requirements and recommendations.

S-21.2 Personal Protective Clothing 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 at all times. Clothing must not interfere with vision, hearing, or use of hands and feet.

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

S-21.2.1 Special Protective Clothing

Wear protective clothing when the potential for chemical or physical injury to the body exists.

S-21.2.2 Safety Boots

Safety boots must meet the following criteria:

- Leather or leather-like upper.
- Sturdy non-leather sole that will resist puncture
- 3/8-inch to 1-inch defined instep.
- Rounded toe.
- 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.

S-21.2.3 Protective Gloves

Wear protective gloves where the potential for chemical or physical injury to the hands exists. Use the PPE Chart and Work Glove Selection Guide to select the appropriate glove for the task. When selecting chemical-resistant gloves, check with your supervisor.

S-21.2.4 Anti-Slip Winter Footwear

Employees will wear anti slip winter footwear when working in icy and or snowy conditions. Only BNSF approved winter footwear may be worn.

S-21.3 Respirator Selection and Use

Refer to the Respiratory Protection Chart to determine which task requires 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.

S-21.3.1 Respiratory Protection Program

Required Respirator Use

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.
- Be medically qualified annually.

- Not have any facial hair, including stubble of more than one day, within the respirator to face seal area.
- Inspect your respirator prior to use.
- Clean and properly store respirator following use.

Voluntary Respirator Use

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

Elastomeric Facepiece models—

- Be trained and fit-tested annually for the specific make and model of the respirator used.
- Be medically qualified annually.
- You must not have any facial hair, including stubble of more than one day, within the respirator to face seal area. This requirement applies at the time you are fit tested and when your work group is performing jobs that require a respirator to be on. Inspect your respirator prior to use.
- Clean and properly store the respirator following use.

Filtering Facepiece models—

For voluntary use of a filtering facepiece respirator, the user must comply with the prohibition on facial hair in the sealing area, and must be provided with Appendix D to the OSHA Respirator Standard (29 CFR,1910.134). This document is entitled: Mandatory Information For Employee Using Respirators When Not Required Under the Standard. This document is available from the BNSF IH Department intranet home page.

S-21.4 Dark Lens Eye Protection

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.

S-21.5 Hearing Protection

Wear hearing protection if you work in the following areas:

- On a locomotive under load.

EXCEPTION: 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 and EMD locomotives GP60M, SD60M, SD70M, and SD70MAC.

- Within 100 feet of humping or retarder operations.
- In a high-noise area required by posted notice or special instructions.
- In an area where continuous noise requires you to raise your voice to be heard 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.

S-21.30 Personal Protective Equipment and Clothing Chart (PPE)

PPE Chart **X = Required Equipment** **# = May be required based on task and materials** **O = Recommended additional equipment**	**Hearing Protection**	**See Eye & Face Protection Chart**	**Protective Handwear (See Work Glove Selection Chart)**	**Welder's Jacket or Sleeves**	**Spats, Leggings**	**Disposable Overalls**	**Rubberized Apron**	**Remarks/Special Requirements**
Banding materials		X	X					
Breaking frozen material, (ice, ground, gravel, cinders, ballast, taconite , etc.) with hand tools		X	X					
Climbing Poles and Rail/Work Equipment		X	X					
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.	X	X	X		#			
Dusty conditions		#				#		
Electrical hazard		X	#					Gloves of proper classification are to be worn when working with 50 volts and over.
Fueling and sanding locomotives	X	X	O			O		
Hammer - Punch	X	X	O	#				Tool holder must be used.
Hand tools	O	X	O					
Handling chemicals or refrigerants, or in greasy conditions		X	X				#	
Intermodal facility - Outside of offices	#	X	#					Enhanced visibility workwear must be worn. Checkpoint employees must wear enhanced visibility vests.
Lifting and carrying		X	O					
Striking, or striking with, hardened tools and fastenings	#	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.								

S-21.31 Eye and Face Protection Chart (PPE)

Eye and Face Protection Chart			
	Type of safety eyewear and facewear to be worn (properly tinted lenses must be used as required)		
	Basic Requirements	**More Severe Exposure**	**Remarks/ Special Requirements**
Banding Materials	Safety glasses		
Breaking frozen ground, gravel, cinders, ballast, taconite, etc., with hand tools	Safety glasses or monoshield goggle	Faceshield over impact goggle	
Climbing poles and rail equipment	Safety glasses		
Cutting rivets, bolts, cotter keys, splitting nuts, etc.	Safety glasses	Impact goggle; or face shield over safety glasses	When working overhead, wear impact goggle and faceshield
Dusty conditions	Safety glasses	Impact or monoshield goggle	
Electrical hazard	Safety glasses		
Fueling and sanding locomotives	Splash or monoshield goggle; or faceshield over safety glasses	Faceshield over splash goggle	
Hammer - Punch	Safety glasses	Faceshield over safety glasses or impact goggle	
Hand tools	Safety glasses	Impact goggle	
Handling chemicals or refrigerants, or in greasy conditions	Splash or monoshield goggle	Faceshield over splash goggle	
Intermodal facility	Safety glasses		
Lifting and carrying	Safety glasses		
Spraying and general use of chemicals	Splash goggle	Faceshield over splash goggle	
Striking, or striking with, hardened tools and fastenings	Safety glasses	Impact goggle	
Visitors exposed to eye hazards	Safety glasses	Impact goggle	Employee in charge may require that additional equipment be worn

S-21.32 Work Glove Chart (PPE)

Work Glove Selection Guide									
X = Preferred glove O = Acceptable alternative	**Brown Jersey**	**Canvas**	**Grip**	**Leather Palm**	**Vinyl-Coated Knit-Lined**	**Leather Driver's**	**Leather Mitten**	**Chemical Resistant**	**Cut Resistant**
Banding material				X		X	O		X
Breaking or cutting frozen material (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools		O	O	X	X	X	X		O
Climbing poles and rail/work equipment				O	O		O		
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.			O	X		X	O		O

Work Glove Selection Guide									
X = Preferred glove O = Acceptable alternative	**Brown Jersey**	**Canvas**	**Grip**	**Leather Palm**	**Vinyl-Coated Knit-Lined**	**Leather Driver's**	**Leather Mitten**	**Chemical Resistant**	**Cut Resistant**
Fueling and sanding locomotives					O		O	X	
Hammer (punch)				O		X	O		X
Hand tools	O	O	O	O	O	O			O
Handling chemicals								X	
Intermodal facility	O	O	O	X	O	X	X	X	X
Lifting and carrying		O	X	X	O	X	O		X
Spraying or general use of cleaning agents								X	
Striking, or striking with, hardened tools and fastenings			X	O	X				O
Switching	O	O	O	O	O	O	O		O

S-21.33 Respiratory Protection Chart (PPE)

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*. Additionally, the user must not have any facial hair which interferes with the respirator-to-face seal. 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, being fit tested, attending training, and not having facial hair which interferes with the respirator seal.

Task	**Required Respirator (See Key)**							**Cartridge (As Appplicable)**	
	APR--HM-FF	**APR-H-M_EF**	**APR--FM**	**PAPR**	**SAR**	**SABH**	**SCBA**	**P100**	**MC**
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		
HazMat operations, where uncontrolled, unknown or IDLH atmospheres may exist							X		
Operating or riding locomotives in the Cascade, Stampede, Flathead or Moffat tunnels							X-1		
Taconite handling and related maintenance operations when working within Belt Buildings and visible dust is present	X	X						*	

Key

X	Required respirator. 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 (3M #8233, N100)
APR-HM-EF	Air purifying respirator, half-mask, elastomeric facepiece
APR-FM	Air purifying respirator, full Facepiece
PAPR	Powered air purifying respirator
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.

S-25.0 Job Tools

S-25.1 Job Safety Briefing

Who
All individuals involved in a task.

What
A two-way communication tool to ensure that every team member is alert and focused on the job, knows what is to be done, and knows how it will be accomplished. If you see a better way to do the job or are not confident about what you will be doing, talk about it.

Why
To ensure that the job is done right the first time: without injuries or damage, and meeting BNSF standards.

When
At the beginning of the job and at any time during the job as conditions change or new tasks are started.

Where
On the job, at the work site, in the locker room, or wherever the whole crew can get together.

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

- Statement of job
- Assignment of tasks and responsibilities
- Identification of existing and potential hazards
- Required tools, equipment, and materials
- Necessary safeguards and procedures
- Feedback and questions

When participating in a job safety briefing, be sure you leave the briefing knowing the answers to these questions:

- What will I be doing?
- What is the plan of attack?
- What are the hazards?
- What safeguards must be used?
- What do I do if a hazard emerges?
- What special conditions should I watch for?
- When should we stop and re-brief?

Make room for special conditions: If the job is complex enough, brief it in portions. What portions work best? What changes in job conditions require a re-briefing?

Follow up: Each person must check frequently to see that the job is proceeding according to the plan as discussed in the job safety briefing and that any hidden hazards are identified and addressed. How do we make sure everyone stays alert?

S-25.2 Stretches

Overview
Check with your physician before beginning a new exercise program, or if you have had recent joint trouble, muscle problems, or surgery.

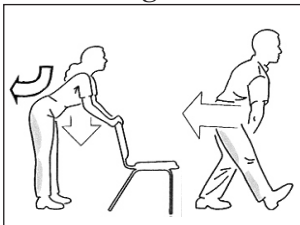
- Don’t bounce.
- Keep the stretch mild and comfortable.
- Relax muscles as you stretch.
- BREATHE, don’t hold your breath.
- Hold your stretch until tension releases, and then go further into another mild stretch.
- You should NEVER feel pain during or after a stretch.
- Stretch before you work, before 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 muscles, reduces internal friction, and "resets" discs prior to activity.
- "Pre-fuels" muscles with oxygen before activity.
- Helps muscles relax and reduces soreness after activity.

Back of Leg

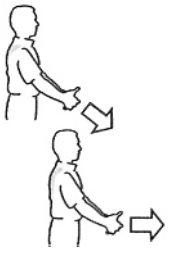


Put one foot forward, on heel. Bend back knee slightly. Bend forward at hips with straight back. Support upper body with hands on your bent knee. Arch your back slightly. Gently move your butt straight back to put tension on the back of leg.
Using chair for support, bend at the hips and keep the three natural curves of your back. Continue to bend forward at the hips until you feel mild tension in the muscles at the back of the leg..

Front of Hip

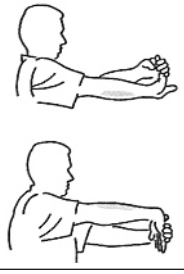
Place one foot forward. Keep your feet parallel to each other. Do not arch your back. Rotate your butt under until you feel mild tension in the front of hip of the straight leg.

Upper Back



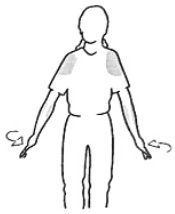
Cup your hands together in front of you. With elbows slightly bent, move your cupped hands down. Move your cupped hands away from your body until you feel mild tension.

Forearm



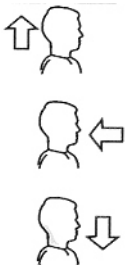
Slowly bend or extend your wrist. You can do this either with or without a gentle pull from the opposite hand. Stretch until you feel mild tension in the forearms.

Shoulder and Arm



Let your arms hang comfortably at your sides. Slowly rotate your hand and arm outward until you feel mild tension. Rotate your arm and hand in the other direction until you feel mild tension. Repeat 5 times.

Back of Neck



Stretch up as tall as you can through your spine. Tuck chin into neck. Lower your chin slightly until a mild stretch is felt. Hold until tension goes away.

Side of Neck

Stand or sit up with "Tall" posture. Tip ear toward shoulder. Hold mild stretch until tension goes away. Keep head tipped and rotate chin down towards shoulder. Hold until tension goes away. Lower chin towards shoulder. Hold until tension goes away.

Chest

Slowly round your shoulders and arms forward and back. Do 5 to 10 times each. Hold mild stretch in either position until stretch releases (up to 60 seconds).

Upper Arm and Lower Back

Stand up tall, stretching rib cage away from hips. Stretch your elbow upwards. Hold your stretch until tension goes away. Bend SLIGHTLY to opposite side, if needed, to increase stretch.

Tips for People Leading Stretches

Tell everyone that we have a new stretching routine to start using. It is based on some of the stretches we have used before and has been updated to cover all the major body areas, using techniques that should be both convenient and effective. When leading group stretches, be sure no one is bouncing or using extreme twisting motions as they stretch. You may want to diplomatically provide some corrective suggestions to people you see who seem to be having trouble understanding or doing any of the stretches.

Remind people that 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.

Remind people to check with their physician if they have particular problems with stretching, and to do only what they feel comfortable doing in the meantime.

S-26.0 Policies

S-26.1 Conflict of Interest

No officers or employees of the company may 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 policy 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. There is no intent to interfere with the personal interests or activities of officers and employees.

S-26.3 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-26.4 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:

1. An individual must submit to the conduct as a term or condition of employment.
2. If an individual submits to or rejects the conduct, that action is used to influence decisions affecting the individual's employment.

   or

3. 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 manager, local Employee Relations, or Corporate Employee Relations.

S-26.6 Smoking

It is BNSF's policy to completely prohibit smoking on all enclosed properties by employees, customers, vendors, and guests. Outdoor smoking should not interfere with nonsmokers' rights to clean air as they enter and leave buildings.

"Smoking" will mean inhaling, exhaling, carrying, or burning any lighted pipe, cigar, cigarette, or other item which emits smoke.

"Enclosed property" will mean all BNSF-owned or leased office space or buildings, shops, automobiles, rail or work equipment vehicles, locomotives, cabooses, and all other railroad rolling stock.

"Employee" will mean all exempt and scheduled employees and other persons working for BNSF as consultants, private contractors, temporary employees, or in similar capacities.

S-26.7 Telecommunication Usage

Objective

The objective of this policy statement is to provide guidance in the efficient and effective use of BNSF telecommunications systems.

Scope

This policy applies to all users of BNSF telecommunications, including, but not limited to, the BNSF network, cellular phones, 800 service, telephone calling cards, and facsimile transmissions. Contractors are considered "users" within the context of this document.

Policy

General

In order to meet the needs of our customers and minimize expense to the company, use of telecommunications services should be restricted to business communications. Personal use should be limited to necessary and urgent matters.

Telecommunications must arrange for all telephone, pager, and cellular services and equipment at all BNSF locations, as well as designate the desired providers of such services and equipment.

It is each user's responsibility to become familiar with the various features of the BNSF telephone system, and acquire the necessary skills to obtain maximum benefit from the telephone features in the execution of their jobs. It is also the responsibility of each user to utilize the most cost-effective service available. Telecommunications must make appropriate training and documentation available to the user community to facilitate the efficient and cost-effective use of the system features.

It is the responsibility of each department to establish usage expectations and guidelines within their respective departments, as well as to monitor compliance with the guidelines. This should include monthly self-assessment within the department by evaluating reports provided by telecommunications and/or service vendors.

Telecommunications must provide department heads with summary reports and access to detailed information to assist them in governing the utilization of services.

Each user is responsible for the reimbursement of charges associated with the personal use of company telecommunications facilities. The method of reimbursement must be addressed in instructions accompanying detailed statements of charges.

It is the responsibility of each department to monitor compliance with the reimbursement provisions of this policy.

Each user is responsible for the security of the telecommunications equipment, calling cards, and passwords provided for their use. The loss of any such item should be reported to Telecommunications immediately.

Misuse of BNSF's telecommunications system or services may result, without limitation, in termination of employment, suspension, or other disciplinary action.

Public Telephone Network and Long Distance Service

The BNSF telephone network must be used whenever possible for intracompany communications. The public telephone network should be used only when a desired location is not accessible through the BNSF network.

Calls placed through the public network are to be dialed direct. Operator assistance must be avoided whenever possible.

Directory Assistance should be used only when a listing is not available from a published directory or such a directory is not available.

Calls to "pay-per-call services" (1-900, 976-, etc.) and 1-800 calls that are charged back must not be made.

800 Service

Calls to BNSF's various 800 numbers, while provided at no cost to the calling party, are paid for by the BNSF. Therefore, 800 numbers must not be used when calls can be placed using the BNSF network. Furthermore, local telephone numbers should be used rather than 800 numbers whenever possible.

Users provided with 800 numbers to access the BNSF network should use this service only from locations where local access to the network is not available.

Cellular Phones

All cellular phones provided by BNSF must be obtained through Telecommunications, subsequent to written department head approval. Any transfer or reassignment of company-provided cellular equipment must be handled through Telecommunications.

Each user must review the detailed statement of charges for cellular service on a monthly basis, and take action to report billing errors, unauthorized usage, and further seek to reduce service costs by optimizing use, considering business needs.

Telephone Calling Cards

Telecommunications will issue telephone calling cards to employees, subsequent to written department head approval.

Each user must review the detailed statement of calling card charges on a monthly basis and take action to report billing errors and unauthorized use to Telecommunications.

Facsimile Machines

Facsimile transmissions will utilize the BNSF network whenever possible. Programmable facsimile machines must be programmed with BNSF network numbers to maximize the economy of the network.

Telephones associated with facsimile machines must be used only for fax-related purposes.

Modems

Modems will utilize the BNSF network whenever possible. Modem communication software must be programmed with BNSF network numbers to maximize the economy of the network.

Telephones associated with modems must be used only for data communications-related purposes.

Foreign Equipment

Devices not provided by Telecommunications must not be connected to any network location without first consulting with Telecommunications.

Voice Messaging (Phone Mail)

A separate policy governing the use of the Phone Mail system is available from Telecommunications.

The Phone Mail system must not be used for business purposes not directly related to BNSF.

Each user is responsible for maintaining Phone Mail security by utilizing a unique and confidential password. Users must not attempt to gain access to mailboxes for which they are not authorized.

Pagers

All pagers provided by BNSF must be obtained through Telecommunications, subsequent to written department head approval. Any transfer or reassignment of company-provided pagers must be handled through Telecommunications.

Audio and Video Teleconferencing

Audio and Video Teleconferencing are available and may be used as an alternative to travel. The use of these services must be arranged for by Telecommunications.

S-26.8 Complete and Accurate Reporting of All Accidents, Incidents, Injuries, and Occupational Illnesses Arising from the Operation of the Railroad

The BNSF Railway is committed to complete and accurate reporting of all accidents, incidents, injuries, and occupational illnesses arising from the operation of our railroad. Harassment or intimidation of any person that is calculated to discourage or prevent such person from receiving proper medical treatment or from reporting an accident, incident, injury, or illness has not and will not be permitted or tolerated.

The BNSF requires all employees to take a responsible, safe approach to their duties in safeguarding the public and corporate trust. Steps taken to enhance a sense of personal responsibility for safe work practices, including training, coaching, and counseling employees found to have engaged in unsafe work practices or rules violations, is not a violation of this Internal Control Policy (ICP).

Further, holding employees accountable, through a reasonable discipline program, for rules violations reinforces the serious nature of their actions. This good faith assessment of discipline, in compliance with the BNSF "Policy for Employee Performance Accountability," does not violate this ICP. The BNSF Labor Relations Team should be contacted if any doubt exists about the application of the BNSF "Policy for Employee Performance Accountability."

BNSF Safety Rules require timely reporting of all injuries and incidents. Every employee has an absolute right and obligation to report injuries and incidents to the appropriate BNSF authority. At no time shall any employee be subjected to harassment or intimidation to discourage or prevent such person from receiving proper medical treatment or from reporting an accident, incident, injury or illness. Reporting determinations are the sole purview of the BNSF Director of Reporting and Analysis.

Any employee who feels he or she has been the subject of harassment or intimidation in violation of the Corporate reporting policies is encouraged to use the BNSF Internal Complaint Resolution Procedure without fear of harassment or reprisal. Employees who report violations of this policy will not be subject to harassment or reprisal for making the report.

Officers of the company hold a position of trust with respect to the execution of their duty to appropriately apply all company policies. Violation of that trust will be viewed as a serious breach of trust and, if such allegations are sustained through the Resolution Procedure, will constitute cause for significant penalty and possible dismissal.

S-26.9 Equal Employment Opportunity Policy and Program

BNSF's commitment to Equal Employment Opportunity and Affirmative Action is shaped by our philosophy to treat individuals with respect and dignity; maintain an atmosphere free from harassment in which every person can contribute to the maximum of his or her potential; and foster an Equal Employment Opportunity work environment. Our Affirmative Action Programs protect all groups, including Minority and Female Business Enterprises, specified by such orders and regulations and are based on applicable laws, regulations and Executive Orders prohibiting employment discrimination.

All employment decisions and personnel actions including those related to hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, terminations, company-sponsored training, education, tuition assistance, and social and recreational programs shall be administered in accordance with the principle of equal employment opportunity and made solely on the basis of job-related criteria without regard to race, color, religion, sex, age, national origin, sexual preference, disability, or veteran status.

I cannot stress enough how we all must actively participate in implementing our Affirmative Action Policy and Program. All job applicants and employees need and desire an equal opportunity to demonstrate their qualifications for employment or advancement. At BNSF, qualified minorities and females will be afforded these opportunities whenever they exist.

If there is ever any indication of nonsupport of this policy or failure to implement our Affirmative Action Policies, appropriate management personnel will personally intervene and initiate measures to correct any procedure or decision that is not in compliance with the purpose and spirit of this Equal Employment Opportunity Policy and Program.

The Senior Vice President, Employee Relations, is designated as the Corporate EEO Compliance Executive. It is the responsibility of each Division Superintendent and Departmental Vice President (or equivalent) to see that all aspects of our Affirmative Action Programs are implemented within their respective divisions and departments throughout BNSF.

S-26.10 Vietnam Era Veterans and Disabled Veterans Policy

BNSF's commitment to Equal Employment Opportunity and Affirmative Action is shaped by our philosophy to treat individuals with respect and dignity; maintain an atmosphere free from harassment in which every person can contribute to the maximum of his or her potential; and foster an Equal Employment Opportunity work environment. Our Affirmative Action Programs are based on applicable laws, regulations, and Executive Orders prohibiting employment discrimination. One facet of our Affirmative Action Program focuses on our concern and commitment for the qualified Vietnam Era veteran or disabled veteran employee or applicant.

All employment decisions and personnel actions including those related to hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, termination, company-sponsored training, education, tuition assistance, and social and recreational programs shall be administered in accordance with the principle of equal employment opportunity and made solely on the basis of job-related criteria without regard to status as a Vietnam Era veteran or disabled veteran.

I cannot stress enough that we all must actively participate and work to implement our Affirmative Action Policy and Program. All executives, managers and supervisors should understand that we look to them for leadership and responsibility in adhering to our Equal Employment Opportunity objectives. All individuals need and desire an equal opportunity to demonstrate their qualifications for employment and advancement. At BNSF, qualified Vietnam Era veterans and disabled veterans will be afforded these opportunities whenever they exist. Reasonable accommodations will be made when they do not create an undue hardship on our operations.

If there is ever any indication of nonsupport of this policy or failure to implement our Affirmative Action Policies, appropriate management personnel will personally intervene and initiate measures to correct any procedure or decision that is not in compliance with the purpose and spirit of the Equal Employment Opportunity Policy and Program.

The Senior Vice President, Employee Relations, is designated as the Corporate EEO Compliance Executive. It is the responsibility of each Division Superintendent and Departmental Vice President (or equivalent) to see that all aspects of our Affirmative Action Programs are implemented within their respective divisions and departments throughout BNSF.

S-26.11 Qualified Disabled Individuals Policy

BNSF's commitment to Equal Employment Opportunity and Affirmative Action is shaped by our philosophy to treat individuals with respect and dignity; maintain an atmosphere free from harassment in which every person can contribute to the maximum of his or her potential; and foster an Equal Employment Opportunity work environment. Our Affirmative Action Programs are based on applicable laws, regulations, and Executive Orders prohibiting employment discrimination. One facet of our Affirmative Action Program focuses on our concern and commitment for the qualified disabled employee or applicant.

All employment decisions and Human Resources actions including those related to hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, termination, company-sponsored training, education, tuition assistance, and social and recreational programs shall be administered in accordance with the principle of equal employment opportunity and made solely on the basis of job-related criteria without regard to disability status.

I cannot stress enough that we all must actively participate and work to implement our Affirmative Action Policy and Program. All executives, managers and supervisors should understand that we look to them for leadership and responsibility in adhering to our Equal Employment Opportunity objectives. All individuals need and desire an equal opportunity to demonstrate their qualifications for employment and advancement. At BNSF, qualified disabled individuals will be afforded these opportunities whenever they exist. Reasonable accommodations will be made when they do not create an undue hardship on our operations.

If there is ever any indication of nonsupport of this policy or failure to implement our Affirmative Action Policies, appropriate management personnel will personally intervene and initiate measures to correct any procedure or decision that is not in compliance with the purpose and spirit of this Equal Employment Opportunity Policy and Program.

The Senior Vice President, Employee Relations, is designated as the Corporate EEO Compliance Executive. It is the responsibility of each Division Superintendent and Departmental Vice President (or equivalent) to see that all aspects of our Affirmative Action Programs are implemented within their respective divisions and departments throughout BNSF.

S-27.0 Programs

To learn more about when and where you can get involved in these programs, contact your supervisor or safety manager.

S-27.2 Back Conservation

The Back Conservation program fosters a healthy life-style for BNSF people around the clock. The program's training component promotes an understanding of how the back works and of how nutrition, rest, activity, and conditioning contribute to a pain-free back. The program's quality-improvement component continually seeks, studies, and acts upon recommendations for modifications of work practices and equipment.

S-27.5 Electrical Safety

The Electrical Safety program was developed for BNSF people who work with or around electrical-powered equipment or energized systems, but who are not electricians. Program content includes the fundamentals of electricity and how it affects the human body, hazardous locations, methods for preventing electrical shock, electrical safety issues specific to various facilities, and emergency procedures in case of electrical shock.

S-27.6 Exposure Assessment

Periodic employee exposure assessments are conducted by Industrial Hygiene to evaluate employees' exposures to chemical, physical, or biological agents. These assessments are performed to determine if new materials or a change in tools or work practices increases health or safety risks. These assessments also keep employees informed about and alert to safety and health in their work environment.

S-27.9 Hazard Communication

The Hazard Communication program teaches BNSF people to recognize chemical hazards found at work and at home, to know the labeling requirements for containers holding chemicals and the precautionary measures they can take to avoid injury and illness. Employees also learn how to obtain and read a Material Safety Data Sheet (MSDS) which details health and safety information on chemical substances. The program includes formal training, a written policy, access to MSDS in the workplace, and container labeling.

S-27.10 Hazardous Materials Training

In accordance with Subpart H, Part 172 of Title 49, Code of Federal Regulations, hazardous materials employees must receive appropriate training every two years. Hazardous materials employees are those employees who have job functions that can either affect or be affected by the transportation of hazardous materials. Those employees who are affected by the transportation of hazardous materials must receive awareness and safety training. Those employees who handle and transport hazardous materials must receive function-specific training in addition to awareness and safety training. Hazardous materials employees employed on or before July 2, 1993, must have received training prior to October 1, 1993. Those employed after July 2, 1993, must receive the training within 90 days after employment.

S-27.11 Hearing Conservation

The Hearing Conservation program focuses on the prevention of hearing loss that could be caused by noise both on and off the job. This program has four parts: identification and assessment of on-the-job noise exposure, educational sessions on the causes of hearing loss and precautionary measures, annual audiometric evaluations, and implementation of noise control and hearing protection measures.

S-27.14 Policy for Employee Performance Accountability

The Policy for Employee Performance Accountability replaces the Progressive Discipline Policy, Progressive Intervention, and other current discipline programs. The Policy's goal is to eliminate all rule violations through coaching, counseling, and training. The policy applies to all operating and nonoperating scheduled employees, as well as those employees in Accounting, Customer Service and Support, and Information Services.

Under this policy, most rule violations will be addressed according to standard practices that reflect the employee's work record and the nature of the rule violation. Employees may be able to "work off" a portion of a suspension through training. Strict limits are placed on the amount of discipline that may be issued at each level. Supervisors must consult with the Manager of Discipline before issuing any substantial discipline. Dismissal cases are subject to review by a board of senior management representatives. Employee feedback about the Policy for Employee Performance Accountability is welcomed.

S-27.15 Respiratory Protection

The Respiratory Protection program was developed for BNSF people to prevent inhalation of airborne contaminants which could cause irritation, respiratory problems, or other illness. The program offers a selection of respiratory protection devices and provides training on the each device's proper use, limitations, and maintenance. Fit testing is provided for all devices to verify adequate seals for particular devices. Individuals required to wear respiratory protection are also evaluated medically to verify their physical fitness to use a respirator.

S-27.17 Temperature Extremes

BNSF's Heat Stress Prevention Program is an awareness program that outlines the signs, symptoms, and prevention methods of heat-related illnesses, such as heat stroke, heat exhaustion, heat cramps, and heat fainting.

S-40.0 Glossary

As used in this book, the following definitions apply.

Accident: An unplanned and sometimes injury-causing or damaging event which interrupts the normal progress of an activity.

Air brake hose: The flexible connection between the brake pipes of cars or locomotives.

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

Approved: 1. Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency. 2. Acceptable according to BNSF policy.

Arc gate: Device that controls the flow of taconite onto the shuttle conveyor.

Asbestos-Containing Material (ACM): Any material that contains asbestos.

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 in need of repair.

Banding: Strap or straps used to secure material.

Capacity: The allowable load limit for any lifting or storing device as determined by the manufacturer, regulation, or both.

Carboy: A bottle or rectangular container of about 5- to 15- gallon capacity for liquids. Carboys are made of glass, plastic, or metal, and are cushioned in a special container.

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.

Certified: Has met the requirements of federal, state, or local laws, or of company-approved programs, and has been granted a certificate.

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

Compliance: The act of obeying the rule or the law.

Conveyor belt: The moving rubber belt that transports taconite through the Taconite Facility.

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 stile: A fixed platform that workers use to cross over conveyor belt.

Cushioned underframe: The framework of a railway car which is designed to prevent the shocks and impact stresses from damaging the car structure or its lading.

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.

Designated: 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 (same meaning as "authorized").

Drift pin: A tapered steel pin, 12" to 18" in length, used by MW to align bolt holes at rail joints. Drift pins are available in many sizes for various other applications.

Dust collector: A bag house system for controlling emissions.

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).

Enhanced-visibility work wear: Personal protective clothing that is either accented with or constructed entirely in reflective lime green, yellow, or orange material.

Environment: The water, air, land, and all plants, humans, and animals living therein, and the interrelationships which exist among them.

Fall protection: Safety equipment designed to prevent falls and minimize injury in the case of falls.

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.

Gai-tronics: The Taconite Facility intercom system.

Grates: The area in the Index where taconite cars are unloaded.

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.

Hand truck: A small, rectangular barrow with a pair of handles at one end, a pair of small, heavy wheels at the other, and a projecting edge to slide under a load.

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

Impact goggles: Safety eye wear that meets ANSI Z87.1 specifications.

Improvised: Created out of the conditions or materials at hand.

Incident: An undesired event that, under slightly different circumstances, could have resulted in personal harm or property damage. Any undesired loss of resources. Sometimes referred to as a "near miss," such as when a collision is avoided.

Inspect: To examine officially in a critical, detailed manner.

Intoxicants: Mind-altering chemicals including alcohol and drugs. Can also include some prescription and over-the-counter (OTC) medications.

Job safety briefing: A communication tool used by professionals to make sure that everyone involved in a task knows what is to be done, how the task is to be accomplished, and how to mentally prepare to accomplish it. Job safety briefings must be conducted before beginning work activities and whenever there is a change in conditions or work activity.

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.

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

Marker: See End-of-Train Telemetry Device.

Material Safety Data Sheet (MSDS): A form, provided by the manufacturer or supplier, describing the chemical and physical hazards of a substance.

Motor vehicle: A motor-driven conveyance primarily designed for operation other than on rail. Some motor vehicles, such as hy-rails, are also equipped to operate on rail.

M/X equipment: Bucket wheels and transfer conveyors.

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

Pawl: A pivoted tongue or sliding bolt on one part of a machine that is adapted to fall into notches or interdental spaces on another part so as to permit motion in only one direction.

Personal Protective Equipment (PPE): Any material or device worn to protect a person from exposure to or contact with any harmful substance or force.

Positioner: A machine used to position cars over the grates in the Index (at the Taconite facility).

Potential Asbestos-Containing Material (PACM): A material not yet tested for asbestos content, but, on visual inspection, similar to materials known to contain asbestos. Contact Industrial Hygiene for guidance on testing PACM.

Proper authority: 1. Those individuals who are qualified by virtue of their expertise or their position of leadership to approve, certify, or sanction. 2. Having secured approval for acting in a particular manner.

Qualified: A person who, by possession of a recognized degree, certificate, or professional standing, or who by knowledge, training, and experience, has successfully demonstrated his/her ability to perform the task or solve or resolve problems relating to the subject matter, the work, or the project.

Rail expander: Hydraulic- or ratchet-type tool used to pull rails together or to separate them.

Rail fork: A long-handled tool with three jaws at one end used for rolling a rail.

Reclaiming: Picking up taconite from a stockpile and placing it on the conveyor belt.

Rope stop: A protection system that runs the length of the conveyor system. When pulled, it shuts down the conveyor belt.

Shuttle: The movable conveyor belt located on the shiploader.

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

Sledge hammer (Mundy): A long-handled hammer with a double-faced head used to strike other tools such as a track chisel and a rail drift pin and to install or remove rail anchors.

Three-point contact: Bodily contact consisting of two hands and one foot or two feet and one hand.

Tie and timber tongs: Steel tongs designed for handling rail ties and crossing timbers.

Tie plate: Metal plate installed between the rail and cross tie to distribute the weight over a greater area of the tie.

Trained: Has participated in learning event(s) appropriate to the topic. Learning events include, but are not limited to, one-on-one coaching on the job, job safety briefings, tool box or marathon meetings, and formal programs.

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

Transport: The movement of goods and materials in commerce.

Unauthorized modification: Improper use of tools and/or equipment for the job task. Unauthorized modifications include actual physical alteration of tools or equipment and use of tools or equipment for other than their intended purpose.

Universal hose and pipe coupling: A fitting which permits quick connecting and disconnecting of hose-to-hose, hose-to-pipe, and hose-to-tool.

Unsafe condition: Any physical state which results in a reduction in the degree of safety normally present in an activity.

Witness: An individual who has, from personal observation, knowledge of an event.

Work environment: The physical location, equipment, materials processed or used, and the kinds of operations performed in the course of an individual's work, whether on or off the company's premises.

RESPIRATOR SAFETY

FOR YOUR PROTECTION, MAKE IT A CLOSE SHAVE

RESPIRATOR READY

SAFETY HAZARD

You must not have facial hair that interferes with the seal between the respirator and the face (applies during fit testing and whenever the respirator is worn).

OSHA Respiratory Protection Standard 1910.134, Appendix D

(Appendix 15 in the BNSF Respiratory Protection Program)

Regulations (Standard - 29 CFR)
(Mandatory) Information for Employees Using Respirators When Not Required Under Standard 1910.134 App D

Regulations (Standards - 29 CFR) - Table of Contents

- Part Number: 1910
- Part Title: Occupational Safety and Health Standards
- Subpart: I
- Subpart Title: Personal Protective Equipment
- Standard Number: 11910.134 App D
- Title: (Mandatory) Information for Employees Using Respirators When not required Under Standard

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Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limits, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors,