



## **BNSF Railway Safety Vision**

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

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

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

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

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

## **Employee Safety Rules**

In Effect at 0001  
Central, Mountain and Pacific  
Continental Time  
**January 1, 2015**

**These rules are for all employees of BNSF Railway who do not fall under the jurisdiction of the TY&E Safety Rules, the Mechanical Safety Rules and Policies or the Maintenance of Way Safety Rules.**

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

Rules and procedures:

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

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

## **S-1.0 Core Safety Rules**

### **S-1.1 Job Safety Briefing**

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

#### **Who**

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

#### **What**

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

#### **Why**

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

#### **When**

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

#### **Where**

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

#### **How**

The following elements are essential to any job safety briefing:

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



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

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

## **S-1.2 Rights and Responsibilities**

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

### **S-1.2.1 Sufficient Time**

Take sufficient time to perform job tasks safely.

### **S-1.2.2 Authorized and Trained**

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

### **S-1.2.3 Alert and Attentive**

Assure that you are alert and attentive when performing duties.

### **S-1.2.4 Co-Workers Warned**

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

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

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

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

### **S-1.2.6 Warning Signs**

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

### **S-1.2.7 Two or More People**

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

### **S-1.2.8 Reporting**

Make reports of incidents immediately to the proper manager.

### **S-1.2.9 Horseplay**

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



### **S-1.2.10 “Bill of Rights” Relative to Employees Riding in Transport Vehicles**

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

#### **Right 1**

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

#### **Right 2**

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

#### **Right 3**

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

#### **Right 4**

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

#### **Right 5**

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

#### **Right 6**

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

#### **Right 7**

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

#### **Right 8**

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

#### **Right 9**

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

**Right 10**

Expect that all doors are securely closed before departure.

**Right 11**

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

**Right 12**

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

**S-1.2.11 Medical Conditions**

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

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

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

**S-1.2.12 Medical Examinations**

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

**S-1.2.13 Conflict of Interest**

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

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

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

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

## **S-1.2.15 Good Faith Challenge**

### **A. Right to Challenge**

Federal Regulations have provisions that allow an employee the right to challenge a directive which, based upon the employee's good faith determination, would violate a railroad operating rule relating to:

- Shoving movements,
- Leaving equipment foul of an adjacent track,  
or
- Handling of hand-operated switches or fixed derails.

### **B. Good Faith Challenge Procedure**

1. An employee may inform a supervisor issuing a directive that a good faith determination has been made that the directive would violate a railroad operating rule relating to:
  - Shoving movements,
  - Leaving equipment foul of an adjacent track,  
or
  - Handling of hand-operated switches or fixed derails.
2. The supervisor will not require the employee to comply with the directive until the challenge is resolved. The supervisor may:
  - Require the challenging employee to perform other tasks not related to the challenge until the challenge is resolved,  
or
  - Direct an employee, other than the challenging employee, to perform the challenged task before the challenge is resolved. Employee so directed will be informed of the challenge, and determine that the challenged task does not violate the rules.

### **C. Resolving Good Faith Challenge**

1. A challenge may be resolved by one of the following:
  - The supervisor's acceptance of the employee's request.
  - An employee's acceptance of the directive.
  - An employee's agreement to a compromise solution acceptable to the person issuing the directive.
2. If the challenge cannot be resolved because the supervisor issuing the directive has determined that the employee's challenge has not been made in good faith or there is no alternative to the direct order, the railroad will:
  - Provide immediate review by at least one manager, which must not be conducted by the supervisor issuing the challenged directive or that supervisor's subordinate.
  - Resolve the challenge using the same options available for resolving the challenge as the initial supervisor.

3. If the manager making the final decision concludes that the challenged directive would not cause the employee to violate any requirement of the involved rules, the reviewing manager's decision shall be final and not subject to further immediate review.
  - The manager will inform the employee that Federal law may protect the employee from retaliation, if the employee's refusal to do the work is a lawful, good faith act.
  - The employee making the challenge will be afforded an opportunity to document, in writing or electronically, any protest to the manager making the final decision before the employee's tour of duty is complete. The employee will be afforded the opportunity to retain a copy of the protest.

**D. Request for Review and Verification of Decision**

Upon written request, at the time of the challenge, the employee has the right for further review by the "Designated Review Manager". Within 30 days after the expiration of the month during which the challenge occurred, the "Designated Review Manager" will verify the proper application of the rule in question. The verification decision shall be made in writing to the employee.

**E. Employee Rights and Remedies**

The Good Faith Challenge is not intended to abridge any rights or remedies available to the employee under a collective bargaining agreement or any Federal law.

## **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-1.4.4 Manufacturer Approval**

Secure manufacturer approval for any changes made in the recommended use or design before using.

### **S-1.4.5 On or Off Moving Equipment**

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

### **S-1.4.6 Three-Point Contact**

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

## **S-1.5 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-1.5.6 Smoking**

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

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

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

**S-1.5.7 Sexual Harassment**

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

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

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

**S-1.5.8 Retaliation**

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

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

**S-1.6 Working On or About Tracks**

**S-1.6.1 Movement of Equipment**

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

- Employees must not stand on the track in front of an approaching engine, car, or other moving equipment.
- Employees must be aware of location of structures or obstructions where clearances are close.

**S-1.6.2 Employees Fouling the Track**

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

## **S-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-2.3 Labeling Chemical Containers**

At the time you place a chemical in a container, affix to that container a label identifying the chemical and appropriate hazard warnings.

### **S-2.4 Ventilation for Maintaining Safe Atmospheres**

Provide mechanical ventilation to enclosed areas when:

- Applying solvents, paints, and other chemicals.
- Welding, torch cutting, or burning.
- Emissions from combustion engines, stoves, or heaters (especially in enclosed areas) may cause concentration of excessive airborne contaminants.
- Recommended in product instructions or MSDS/SDS.

Ventilation systems should be designed and installed in accordance with relevant generally accepted design principles. Systems should be inspected and serviced, as necessary, according to an established schedule.

### **S-2.5 Skin Cleaning**

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

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



## S-2.6 Containment and Spill Prevention

When dispensing petroleum products or other materials such as soaps and solvents from drums or containers:

- Whenever possible, place drums in a vertical position and use an appropriate pump for dispensing the product. Place an absorbent mat or dike on top of the dispensing drum or container.
- If drums must be placed in a horizontal position, use self-closing dispensing valves.
- Place the drum or container in a dike or other containment.
- Place containment devices such as drip pans under drums and valves.
- Properly label the receiving container in accordance with the requirements of the most current version of the BNSF Hazard Communication written program.
- When dispensing flammable liquids, ground and bond all containers.
- Gravity flow valves are not recommended for outdoor usage.
- Properly dispose of contaminated absorbent material and mats.

## S-2.8 Protection from Asbestos Exposure

Conduct all work involving asbestos in accordance with BNSF's Asbestos Control Program.

### S-2.8.1 Repair and Maintenance

When providing any repair or maintenance where Asbestos Containing Materials (ACM) or Potential Asbestos Containing Materials (PACM) will likely be disturbed, or where ACM or PACM will be removed, implement the applicable requirements of the Asbestos Control program.

### S-2.8.2 Training

Before working with ACM or PACM, complete asbestos training. Complete additional asbestos training on an annual basis as long as you continue to work with ACM or PACM.

## S-2.10 Protection from Silica-Containing Dust

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

- Maintenance of Way activities when visible dust is produced. This includes, but is not limited to, ballast dumping, scarifying, brooming, etc.
- Taconite handling and related maintenance operations when working within Belt Buildings and other locations where visible dust is present.

## S-2.11 Chemical Approval

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

## S-2.12 Biohazard Safety

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

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

## **S-3.0 Electrical Safety**

### **S-3.1 Requirements**

#### **S-3.1.1 General**

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

#### **S-3.1.2 Authorized Employees**

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

#### **S-3.1.3 Warning Signs**

Place danger signs near exposed energized circuits.

#### **S-3.1.4 Flashlights**

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

#### **S-3.1.5 Contacts**

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

#### **S-3.1.6 Lockout/Tagout**

Follow approved lockout/tagout procedures:

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

### **S-3.3 Charging and Jumping Batteries**

#### **S-3.3.1 Precautions for Servicing Batteries**

Follow these precautions when servicing batteries:

- Do not smoke in battery-charging areas.
- Do not allow open flames, sparks, or electric arcs in battery-charging areas or around exposed batteries.
- Make sure charging area is adequately ventilated.
- When charging a battery, keep the vent caps in place to avoid electrolyte spray.
- Leave the battery compartment doors open when charging an engine battery from an external source.
- Wear face shield over splash goggles and other protective equipment as required by the job when filling or charging a battery.
- Do not permit battery electrolytes (acid) to contact eyes, skin, or clothing. Wash battery electrolytes from your eyes or skin with cold water immediately.
- Remove any leads from terminal posts when scrapping batteries.

**S-3.3.2 Battery Flushing**

Use insulated funnels for flushing batteries.

**S-3.3.4 Metallic Objects**

Keep tools, metal jewelry (including watches), and other metallic objects away from the top of uncovered batteries.

**S-3.3.5 Jumping Batteries**

Do not use a welding machine to jump-start a battery.

## **S-5.0 Fire Prevention, Response, and Hazards**

### **S-5.1 General Requirements**

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

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

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

### **S-5.2 Emergency Procedures**

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

#### **S-5.2.1 Locomotive Fires**

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

#### **S-5.2.2 Right of Way Fires**

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

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

### **S-5.3 Fire Extinguishers and Protection Devices**

#### **S-5.3.1 Defective Fire Extinguishers**

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

#### **S-5.3.2 Access to Fire Extinguishers and Protection Devices**

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

#### **S-5.3.3 Use of Gasoline/Oil-Burning Devices**

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

#### **S-5.3.4 Open Flames**

Never leave open flames unattended.

### **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-5.8 Use and Handling of Liquefied Petroleum Gas (LPG)

### S-5.8.1 Testing

Use only LPG tanks that are tested and stenciled as required by DOT regulations.

### S-5.8.2 Avoiding Extreme Heat

Keep units powered by LPG away from extreme heat sources, such as ovens or furnaces.

### S-5.8.3 Handling Leaks

Test for leaks with soapy water. Do not use an open flame near the leak.

If a tank containing LPG is leaking, notify your supervisor and stay upwind of the tank. LPG is heavier than air and will collect in low areas, sometimes far away from the leak source.

### S-5.8.4 Refueling LPG Tanks

Refuel LPG tanks outdoors:

- At least 50 feet from buildings.
- At least 15 feet from storage tanks at the end farthest from the relief valve.

Change portable tanks outdoors, where possible, and at least 50 feet from any open flame except on outfit cars with kitchen facilities. When placing LPG tanks on motor vehicles, first stop the motor.

### S-5.8.5 Closing Valves

At the end of the day's operation, close valves on tanks of LPG-powered equipment to prevent leaks and potential explosions.

## S-5.9 Refrigeration Systems

### S-5.9.1 Qualified Employees

Only qualified employees may work on refrigeration systems.

## **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.
- Other defects.

### **S-7.3 Precautions During Use**

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

#### **S-7.3.1 Swinging Tools**

- Warn others to keep clear when using swinging tools (such as a spike maul, sledge, hook-a-roon, ax, pick, brush hook, hand adze, etc.). Stand so that the point is away from your body if the tool unexpectedly flies to the side.
- Before using swinging tools, remove oil, grease and dirt from hands and handles.

#### **S-7.3.2 Jacks**

Use cushioning material of appropriate construction and thickness between jack and equipment to prevent slippage. Do not allow metal-to-metal contact.

Exceptions: Track jacks and roadway equipment jack stands.

#### **S-7.3.3 Tools With Sharp Edges/Blades**

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

### **S-7.4 Pry/Lining Bars**

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

### **S-7.7 Correct Tool Use**

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

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## S-8.0 Intermodal/Automotive Facility Safety

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

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

### S-8.1 Core Intermodal/Automotive Facility Safety Rules

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

### S-8.2 Blue Signal Protection of Intermodal and Automotive Workmen

#### S-8.2.1 Definitions

This rule outlines the requirements for protecting intermodal and automotive railroad workmen who are inspecting, testing, repairing, and servicing rolling equipment. In particular, because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment. As used in this rule, the following definitions apply:

**Blue Signal.** During the day, a clearly distinguishable blue flag or light, and at night, a blue light. The blue light may be steady or flashing. The blue signal does not need to be lighted when it is attached to the operating controls of an engine and the inside of the engine cab area is lighted enough to make the blue signal clearly distinguishable.

A blue flashlight or portable magnetic base light at or near the locked switch or derail during daylight hours is generally not distinguishable to engineers or hostlers. Acceptable portable blue signals for use at switches and derails during daylight hours are blue flags or signs of sufficient size to make them distinguishable to engineers or hostlers.

**Crossover.** A combination of two switches that connect two adjacent tracks.

**Effective Locking Device.** When used in relation to a manually operated switch or a derail, a lock that can be locked or unlocked only by the craft or group of workmen applying the lock.

**Group of Workmen.** Two or more workmen of the same or different crafts who work as a unit under a common authority and communicate with each other while working.

**Rolling Equipment:** Engines, cars, and one or more engines coupled to one or more cars.

**Switch Providing Direct Access.** A switch that if used by rolling equipment could permit the rolling equipment to couple to the equipment being protected.

**Workmen.** Railroad employees assigned to inspect, test, repair, or service railroad rolling equipment or components.

### S-8.2.2 What a Blue Signal Signifies

A blue signal signifies that workmen are on, under, or between rolling equipment and requires that:

1. Rolling equipment must not be coupled to or moved.
2. Rolling equipment must not pass a blue signal on a track protected by the signal.
3. Other rolling equipment must not be placed on the same track so as to block or reduce the view of the blue signal.
4. Rolling equipment may be placed on the same track when a derail divides a track into separate working areas.
5. Rolling equipment must not enter a track when a blue signal is displayed at the entrance to the track.
6. Controls or devices on rolling equipment that could affect equipment movement (ex. MU cables/hoses, handbrakes, angle cocks, etc.) must not be changed or operated unless directed by individuals who placed the blue signals or by the employee in charge of workmen.
7. Blue signals or remote control blue signals must be displayed for each craft or group of workmen who will work on, under, or between rolling equipment.
8. Blue signals may be removed only by the craft or group who placed them. Remote control display may be discontinued when directed by the craft or group that requested the protection. When blue signal protection has been removed from one entrance of a double-ended track or from either end of rolling equipment on a main track, that track is no longer under blue signal protection.

### S-8.2.3 How to Provide Protection

**On Other than a Main Track**—One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch, including any facing point crossover switch that provides direct access must be lined against movement onto the track and secured by an effective locking device. A blue signal must be placed at or near each such switch.

**Use the following sequence when applying blue signal protection:**

- a. Line and lock the switch,
- b. Display blue signal at or near the switch, and:
- c. If the rolling equipment to be protected includes one or more locomotives, a blue signal must be displayed on the controlling locomotive(s).

**After work is complete, use the following sequence when removing blue signal protection:**

- a. Remove blue signal from locomotive(s), if applied (remove any blue signal inside the cab before removing the blue signal visible from the outside on the engineer's side of the locomotive),
- b. Remove the blue signal at or near the switch,
- c. Remove the lock from the switch and replace hook or hasp, if equipped.

When one end of a crossover switch is used to establish blue signal protection on other than a main track, when blue signal protection is no longer needed, both switches of the crossover (not connected to a main track or siding) must be left either for normal position or for movement through the crossover.

2. A derail capable of restricting access to the track where work will occur must be locked in derailing position with an effective locking device and positioned at least 150 feet from the rolling equipment to be protected.

**Use the following sequence when applying blue signal protection:**

- a. Lock the derail in the derail position,
- b. Display blue signal at the derail, and
- c. If the rolling equipment to be protected includes one or more locomotives, a blue signal must be displayed on the controlling locomotive(s).

**After work is complete, use the following sequence when removing blue signal protection:**

- a. Remove blue signal from locomotive(s), if applied (remove any blue signal inside the cab before removing the blue signal visible from the outside on the engineer's side of the locomotive),
  - b. Remove the blue signals at the derails,
  - c. Remove the lock and place the derail in the non-derailing position.
3. Where remote control switches provide direct access, the employee in charge of the workmen must tell the switch operator what work will be done.

The switch operator must then:

- a. Inform the employee in charge of the workmen that the switches have been lined against movement onto the track and devices controlling the switches have been secured.
  - b. Not remove the locking devices unless the employee in charge of the workmen says it is safe to do so.
  - c. Maintain for 15 days a written record of each notification that includes:
    - Name and craft of the employee in charge of the workmen requesting protection.
    - Identification of track involved.
    - Date and time the employee in charge of workmen is notified that protection was provided.
    - Date, time, name, and craft of the employee in charge of workmen who authorized removal of the protection.
4. After the switch operator informs the employee in charge of workmen that switches have been lined against movement onto track and devices controlling the switch have been secured, display required blue signals on controlling locomotive(s).

**After work is complete, use the following sequence when removing blue signal protection:**

- a. Remove blue signal from locomotive(s), if applied (remove any blue signal inside the cab before removing the blue signal visible from the outside on the engineer's side of the locomotive).
- b. The employee in charge notifies the switch operator it is safe to remove switch-locking devices.

### **S-8.2.7 Blue Signal Readily Visible to Engineer**

In addition to providing protection as required in "On Other than a Main Track," when workmen are on, under, or between an engine or rolling equipment coupled to an engine:

1. A blue signal must be attached to the controlling engine.
2. A blue signal must be visible to the engineer or employee controlling the engine and by anyone observing this locomotive from ground level on the engineer's side.
3. The engine must not be moved. The controls must not be changed unless directed by individuals who place the blue signal protection.

### **S-8.2.13 Track Protection—Intermodal and Automotive**

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

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

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

- Rail car or engine movement is necessary on the track(s),
  - All affected intermodal/automotive workers understand blue signal protection will be removed from which track(s) and those workers and their equipment are clear of that track(s),
- and
- No intermodal/automotive workers are performing functions on or in the vicinity of the affected track(s).

## **S-8.3 Vehicles within Intermodal Facility**

### **S-8.3.1 Vehicle Requirements**

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

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

### **S-8.3.2 Vehicle Operations**

Vehicle operators must:

- Stop for flares and flashing lights at crossings.
- Yield to trains, yard equipment and pedestrians.
- Cross only at designated crossings.
- Operate the vehicle in a careful manner and observe traffic directions and signs.
- When leaving the vehicle unattended, the vehicle operator must place standard transmission in low gear or automatic transmission in Park and shut off the engine.
- If the vehicle is left running for any operational reason, wheel chocks must be applied on the front and back of the driver-side front wheel and any available brakes set (air or park brake).

### **S-8.3.3 Bare Chassis Parking and Staging**

Single bare chassis shall not be parked in short-term unauthorized parking areas.

Staging bare chassis trackside is permitted:

- Within the painted boundaries.
- At locations where no boundaries are marked but no closer than 8 feet, 6 inches from the centerline of the track and within operating boundaries.
- Do not park equipment where it will protrude into roadways unless proper protection to approaching traffic is provided.

Packed parking is defined as any area where units are parked for the purpose of storage with minimal or negligible space between adjacent units.

When moving within packed parking areas, please adhere to the following rules:

- A. Do not exceed 10 MPH.
- B. Maintain vigilance for the presence of other individuals or moving vehicles at all times.
- C. Yield to operations already in progress in the adjacent three rows on either side of the spot selected for parking or pulling a chassis.
- D. The following procedure applies when parking or pulling chassis. The sequence is as follows:
  - Do not attempt to move if your ability to park or pull a chassis is questionable.
  - Do not position the hostler until operations already underway within this zone are completed and the zone cleared.
  - Before hooking up to a chassis, visually ensure that proper clearance exists ahead, along the sides, and to the rear of the chassis while remaining in the hostler cab.
  - Remain in the hostler cab unless hook-up or release can only be accomplished by exiting the cab.
  - When exiting the cab, minimize the time spent outside the cab by performing either activity as quickly yet safely as possible.
  - Before departing, visually check (from within the cab) the adjacent three rows on either side.
  - Do not move until the area is clear of people or hostling equipment/tractors.

### **S-8.3.4 Hostling Specialized Equipment**

When hostling all open-top loads, oversized flat racks, and tank containers on chassis, the following handling procedures must be observed:

- Do not raise hostling tractor fifth wheel.
- Raise dolly legs to avoid scraping ground surfaces.
- Drive no faster than five MPH, despite any posted higher speed limit, to allow negotiation of turns and less aggressive speed adjustments.

Additional consideration:

- Use the same methods when moving heavy or unstable loads or when traveling long distances over varying terrain.

### S-8.3.5 Shifted/Leaning Loads

**Shifted Loads**—Employees must notify their supervisor immediately if they discover that a load may have shifted. If safe to move the unit, they should keep the unit as low to the ground as possible, move slowly and make safe wide turns.

**Leaning Loads**—When a unit has been identified as a leaning load, notify all workers at the facility of the leaning unit including BNSF Management or a designated representative. This can be accomplished through direct verbal communication, telephone or radio. At Oasis locations an Alert should be sent to all users.

Employees must notify their supervisor and/or terminal manager before moving any leaning loads. The following applies:

- If the unit is leaning on the rail car – do not unload.
- If the unit is unloaded as TOFC, do not move the unit.
- If the unit is unloaded as Container on Flatcar (COFC), set it on the ground, not on a chassis.
- Stay with the unit until the manager or supervisor arrives to take charge of the unit.

#### Securement Procedures

- Secure the unit with appropriate lockout/tagout procedures:
- For units on wheels, apply “glad hand locks” to glad hands if available. If glad hand locks are not available; remove both glad hands.
- Place a sign on the front of the unit stating: **DANGER: LEANING LOAD DO NOT MOVE** by inserting sign in the electrical receptacle on the trailer.

#### Containers:

- Position the **LEANING LOAD** sign in the upper lift casting in the most visible casting location on the container. This device will prevent the twist lock from entering the casting to lift container.
- Place orange safety cones on all sides of the unit.
- Do not move the unit with any piece of equipment until it is determined that the load is safe for movement.

The supervisor must enter appropriate information in the Transportation Support System (TSS). To communicate to all employees the leaning condition of the unit to prevent anyone from attempting to move the unit:

- Outgate “stop orders” are placed.
- Service recovery plan (SRL) in TSS entry to advise affected parties.
- “Van note” is placed in the units TSS record to describe leaning condition.
- Place on Hold using the TSS “LSHOLD” command if unit is scheduled to be loaded to rail car.



## S-8.4 Manned Check Point Ingate/Outgate Procedures

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

- Establish an area 35 feet from the inspection lane and declare this area the Safe Clearance Zone between trucks and the inspection lane. An area 3 feet wide will be painted red across each lane. Exceptions:
  - South Seattle, Billings, Dilworth – no safe zone required; not manned.
  - St. Paul, Spokane, Portland – 15 feet from the inspection lane.
  - St Paul – yellow stop bar instead of red.
  - Fresno – 25 feet from inspection lane.
  - Los Angeles main yard, Lot 8, Lot 9, Lot 11, Bell Lot, and Commerce Lot – 30 feet from inspection lane.
- Stop signs will be posted at this area in each check lane and the ground stenciled with the word STOP (painted in white) across the lane. Drivers will be required to turn truck engines off while stopped at the inspection stop signs or painted stop bars on the pavement in the checkpoint lanes. Each facility should add “Turn Engine Off” signs to the current stop bars or stop signs, effective immediately.
- Mounted on the pole below the stop sign will be a white sign with black lettering that states: “WAIT FOR SIGNAL TO MOVE FORWARD.”
- Cones with a height of 48 inches will be placed in the middle of each check lane and removed only by the inspector that signals a vehicle to pull forward. When the vehicle is stopped, the inspector will replace the cone back into the middle of the check lane. This procedure is repeated each time an inspection is to be performed.
- Inspectors will not enter the inspection lane until the truck engine is turned off for the unit to be inspected, and the truck engine is turned off for the truck at the stop sign or stop bar in the first queuing position behind the inspection lane. The inspector will instruct drivers when they can re-start their tractors and proceed. The cone shall remain in the lane until the inspector removes it.

### S-8.4.1 Intermodal—Manned Checkpoint Ingate/Outgate Procedures

Checkpoint Equipment Inspectors must be familiar with the following:

1. Be aware of any potential slip, trip, or fall hazards. Keep your work area clear of all such obstacles. Know where curbs, poles, and other fixed objects are located. Checkpoint booth must be clean and orderly.
2. Never begin the inspection of the equipment until the vehicle is completely stopped and the driver acknowledges your presence.
3. Standing, walking or running in front of any moving equipment is dangerous and is prohibited; never run in the checkpoint area, and always look both directions before crossing lanes.
4. Never take risks by opening doors on loaded units without securing locking bars with restraint straps.
5. Never crawl, walk or position yourself under a trailer, tractor, container or chassis.
6. Never walk between the trailer, containers, or chassis until both drivers acknowledge that they see you.
7. Be aware of the risks associated with hazardous material, and never assume it is safe to touch materials or breathe vapors.
8. Inspectors must observe the weather and be aware of the additional safety hazards associated with periods of undesirable weather conditions. Use extreme caution during adverse weather conditions.

### **S-8.4.2 Intermodal—Temporary Manned Checkpoint Ingate/Outgate Procedures for Automated Gate Systems**

All BNSF automated checkpoints that have contingency plans with inspectors working on the ground in lanes where drivers receive inspections will include procedures as close as possible to manned gate operations for the safety of personnel on the ground. The operation must meet the following standards:

1. Establish an area in the inspection lane and declare this area the safe clearance zone between trucks and inspection lane.
2. Cones with a height of 48 inches will be placed in the middle of each check lane and will be removed only by the inspector who 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.
3. Inspectors will not enter the inspection lane until all the truck engines are turned off so that the unit can be inspected. Also, the truck engine must be 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 must remain in the lane until the inspector removes it.

### **S-8.5 Leaking Units**

Employees must be observant of the condition of units. Notify management immediately upon discovery of a leaking unit. Treat all leaking units as hazardous until the commodity is identified. Proper safety procedures must be followed when the leaking material has been identified.

### **S-8.6 Crane Maintenance Area**

Employees must not move equipment to or from a maintenance area without receiving authorization from maintenance personnel. (Maintenance personnel should use proper lock out/tag out (LOTO) for all equipment under repair or inoperable.)

### **S-8.7 Riding in or on Intermodal Equipment**

Board intermodal equipment only if authorized by the operator.

- A. Ride only in safe areas designated by the operator. Ground persons supporting a crane movement or lifting are not permitted to ride in the crane.
- B. Never sit in the cab of the equipment and allow extremities to hang outside the cab.
- C. Only the operator may ride in a packer, crane, hostling truck, or forklift while the equipment is moving. Operators should not permit any persons to mount the equipment or ride on the outside of the equipment while it is in operation.

Exception: Employees in training and employees authorized by a supervisor may ride in intermodal equipment.

- Trainees authorized to ride in lift equipment may do so for training purposes only.
- Trainees may ride only in an authorized area designated by the operator or supervisor.
- Other employees may be authorized to ride in an intermodal vehicle by a supervisor.

## S-8.8 Mechanical Employee Protection While Repairing a Rail Car on an Intermodal Ramp Track

Repair personnel must:

- A. Clean up work area and discard replaced material and debris (welding rods, nuts, bolts, etc.) in proper containers.
- B. Have required Material Safety Data Sheets (MSDS). Every employee should have reasonable access to MSDS information while working within the facility.
- C. Use required Personal Protective Equipment (PPE). Waist, ankle, arm and reflective protection are acceptable inside shop areas only.
- D. Enhanced visibility work wear is:
  - Not required when performing work inside buildings (this exception does not apply to indoor service tracks).
  - Not required when walking from one building to another on designated walkways within designated mechanical facilities.
  - Not required by employees while wearing leathers when performing hot work outdoors. Upon completion of hot work, high visibility PPE must be worn in accordance with the requirements outlined in this rule.
- E. When required to perform repair work under rail cars on an intermodal ramp track while trailers or container/chassis are being loaded or unloaded, employees must be governed by blue signal rules, Hub Policies, and the following employee protection procedures:
  - Employee must notify the Hub Coordinator (or Supervisor) of the track number, rail car number and platforms affected.
  - The Hub Coordinator (or Supervisor) will advise the ramp loading/unloading crews of the rail cars and platforms to be protected and then notify employees that loading/unloading crews have been advised of work.
  - An employee working under a rail car must ensure that all prescribed blue signal protection is in place before work begins.
  - Employee will install barricades and flashing amber lights (refer to the Hub Operations Manual H-2.2) on the crane path, or 25 feet from the rail car at the ends of the platforms that fall within the "Work Zone" (The "Work Zone" will include the car number where the work is being performed plus one additional car number on either side). The barricade and flashing amber light are awareness devices for the protection of the employee.
  - The barricades and flashing amber lights must not be installed until all trailers and container/chassis are removed from the rail cars in the work zone.
- F. After the barricades and flashing amber lights are installed, the ramp loading crew will adhere to the following:
  - No equipment (trucks, trailers, container/chassis or lift equipment) can enter into the "Work Zone" while the barricades and flashing amber lights are in place.
  - On the tracks with two sides, equipment can be spotted to the opposite side of the rail car from the "Work Zone".
  - After repairs are completed, the employee will remove the barricades and flashing lights and notify the Hub Coordinator that they are done and in the clear.
  - Normal loading activities may continue on all other rail cars in the same track or adjacent tracks.

## S-8.9 Tire Repair—Mobile Vehicle Requirements (Outside of Vehicle)

Repair personnel must:

- A. Clean up work area and discard replaced material and debris (welding rods, nuts, bolts, etc.) in proper containers.
- B. Have required Material Safety Data Sheets (MSDS). Every employee should have reasonable access to MSDS information while working within the facility.
- C. Use required Personal Protective Equipment (PPE). Waist, ankle, arm and reflective protection are acceptable inside shop areas only.
- D. Enhanced visibility work wear is:
  - Not required when performing work inside buildings (this exception does not apply to indoor service tracks).
  - Not required when walking from one building to another on designated walkways within designated mechanical facilities.
  - Not required by employees while wearing leathers when performing hot work outdoors. Upon completion of hot work, high visibility PPE must be worn in accordance with the requirements outlined in this rule.
- E. While on BNSF property, all tire repair vehicles must comply with all of the following requirements:
  - Chassis deflector bars (Refer to BNSF Hub Operations Manual Policy Statement 1999-04B – Chassis Deflectors).
  - Strobe light must be located on opposite corners of trucks @ 360 degrees (RR, LF).
  - Company logos on the doors and unit numbers for identification purposes.
  - Six safety cones (36-inch safety cones are required) should be mounted appropriately (do not obstruct the view of the driver) on a post or stacked and secured inside the vehicle.
  - Must conform to State and Federal Motor Vehicle Registration and Safety Standards if required.
  - Must be equipped with seat belts.
  - Must be equipped with reverse signal alarms.
  - Pickups with towed equipment are acceptable with safety chains and light brake connection.
  - Vehicles must normally be turned off when left unattended. If required to run to support equipment, the driver's side wheel must be chocked in both directions and any manual brake applied.

### S-8.9.1 Items Allowed inside of the Tire Repair Vehicle

Equipment allowed inside tire repair vehicles:

1. Approved mount/dismount portable tire cage is required.
2. Air compressor, secured to the floor and properly vented. Air hoses will be properly stored and off of the floor to reduce tripping hazards.
3. Tires should be secured properly (tire rack).
4. Cabinet to store flammable items.
5. Secured tool boxes and bins.
6. Tire locking ring and wheel information charts.
7. A secured tool rack for hammers, tire bars and other tools.

8. Fire extinguisher:
  - Every repair vehicle must be equipped with a five-pound to ten-pound fire extinguisher.
  - The fire extinguisher must be mounted in the front floor of the cab.
  - The fire extinguisher must be tagged, up-to-date and in good working condition.
9. Wheel chock.
10. Jack and jack stand: (Must meet Occupational Safety and Health Administration (OSHA) standard.) Must be marked with rating. The jack stand and jack should be stored when not in use.
11. Appropriate impact gun for tire replacement, capable of a minimum of 500 pounds-foot of torque.
12. Proper impact sockets for wheel replacement.
13. Appropriate airing methods must be utilized.
14. Remote air valve 24 inches away from tire valve (OSHA standards/requirements).
15. Portable fans.
16. 12-volt batteries only when secured in a battery box.

No recreational electronics such as microwaves, televisions, computer games, etc., are allowed. No materials in violation of BNSF policy, such as inappropriate material or photos, are allowed.

## **S-8.10 Trailer Repair—Mobile Vehicle/BNSF Mechanical Vehicle**

Repair Requirements (Outside of Vehicle)

Repair personnel must:

- Clean up work area and discard replaced material and debris (welding rods, nuts, bolts, etc.) in proper containers.
- Have required Material Safety Data Sheets (MSDS). Every employee should have reasonable access to MSDS information while working within the facility.
- Use required Personal Protective Equipment (PPE). Waist, ankle, arm and reflective protection are acceptable inside shop areas only.

Enhanced visibility work wear is not required:

- When performing work inside buildings (this exception does not apply to indoor service tracks).
- When walking from one building to another on designated walkways within designated mechanical facilities.
- By employees while wearing leathers when performing hot work outdoors. Upon completion of hot work, high visibility PPE must be worn in accordance with the requirements outlined in this rule.

While on BNSF property all trailer repair vehicles must comply with all of the following requirements:

- Chassis deflector bars (Refer to BNSF Hub Operations Manual Policy Statement 1999-04B - Chassis Deflectors).
- Strobe light must be located on opposite corners of trucks @ 360 degrees (RR, LF) (BNSF mechanical vehicle strobe light only).
- Company logos on the doors and unit numbers for identification purposes.
- Six safety cones (36-inch safety cones are required) must be mounted appropriately (do not obstruct the view of the driver) on a post or stacked and secured inside the vehicle.
- Safety cones must be mounted appropriately (do not obstruct the view of the driver) on a post or stacked and secured inside the vehicle.
- Ladders must be mounted on the outside of the vehicle or inside of the vehicle and secured appropriately.
- Must conform to state and federal motor vehicle registration and safety standards if required.
- Must be equipped with seat belts.
- Must be equipped with reverse signal alarms.
- Pickups with towed equipment are acceptable with safety chains and light brake connection.
- Vehicles must normally be turned off when left unattended. If the vehicle is required to run to support equipment, the driver's side wheel must be chocked in both directions and any manual brake applied.

### **S-8.10.1 Equipment Allowed Inside of Trailer Repair Vehicle**

Equipment allowed inside trailer repair vehicles:

1. Combustible fuel – maximum gasoline allowed is 5 gallons, stored in a spring-loaded steel gasoline safety can.
2. All vehicles that transport explosive or combustible fuel (for example, propane, acetylene, and gasoline) for auxiliary equipment and/or furnaces must be equipped with an enclosed storage compartment vented to the outside.
3. Adequately secure the container to prevent it from moving when the vehicle is being operated.
4. Leaking containers must be promptly taken out of service and replaced.
5. Welding machine – if a welding machine is in an enclosed vehicle, it must be bolted to the floor and vented through the floor.
6. Cables will be secured up off the floor; welding rods will be secured and stored to prevent a tripping hazard.
7. Air compressor – if an air compressor is in an enclosed vehicle, it must be bolted to the floor and vented through the floor. All hoses must be secured and stored up off the floor.
8. All moving gears, belts and pulleys will have the appropriate manufacturer's safety guards in place.

9. Oxygen and acetylene tanks:
  - Both tanks should be capped while the vehicle is moving (upon arrival or departure from the facility).
  - Gauges must be in proper working condition with no broken or damaged parts. They must be stored in a manner to prevent contamination from any petroleum products.
  - Hoses should be intact with no splices, frayed, or taped areas and must be stored off the floor to prevent tripping hazards.
  - Torch lines must be equipped with flashback arrestors at both the torch and tank ends.
10. Ladders must meet OSHA standard.
11. One first aid kit. All outside service partner repair employees working within the facility should be equipped with a first aid kit.
12. Fire extinguisher.
13. Every repair vehicle must be equipped with a five-pound to ten-pound fire extinguisher.
14. Fire extinguisher must be properly mounted for easy access within the truck cab.
15. Fire extinguisher must be tagged, up-to-date and in good working condition.
16. Flammable cabinet.
17. Every repair vehicle must have a flammable cabinet to store all flammable material and aerosol cans.
18. Flammable cabinet must be secured inside the repair vehicle.
19. Electrical hardware cabinet to store cords, connectors, and lugs (this cabinet must be secured).
20. Secured storage rack for tools, bins and boxes.
21. Trailer jack and jack stand: (Must meet OSHA standard) Must be marked with Rating. Jack stand and jack should be stored when not in use.
22. Adequate shelving for parts along the wall and must be bolted to the floor.
23. Employee's tool box – tools must be stowed in tool box. The cab must be kept clean, and no tools (or garbage) should be on the floor or loose in the cab.
24. Grease gun.
25. Portable lighting that is up to code. Bulbs must be shielded. Lighting should be stowed and secured properly.
26. Portable fans.

No recreational electronics such as microwaves, televisions, computer games, etc., are allowed. No material in violation of BNSF policy, such as inappropriate material or photos, is allowed.



## **S-8.11 Intermodal Equipment Repair and Repair Shops**

### **S-8.11.1 Protection**

When working in or on equipment:

- In a shop, display red stop sign or 36-inch cone on the front of the equipment until it is removed from shop.
- In other locations, protect it and equipment on each side and directly behind, so they cannot be coupled into.

### **S-8.11.2 Jacking and Supporting Trailers**

When jacking:

- Verify that jacks being used are stenciled with rated capacity.
- Check that jack has had current internal inspection every six months per OSHA requirements.
- Ensure that chock wheels are securely on the end opposite of the end to be jacked.
- Make sure jacks are adequate for weight to be lifted.
- Use cushioning material between jack and equipment to prevent slipping. Do not allow metal-to-metal contact.

### **S-8.11.3 Repairing Trailers, Chassis and Containers**

When repairing trailers, chassis and containers:

- Do not apply open flame to air lines, reservoirs, brake chambers, or valves when working on equipment brakes.
- Do not put any substance other than air into brake lines when working on equipment brakes. (This includes antifreeze, alcohol and oil.)
- Support equipment on work stands or couple to a tractor when working on equipment with landing leg problems.
- Make sure tractor is turned off, brakes are set, and driver is out of cab when working on equipment coupled to a tractor.
- Only authorized/qualified people may service, install, or remove refrigeration on air-conditioning systems.

## **S-8.12 Automotive Facilities**

All BNSF Automotive Facilities must comply with the following work instructions regarding Personal Protective Equipment (PPE).

- Personnel performing loading and/or unloading activities must be outfitted with the following PPE items:
  - Boots with non-slip soles and defined heels. Ankle support is recommended.
  - Bump caps when in, on or around the rail car.
  - Gloves when in, on or around the rail car for movement of bridge plates, securement procedures, and end door operations. Optional when accessing rail car solely to drive vehicles on or off.
  - Safety glasses with side shields when breaking seals or chains.
  - Enhanced visibility work wear must be worn at all times.



- Personnel performing inspection activities must be outfitted with the following PPE items:
  - Bump caps when in, on or around the rail car.
  - Enhanced visibility work wear must be worn at all times.
- Contracted personnel who perform switching activities must be outfitted with the following PPE items:
  - Steel-toed boots with defined heels and 5-inch minimum ankle support.
  - Enhanced visibility work wear material must be worn at all times.
  - Safety glasses with side shields.
  - Gloves.
- Personnel who perform checkpoint activities must be outfitted with the following PPE items:
  - Shoes or boots with appropriate non-slip soles and defined heels.
  - Enhanced visibility work wear must be worn at all times.

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

### **S-9.1 Inspection**

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

Before using ladders, inspect them for:

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

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

### **S-9.2 Storage**

Store ladders (except vehicle-carried ladders) where they will not be exposed to the weather.

### **S-9.3 Stage Boards**

When using stage boards not securely fastened to the supports, do not let them extend more than 6 inches beyond the last support. Use stage boards equipped with end stops or drop pins to keep them in place on the supports.

### **S-9.4 Safety Feet**

Use only portable straight ladders equipped with grippers, cleats, or nonslip safety feet suitable to the surface on which the ladder is placed.

### **S-9.5 Ladder and Scaffold Placement**

Place a straight ladder so that the distance from the base of the ladder to the vertical plane of the support is approximately 1/4 the ladder length between the supports and ladder base.

When setting ladders or portable scaffolds:

- Extend the ladder side rails at least 3 feet above the surface you will be stepping onto.
- Place the legs on firm footing and secure them against movement.
- Do not lean legs against an unstable object.
- Do not place legs on boxes, barrels, or blocks for additional height.
- Secure the ladder or scaffold in position if it could move.
- Do not use ladders in a horizontal position as runways or scaffolds.
- Secure ladders used near a door, aisle, pathway, or roadway, or have a co-worker guard the ladder base. When using a ladder within the swing of a door, secure the door or have employee guard the ladder base.

### **S-9.6 Ladders for Electrical Work**

Do not use metal ladders or scaffolds while working on energized electrical circuits. Use approved fiberglass or other type of approved nonconductive ladders.

## **S-9.7 Instructions for Climbing**

When climbing:

- Always face ladders or scaffolding.
- Do not stand higher than the manufacturer's specifications dictate.
- Have only one person on a ladder at a time.
- Do not jump or slide from a ladder, scaffold, platform, or other elevated position.
- Do not move laterally from one ladder to another.
- Never overreach or attempt to "walk" a ladder.
- Keep the center of your body within the outside rails of the ladder.

### **S-9.7.1 Climbing with Tools or Materials**

Do not climb ladders with tools or materials in your hands; use a hand line.

Position tools or materials on a scaffold or platform where they will not fall or be knocked off.

## **S-9.8 Performing Work**

Do not work under a ladder.

## **S-9.9 Extension Ladders**

Use only approved extension ladders, and use them as follows:

- Carefully raise them so that the top of the ladder safely overlaps the support by 3 feet minimum.
- Make sure guides and hooks are properly engaged.
- Do not splice short ladders together to make a longer one.

## **S-9.10 Step Ladders**

Follow these instructions when using step ladders:

- Use only a fully open step ladder with spreaders properly set.
- Do not use step ladders taller than 10 feet unless another employee holds and steadies the ladder.

## **S-9.11 Construction Scaffolding**

Use only scaffolds and suspended platforms constructed and maintained according to departmental instructions.

Do not stand on the handrails of any scaffold or platform to gain additional height.

### **S-9.11.1 Sectional Metal Scaffolds**

Erect sectional metal scaffolding according to the manufacturer's instructions and adequately brace. Maintain outriggers in good working condition and protect from damage.

## **S-9.12 Non-Powered Mobile Scaffolding**

When using non-powered mobile scaffolding:

- Do not ride rolling scaffolds.
- Secure or remove all material and equipment from the platform before moving the scaffold.
- Apply caster or wheel brakes at all times when a scaffold is stationary.
- Do not try to move the scaffold without help.
- Watch out for holes in the floor and for overhead obstructions when moving the scaffold.
- Follow the manufacturer's guidelines for adjusting screws.

## **S-9.13 Aerial Work Platforms**

When working from aerial platforms, including scissor lifts and boom-mounted baskets or buckets:

- Check pathway and overhead for obstructions before moving the platform.
- Always stand firmly on the floor and do not sit or climb on the edge of the platform or use planks, ladders or other objects to increase reach.
- Do not exceed the manufacturer's rated safe load.
- Maintain a safe distance from high-voltage power sources.
- Do not modify the equipment without prior written approval from the manufacturer.

### **S-9.13.1 Scissor Lifts**

When working from a scissor lift:

- Platform must be equipped with a guardrail and toeboards. Guardrails must be completely installed, in good condition and with gates fastened.
- Never climb or stand on toeboards or guardrails. Never hang outside the guardrails.
- If required by local or state law, a safety belt or harness must be worn that meets the same requirements as in S-9.13.2. Safety belts may only be used for fall restraint in scissor lifts.
- Personnel using fall protection or restraint equipment must attend appropriate training.

When working from elevated platforms or scissor lifts, use only elevated platforms or scissor lifts equipped with a guardrail and toeboards.

### **S-9.13.2 Boom-Mounted Baskets or Buckets**

When working from a boom-mounted basket or bucket:

- A harness equipped with a lanyard that restrains personnel within the platform must be worn to prevent personnel from being ejected out of the platform.
- The lanyard must be secured to an anchor point designed and designated by the manufacturer for this use.
- Do not attach the lanyard to a pole, piece of equipment, or any other structure.
- Do not allow the platform to rest on or against any structure or equipment while working from the platform, unless this practice is permitted based on the manufacturer's operating manual for the unit.
- Do not climb in or out of an elevated basket or bucket, unless it is equipped with a door or a gate and the lift is positioned to provide safe access.
- On equipment designed primarily as personnel carriers, use only equipment with upper and lower platform controls where the lower controls can override the upper controls.
- Personnel using fall arrest or restraint equipment must attend appropriate training.

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## **S-11.0 Material Handling**

### **S-11.1 Material Storage**

#### **S-11.1.1 Stacking Material**

Store material neatly, interlocking it where possible to prevent shifting or falling. Do not store heavy materials on top of fragile or crushable materials. Material should be stored only on shelving or racks with sufficient rated capacity.

#### **S-11.1.2 Overhead Clearance**

Maintain a minimum of 18 inches of clearance below sprinkler heads so they can operate effectively in the event of a fire.

#### **S-11.1.3 Storing Combustibles**

Keep combustible materials away from a source of ignition.

#### **S-11.1.4 Storage Racks**

Secure material storage racks to floor or wall where there is greater than a 3-to-1 height-to-depth ratio. If racks can be fastened together to achieve a 3-to-1 ratio, no securement is required. Inspect pallet racks and shelving on a regular basis.

### **S-11.2 Hand Trucks**

When possible, push a hand truck rather than pulling it. However, if assisting someone, push the hand truck from the rear, not from the side, and stand where you can see ahead clearly.

When pulling a hand truck, do not jerk it to get over an obstruction; pull with a steady force. Do not walk backward while pushing or pulling a hand truck or wagon. Do not ride on hand trucks or wagons.

### **S-11.3 Pallet Use and Stacking**

When stacking loaded pallets:

- Determine how much the material and packaging can support.
- Stack pallets only as high as the material on the bottom of the stack can support.
- Inspect pallets for damage and stability.
- The forklift operator must warn others working near the stacking operations.

### **S-11.4 Loading and Unloading Cars, Trucks, and Trailers**

When loading and unloading cars, trucks, and trailers:

- Chock wheels of cars, trucks, and trailers spotted at doors and platforms before loading or unloading.
- Use truck jacks at the front of trailers, in addition to chocking, where trailers are not attached to tractors.
- Make sure all transfer equipment (gangplanks, transfer plates, etc.) is properly secured before using it.
- Do not place gangplanks, transfer plates, or skids in doorways of cars coupled to a locomotive unless there is protection against movement.
- Do not load and unload trailer truck while tractor is being coupled or uncoupled.
- Trucks and trailers secured by an automatic locking bar hooked to the ICC Bar do not require chocks.

## S-11.5 Sharp Edges

Eliminate sharp or ragged edges and nails on drums, cans, and kegs when using them as shipping containers.

### S-11.5.1 Banding Material

Carefully handle banding material and tools as follows:

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

### S-11.5.2 Sharp Edges/Slivers—Metal

As a part of risk assessment activities, identify and address any potential contact with sharp metal edges or burrs when working with metal.

- Do not handle sharp metal pieces or slivers with a bare or gloved hand. Use an appropriate tool; e.g., pliers, vice grips.
- Do not slide a bare or gloved hand along rail or metal components during inspection activities.
- After removing slivers from rail, or when handling other metal scraps, be sure to appropriately dispose of the material. Do not leave such materials on the track structure, in right of way areas, or in shop areas, where others may be exposed to injury.

### S-11.5.3 Sharp Edges/Nails—Wood

As a part of risk assessment activities, identify and address any potential contact with splinters, rough edges, or nails when working with wood products.

- Do not slide a bare or gloved hand along wood edges during inspection activities.
- Verify that nails are removed or safely bent over on scrap lumber temporarily maintained at job-sites.

## S-11.6 Wheelsets

To move or stop a freight car or locomotive wheelset:

- Inspect wheelset for burrs, slivers or other sharp edges.
- Wear puncture resistant gloves.
- Use mechanical means for moving wheelsets whenever possible, such as forklift or axle mover.
- Position yourself on the trailing side of the wheelset. Slowly move wheelset to desired position by grasping the flange and rim of wheel. Do not allow hand(s) to slide on wheel.
- Keep hands clear from pinch points that may be created by adjacent wheelsets.
- When possible, place wheel chocks, stops, or skates on rail where wheelset will be stopped.
- Do not walk in front of the wheelset or leave wheelset unattended until they are stopped and secured.

## 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-11.7.2 Loading or Unloading Tank Cars**

When loading or unloading tank cars:

- Make sure cars are protected against movement when loading or unloading material.
- Set hand brake and chock wheels before loading or unloading.
- All tank cars must have a railing around the platforms where workers stand.
- Make sure the outlet valve is shut off.
- If material is flammable, use non-sparking wrenches. Do not smoke or generate sparks or open flames.
- Properly ground tank cars containing gasoline or other flammables.

### **S-11.7.3 Handling Fluorescent/Neon Tubes**

Handle fluorescent or neon tubes carefully. If they break, do not inhale the dust and vapor. Dispose of in accordance with BNSF procedure.

### **S-11.7.4 Disposing of Spray Containers**

Carefully store and dispose of pressure spray containers. Do not expose them to excessive heat. Dispose of them per state law.

## **S-11.8 Forklifts**

### **S-11.8.1 Parking Requirements**

Do not park a forklift on a ramp or incline. When parking a forklift:

1. Park the forklift clear of obstructions.
2. Set the hand brake.
3. Lower the forks.

### **S-11.8.2 Dismounting Forklift—Attended and Unattended Forklifts**

When dismounting forklift and still in attendance of the equipment (within 25 feet and forklift in sight):

1. Bring the forklift to a complete stop.
2. Place directional controls in Neutral.
3. Apply the parking brake, and if equipped with automatic brake, place in Park.
4. Lower forks to the ground. (Exception: when task requires elevated load.)
5. Use at least three-point contact when climbing from forklift.

When leaving a forklift unattended:

1. Lower forks to the ground.
2. Shut off the engine.
3. Remove the key (where security is a problem).
4. Do not allow the forklift to foul tracks.
5. Apply the parking brake, and if equipped with automatic brake, place in Park.

Do not allow yourself or others to be directly in front of or behind forklift, unless engine is shut off.

### **S-11.8.3 Passengers**

Passengers are not allowed on forklifts unless the truck is equipped with a passenger seat and seat belt.



**S-11.8.4 Tool Storage**

Do not place tools, material, or other objects onto a forklift that may interfere with its operation.

**S-11.8.5 Seat Belts**

Use seat belts where provided.

**S-11.9 Forklift Operation**

**S-11.9.1 Speed and Movement Restrictions**

When operating a forklift:

- Reduce speed and sound the horn when rounding corners or passing by or through doorways or congested areas.
- Watch for and avoid contact with overhead and side obstructions and overhead wires.
- Make sure the way is clear before moving in any direction.
- Bring a forklift to a complete stop before reversing direction.
- Look in both directions before crossing tracks. Where possible, cross diagonally.
- Operate the forklift backwards if the load obstructs your view.

**S-11.9.2 Getting On or Off**

Do not get on or off a moving forklift. Maintain at least three point contact when getting on and off forklifts.

**S-11.9.3 Operation on Ramps**

Back a loaded forklift slowly down ramps or inclines.

**S-11.9.4 Gates/Doors**

Do not use a forklift to open or close doors or gates on buildings.

**S-11.9.5 Load Limits**

Do not pick up loads that exceed the forklift's marked load capacity. Do not move the machine until the load is secured.

**S-11.9.6 Unloaded Fork Position**

When moving an unloaded forklift, keep the forks 18 inches or less from the floor or ground to avoid obstructions.

**S-11.9.7 Personnel Baskets**

When using personnel baskets:

- Use a forklift only as an elevator for employees (for example, to service light fixtures) when it is equipped with an approved work platform that meets OSHA standards.
- Always secure the approved basket to the mast guard when using forklift to lift personnel.
- Ensure that passengers stand only on the floor of the basket.
- Fork lift operator must stay at controls while basket is occupied.

**S-11.9.8 Inspections**

- Always do a safety inspection of a forklift before operating it the first time.
- Complete safety inspection records as required.
- Promptly report all defects for needed repairs to the proper authority.
- When defects are found, which affect the safe operation of a forklift, the forklift is to be red tagged, the key is to be removed and the defect immediately reported to the proper authority.

**S-11.9.9 Fueling a Forklift**

- Turn off the engine.
- See Rule S-5.8 for requirements regarding LPG tanks.

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## S-12.0 Motor Vehicles and Trailers

### S-12.1 Operation of Motor Vehicles

#### S-12.1.1 General Requirements

Every company vehicle driver must:

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

#### S-12.1.2 Crossing Tracks

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

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

Exceptions:

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

## S-12.2 All-Terrain Vehicles (ATVs)

The operation of ATVs by BNSF personnel requires the following:

- ATVs must be modified to limit maximum speed to 15 MPH or less.
- Operators must have completed an ATV Safety Training Course (including check ride), before operating an ATV.
- Employees must wear helmets that meet the DOT Standard 218 “Motorcycle Helmet” or BNSF approved bicycle helmet when operating ATVs. These DOT helmets and bicycle helmets are not to be worn as head protection in overhead hazard areas such as under craneways or when people are working above others. In these areas, hard hats are required.

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

## S-12.3 Motorcycle Use

Do not use motorcycles to perform duties or to deadhead.

## S-12.4 Utility Vehicles

Complete a Utility Vehicle Safety Training Course before operating a utility vehicle.

When operating a utility vehicle:

- Wear seat belts where provided.
- Ensure that the utility vehicle is modified to limit maximum speed to 15 MPH or less.

## S-12.5 Seat Belts

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

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

Exception: Seat belts are not required when employees are operating vehicles while performing train inspections or coupling air hoses. When operating the vehicle in travel to and from such work activities, seat belts must be worn.

## S-12.6 Passengers

Transport passengers in vehicles equipped to transport passengers.

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

## S-12.7 Maintenance/Inspections

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

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

## 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.
- If parking on a grade, set the emergency brake and take other precautions to prevent the vehicle from rolling unexpectedly.
- Remove the ignition key, close the windows, and lock the doors if leaving the parked vehicle unattended.

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

### S-12.9.1 Fouling Tracks or Roadways

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

## S-12.10 Work Under Vehicles or Trailers

Do not sit or lie underneath vehicles or trailers, except when inspecting or repairing them, and then make sure the:

- Brakes are set.
- Wheels are blocked.
- Engine is stopped.
- Proper support stands are in place.

Do not sit or lie under a raised vehicle or trailer supported only by a jack.

## 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-12.12 Special Equipment Mounted on Vehicles or Trailers

Only qualified personnel may operate special equipment, such as winches, cranes, and hoists, mounted on vehicles or trailers.

When operating vehicles with special equipment:

- Inspect the equipment frequently.
- Do not exceed load limits.
- Make sure outriggers are in place.
- Secure the equipment in the proper position before moving the vehicle.
- Comply with the manufacturer's instructions.

## S-12.13 Trailers

### S-12.13.1 Required Equipment

Trailers must be equipped with:

- Safety chains (except fifth-wheel or gooseneck trailers).
- Required stop, tail, directional, and clearance lights.
- Electrical connectors that are compatible in size and design with those on the designated towing vehicle.

### S-12.13.2 Inspection

Before towing trailers, inspect equipment and material loaded on the trailer, and inspect the following to make sure they are operable:

- Tires.
- Brakes (if equipped).
- Hitches and locking devices.
- Safety chains (if equipped).
- Electrical connections and lights.

If the vehicle and trailer hitch are not compatible in size and design, or if locking devices are defective, do not tow the trailer.

## S-12.14 Commercial Motor Vehicles

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

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

- The vehicle has a gross vehicle weight (GVW) rating or gross combination weight rating of 10,001 or more pounds,
- The vehicle is designed to transport more than 15 passengers, including the vehicle operator, or
- The vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued by the Secretary under the Hazardous Materials Transportation Act.

### S-12.14.1 Commercial Motor Vehicle Driver Fitness

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

### **S-12.14.2 Commercial Motor Vehicles Transporting Hazardous Materials**

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

### **S-12.14.3 Commercial Motor Vehicle and Trailer Maintenance and Inspection**

Drivers are required to review the last vehicle inspection report required to be left in the vehicle by the previous driver and conduct a pre-trip inspection before driving the vehicle. This includes but is not limited to an inspection of:

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

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

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

### **S-12.14.4 Commercial Motor Vehicle Cargo Securement**

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

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

### **S-12.14.5 Commercial Motor Vehicle Hours of Service**

Commercial motor vehicle drivers must not drive:

- More than 11 hours following 10 consecutive hours off duty.
- Beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty.
- After being on duty more than 70 hours in any 8 consecutive days.
- Until completing a 34 hour consecutive rest period that includes two periods from 1:00 a.m. – 5:00 a.m. after being on-duty a maximum of 70 hours.

All commercial motor vehicle drivers must properly complete an hours of service logbook and have it ready and available in the vehicle.

### **S-12.14.6 Commercial Motor Vehicle Safe Operation**

Drivers must obey all local, state and federal laws when driving. This includes, but is not limited to obeying and complying with all speed limits/restrictions, traffic signs and traffic signals.



### **S-12.14.7 Commercial Motor Vehicle (CMV) Restrictions**

While driving, the operator of a CMV must not:

- Use a hand-held mobile telephone for voice communication.
- Dial or answer a mobile telephone by pressing more than a single button.
- Manually enter or read text from an electronic device (e.g. emailing, instant messaging, accessing a Web page or perform any electronic text retrieval or entry).

## **S-12.15 Clerical Instructions for Transporting BNSF TY&E Crews**

These requirements shall apply when operating a company vehicle both on and off company property unless specifically stated otherwise.

### **S-12.15.1 General**

- Comply with all rules and procedures listed in the BNSF Company Vehicle Policy and Procedure Manual for operating company or temporary replacement vehicles.
- All drivers that transport crews must complete a defensive driving course and view an Operation Lifesaver video a minimum of every two years.
- All current drivers and employees accepting an assignment transporting crews must complete a defensive driving course and view an Operation Lifesaver video within 60 days if in excess of two years since last completion.
- If either the driver or passengers feels that conditions may be unsafe for travel based on reported or actual weather conditions, they may immediately cancel or delay the trip. Immediately notify the dispatcher and your supervisor if the trip is canceled or delayed.
- All vehicles used to transport passengers shall be maintained in good repair, and shall be clean and in safe operating condition.

### **S-12.15.2 Before Operating the Vehicle**

1. Inspect the vehicle daily before leaving the parking area, using the Crew Hauler Vehicle Checklist. If any item is not satisfactory (NS), correct the problem immediately and note it in the comments section. If the problem cannot be corrected or protected, notify your supervisor and do not drive the vehicle.
2. Restock any missing safety equipment.

### **S-12.15.3 When Picking Up Employees**

1. Park the vehicle in a secure and accessible location. Park off public roadways whenever possible.
2. Secure the vehicle against movement by placing the vehicle in park (low gear if it is a manual transmission), engaging the parking brake, and shutting down the engine. If vehicle is not parked in a designated loading zone or parking lot, activate the vehicle flashers and place high visibility devices (flares or reflective triangles) in front of and behind the vehicle.
3. Make sure baggage is securely stowed against movement in the designated storage area.
4. Conduct a job safety briefing. The briefing must include, at a minimum, the location of emergency equipment, the results of the vehicle inspection, the route of travel, expected weather/road conditions, and how to obtain emergency assistance. Ask if anyone is First Aid/CPR qualified. Remind passengers of the no-smoking policy.
5. Do not move the vehicle until all luggage is stowed, doors are closed and locked, passengers are seated, and seat belts are fastened, properly securing passengers in an upright position.

**CREW HAULER VEHICLE INSPECTION CHECKLIST**

Vehicle ID No. \_\_\_\_\_ Mileage out \_\_\_\_\_ Mileage in \_\_\_\_\_

Date &amp; Time \_\_\_\_\_

Inspected (print) by \_\_\_\_\_ Signature \_\_\_\_\_

Vehicle shall be inspected at the beginning of shift by the operator and the inspection documented on this form. ALL ITEMS SHALL BE APPROPRIATELY MARKED (S, NS or NA) FOR THIS INSPECTION TO BE COMPLETE. For any item marked NS, correct or protect the problem if possible and describe it and the action taken in "COMMENTS." If the problem cannot be corrected or protected, do not use the vehicle and immediately notify the supervisor. This Form is to be filed upon completion of the driver's shift and retained for 12 months.

**Head and Tail lights, Brake Lights, Turn Signals and Emergency Flashers**

\_\_\_\_\_ Head &amp; tail lights, brake lights, and emergency flashers are operational

**Wipers and Blades, Air Conditioning/Heater, BNSF Radio, and Horn**

\_\_\_\_\_ Wiper operational

\_\_\_\_\_ Check system appropriate for weather: air conditioner or heater

\_\_\_\_\_ BNSF radio operational

\_\_\_\_\_ Horn operates

**Parking Brake and Backup Alarm, and Brakes**

\_\_\_\_\_ Parking brake operational

\_\_\_\_\_ Reverse alarm should sound

\_\_\_\_\_ If brakes squeak when applied while moving, schedule maintenance

**Seat Belts, Door Handles & Locks, Clean and Orderly, and Window/Mirror Visibility**

\_\_\_\_\_ Seat belts should work and be available for each passenger riding in vehicle

\_\_\_\_\_ Door handles and locks operable

\_\_\_\_\_ Vehicle should be clean and orderly

\_\_\_\_\_ Windows cracks and chips should not interfere with the vision of the driver

\_\_\_\_\_ Side and rearview mirror should not have cracks that interfere with visibility

**Tires**

\_\_\_\_\_ Tires must be inspected for unusual tread or sidewall wear or tears

\_\_\_\_\_ Tire pressure must meet manufacturers recommendation

( \_\_\_\_\_ psi LF \_\_\_\_\_ psi RF \_\_\_\_\_ psi LR \_\_\_\_\_ psi RR)

**Auxiliary Items**

\_\_\_\_\_ Baggage area restraints

\_\_\_\_\_ Glass hammer/Seat restraint cutter

\_\_\_\_\_ First aid kit

\_\_\_\_\_ Fire extinguisher

\_\_\_\_\_ Emergency road kit

\_\_\_\_\_ Chassis deflector (if applicable)

\_\_\_\_\_ Traction devices (if applicable)

**Inspection Complete**

Comments: \_\_\_\_\_

S = SATISFACTORY NS = NOT SATISFACTORY NA = NOT APPLICABLE

**Reminder: Always conduct a job safety briefing with passengers before departure**

### S-12.15.4 When Traveling

- Request assistance to direct the vehicle movement when backing if visibility is limited.
- Do not play loud music or engage in conversation that would be a distraction from driving. Do not eat, drink, operate a cell phone or use other electronic devices while the vehicle is moving.
- During inclement weather:
  - Slow down.
  - Do not use the cruise control.
  - Apply traction devices as needed (for example, snow chains).

If requested, or if in your opinion it is unsafe to proceed, pull off the road at a secure location until the weather clears sufficiently to drive.
- Proceed directly to the destination without any other stops unless directed by the train dispatcher or other designated railroad authority.
- If any passenger removes any part of his or her seat belt or lies back, stop the vehicle until the seat belt is being worn correctly.
- Crossings outside yard facilities not equipped with automatic warning devices (lights, gates, bells or any combination thereof):
  - Stop within 50 feet, but not less than 15 feet from the nearest rail.
  - Look in both directions and listen for an approaching train or on-track equipment before proceeding over the crossing.

### S-12.15.5 Clerical Employees Hauling Crews

#### A. Long Haul—Hauling employees from one city to another.

Employee will adhere to the BNSF policy prohibiting drivers from transporting railroad employees at any time when:

- The driver has completed a total of ten hours of driving since last obtaining 8 consecutive hours of off-duty time; or
- The driver's combined on-duty and drive time hours equal 15 hours since last obtaining 8 consecutive hours of off-duty time; or
- The total number of hours of on-duty and drive time exceeds 70 hours in any period of 8 consecutive days.

Whenever one of these three restrictions has been met, the driver must take a mandated 8 consecutive hours off-duty rest period.

#### B. In-Terminal—Hauling employees within a city and driving on roads with posted speed limits below 55 MPH.

When hauling employees in-terminal, the above railroad policy shall not apply.

#### C. Combined Long Haul and In-Terminal—In calculating the total hours of on-duty and drive time as required for adherence to the BNSF Policy for Long Haul drivers, both long haul and in-terminal on-duty and drive hours will be counted to determine whether a driver may be permitted to perform long haul service. When an employee goes from long haul to in-terminal service, the on-duty and drive time will not apply.

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

### **S-13.1 General Requirements**

#### **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 all of the following requirements are met:

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

##### **B. Stepping On Rails**

Step over, not on:

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

Watch for conditions that could interfere with footing.

##### **C. Fouling Track**

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

#### **S-13.1.4 Sitting 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-13.7 Operating Switches and Derails

Only authorized and trained individuals may operate switches or derails.

The employee handling the switch or derail is responsible for the position of the switch or derail in use. The employee must not allow movement to foul an adjacent track until the hand-operated switch is properly lined.

Do not operate switch that is tagged. If the switch is spiked, do not remove the spike unless authorized by the same craft or group that placed it.

Employees handling switches and derails must make sure:

- The switches and derails are properly lined for the intended route.
- The points fit properly and the target, if so equipped, corresponds with the switch's position.
- When the operating lever is equipped with a latch, they do not step on the latch to release the lever except when throwing the switch.
- After locking a switch or derail, they test the lock to ensure it is secured.
- The switch is not operated while equipment is fouling, standing on, or moving over the switch.
- When equipment has entered a track, the switch to that track is not lined away until the equipment has passed the clearance point of the track.

When possible, crew members on the engine must see that the switches and derails near the engine are properly lined.

### S-13.7.1 Checking for Damage and Obstructions

#### A. General Requirements

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

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

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

#### B. Defective Switches

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

Label the defective switch as follows:

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

### **S-13.7.2 Operating Ground Throw or “Flop Over” Switch**

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

#### **One-Handed Method**

- a. Place one hand on the handle and the other on your thigh for support.
- b. Slowly pull the handle up using your legs as much as possible. Keep handle between your shoulders and parallel to the switch handle's path of travel or facing the directions of travel.
- c. Continue to use one hand to move the handle over the top of the switch. If resistance is sensed at any time, use two hands to complete the switch movement.

#### **Two-Handed Method**

- a. Place two hands at the end of the switch handle.
  - b. Slowly pull the handle up using your legs as much as possible. Keep handle between your shoulders and parallel to the switch handle's path of travel or facing the directions of travel.
  - c. As the switch handle is moved, reposition your feet as needed to avoid a twisted or awkward body position.
7. Shift your position so that your body is over the lever on its downward movement.
  8. Push the lever handle to the latched position as follows:
    - a. Use slow, even pressure.
    - b. Do not jerk or use unnecessary force.
    - c. Keep hands and legs firmly braced and clear of the operating lever.
    - d. One foot may be used to finish the last few inches of handle movement on pavement (submarine) switches and ground throw switches. One foot must remain on the ground for balance when using this method. Avoid using your feet to push the lever arm down during wet, ice, or snow conditions, or if oil, grease, or other such contaminants are present.
  9. Make sure the switch lever handle is latched.

### S-13.7.3 Operating High Stand/Low Stand Switch

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

#### Two-Hand Method

- a. Stand with your shoulders parallel to the switch handle and place both hands near the end of the handle.
- b. Lift up the switch handle, keeping your back in proper alignment and your legs slightly bent.
- c. Slowly pull the handle through the line of travel.
- d. Fully seat the handle in the keeper slot when the switch is in the desired position.
- e. The use of your feet in the operation of this type of switch is not allowed.

#### Mast-Support Method

- a. Place one hand on the mast and the other hand on the end of the handle.
- b. Stand parallel to the handle and slowly pull the handle through the line of travel.
7. As the switch handle is moved, reposition your feet as needed to avoid a twisted or awkward body position. Focus on using leg muscles, not back muscles.
8. Do not jerk the handle or use unnecessary force.
9. Fully seat the handle in the keeper slot when the switch is in the desired position.
10. The use of your feet in the operation of this type of switch is not allowed.

### S-13.7.4 Operating Switch Point Locks

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

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

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

**S-13.7.5 Switch Heaters**

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

**S-13.7.6 Switches Equipped with Locks, Hooks or Latches**

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

**S-13.7.7 Hand-Operated Crossover Switches**

When not in use, hand-operated crossover switches not connected to a main track or siding must be left in corresponding positions (both switches lined for crossover movement or both switches lined for other than crossover movement). Switches of a crossover connected to a main track or siding must be left for other than crossover movement.

A hand-operated crossover switch may be left non-corresponding when:

- Used to provide blue signal protection.
- Used to provide inaccessible track protection for MW employees.
- Performing maintenance, testing, or inspection of crossover switches in signaled territory.
- One crew is using both tracks connected by the crossover during continuous switching operations.

Both switches of a crossover must be properly lined before equipment begins a crossover movement. A crossover movement must be completed before either switch is restored to the proper position.

**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.



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## S-15.0 Oxygen and Fuel Gas

### S-15.1 Storing Gas Cylinders

Follow these requirements for storing gas cylinders:

- Store oxygen, acetylene, and fuel gas cylinders with the valve end up.
- When oxygen, acetylene, and fuel gas cylinders are not in use or when they are empty, close their valves tightly and put the protective cap in place.
- Secure gas cylinders to protect them from damage. No more than three cylinders may be chained together.
- Store gas cylinders in a well-ventilated area away from elevators, stairs, and gangways.
- Separate oxygen cylinders from acetylene and other fuel gas cylinders as follows:
  - Separate them by at least 20 feet, or
  - Separate them with a noncombustible barrier at least 5 feet high with a fire resistance rating of at least a 1/2 hour.

Exception: This does not apply to cylinders in use or ready for immediate use. Secure these cylinders in suitable racks or cabinets on trucks or in fixed locations.

- Store oxygen cylinders at least 20 feet away from flammable material, especially oil, grease, paint, or any substance that could cause or intensify a fire. Do not store, use in, or convey oxygen through a paint shop or any paint storehouse.
- Do not store gas cylinders near heat sources such as furnaces or boilers. In locations with extreme temperatures, screen gas cylinders stored outdoors from the sun.
- Store empty and full gas cylinders separately. Mark empty cylinders as EMPTY or MT.

### S-15.2 Testing for and Handling Leaks

#### S-15.2.1 Testing for Leaks

When testing for leaks, use soapy water with a nonfat base. Do not use an open flame.

#### S-15.2.2 Handling Leaks

If a welding gas cylinder is leaking:

1. Remove the cylinder to an open area away from possible ignition sources.
2. Allow the cylinder to drain completely.
3. Close the valve.
4. Tag the cylinder indicating the defect.
5. Return the cylinder to the supplier.

### S-15.3 Mixing Gases

Do not mix gases in a cylinder or refill a cylinder.

## **S-15.4 Handling and Transporting Gas Cylinders**

When handling or transporting gas cylinders:

- Do not handle oxygen cylinders with oily or greasy hands or gloves.
- Securely chain or clamp gas cylinders with valve ends up.
- Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand-tight, except when cylinders are in use or connected for use.
- Do not remove or change numbers or marks stamped on gas cylinders.
- Gas cylinders may be difficult to carry by hand because of their shape, smooth surface, and weight. Gas cylinders may be rolled on their bottom edge but never dragged.
- Follow these lifting restrictions:
  - Do not lift a compressed gas cylinder with an electromagnet.
  - Do not lift a gas cylinder by its valve cap.
  - When using a crane or derrick to lift a gas cylinder, secure it to the crane hook with a cradle, suitable platform or basket/tote.
- Contact the gas supplier when you are unsure of how to properly handle a compressed gas cylinder or its contents.

When transporting compressed gas cylinders in a company vehicle on other than BNSF property:

- Secure cylinders tightly with a chain, strap or equivalent device, and close cylinder valve.
- Always secure cylinders in a closed compartment when available. Cylinders must not be placed or transported in a passenger-carrying compartment.

## **S-15.5 Changing Gas Cylinders**

Before changing or disconnecting a gas cylinder, close the cylinder valve and individually drain hoses to remove any gas mixture. Do not open a cylinder valve unless the cylinder is secured.

## **S-20.0 Work Environment**

### **S-20.1 Protection for Openings**

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

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

### **S-20.2 Clearances and Obstructions**

#### **S-20.2.1 Overhead and Side Obstructions**

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

#### **S-20.2.2 Communication/Signal Wires**

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

### **S-20.3 Confined Space**

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

### **S-20.4 Machine Operation**

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

### **S-20.5 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-20.5.7 Folding and Four-Point Office Chairs**

Remove all four-point, pedestal type chairs with casters from service and replace with five-point base chairs. Restrict folding chairs to office/lunch room environments, and inspect regularly.

**S-20.16 Precaution with Roll-Up Doors**

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

## S-21.0 Personal Protective Equipment (PPE)

### S-21.1 Personal Protective Equipment Requirements

#### A. Requirements

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

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

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

#### B. Off-the-Job-Use

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

#### C. Additional PPE

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

#### D. PPE Exceptions

Personal protective equipment (PPE) is not required:

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

**Personal Protective Equipment and Clothing Chart**

<b>PPE Chart</b> X = Required equipment # = May be required based on task and materials	<b>Hearing Protection</b>	<b>See Eye &amp; Face Protection Chart</b>	<b>Protective Hand wear (See Hand Protection Chart)</b>	<b>Welder's Jacket</b>	<b>Spats, Leggings</b>	<b>Disposable Overalls</b>	<b>Rubberized Apron</b>	<b>Remarks/Special Requirements</b>
Banding materials		X	X					
Blowing and cleaning with compressed air, steam, or water	#	X	X		#	#	#	
Boring, reaming, drilling	#	X	X					
Breaking frozen material (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools		X	X					Wear enhanced winter footwear.

Personal Protective Equipment and Clothing Chart								
PPE Chart X = Required equipment # = May be required based on task and materials	Hearing Protection	See Eye & Face Protection Chart	Protective Hand wear (See Hand Protection Chart)	Welder's Jacket	Spats, Leggings	Disposable Overalls	Rubberized Apron	Remarks/Special Requirements
Chain saw, chop saw	X	X	X					Chainsaw chaps are required to be worn.
Chipping, cutting, or caulking metal	#	X	X	#	#			All employees involved in welding, cutting or heating operations must wear earplugs or ear muffs.
Climbing poles and rail/work equipment		X	X					Long sleeve shirts or Kevlar sleeves are required to be worn when climbing poles. See fall protection requirements in E.I. 1.4.
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.	X	X	X	#	#			
Dusty conditions		#				#		
Electrical hazard	X	X	#					Voltage rated gloves are required work wear when working with 50 volts and over. Ear canal inserts must be worn.  Lineman's gloves required when working with high voltage (over 600 volts).
Gas welding, cutting, heating	X	X	X	X	#			Kneepads required when kneeling for extended periods of time. All employees involved in welding, cutting or heating operations must wear earplugs or ear muffs.
Hammer (punch)	#	X	X	#				Tool holder must be used. Have cap or Rhino liner on punch head.
Hand tools	#	X	X					
Handling chemicals or refrigerants, or in greasy conditions		X	X				#	
Handling or servicing storage batteries		X	X			#	#	
Intermodal facility – outside of offices	#	X	#					Enhanced visibility work wear must be worn. Checkpoint employees must wear enhanced visibility vests.
Lifting and carrying		X	X					
Painting		X	X			X		
Snow blowing	X	X	X					
Steam cleaning	#	X	X		#	#	#	
Thawing with propane	#	X	X	X	#			
Visitors	#	X	#					Wear PPE according to what the person performing the task is wearing.
Spraying/general use of cleaning agents: follow manufacturer's instructions.								

## S-21.2 Safety Eyewear

### A. Requirements for Safety Eyewear

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

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

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

Safety Glasses Exceptions:

- Safety glasses are not required when inside highway vehicles or hy-rail vehicles when windows are completely closed.
- Safety glasses are optional inside vehicles and locomotive cabs when windows and doors are completely closed.
- When exempted by contractual agreement, personal eyewear must also meet the lenses requirements listed above.

### B. Eye and Face Protection for Equipment and Machinery

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

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

### C. Use of Goggles

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



### Eye and Face Protection Chart

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

Task	Basic Requirements	More Severe Exposure	Remarks/Special Requirements
Banding materials	Safety glasses		
Blowing or cleaning with compressed air	Impact goggles; or welding helmet over safety glasses	Faceshield over splash or impact goggles, as appropriate	Always direct air away from eyes. See Track Welding manual for requirements when welding frogs.
Breaking frozen ground, gravel, cinders, ballast, taconite, etc., with hand tools	Faceshield over safety glasses or impact goggles		Shorter length faceshields may be used.
Chain saw, chop saw	Faceshield over impact goggles		Shorter length faceshields may be used.
Climbing poles	Safety glasses		
Cutting rivets, bolts, cotter keys, splitting nuts, etc.	Safety glasses	Impact goggles or faceshield over impact goggles	When working overhead, wear impact goggles and faceshield
Dusty conditions	Impact goggles		
Electrical hazard	Safety glasses	Arc flash equipment	See E.I. 1.9, Electrical Safety and applicable JSAs.
Hammer (punch)	Safety glasses	Impact goggles	Faceshield over safety glasses or goggles required when metal to metal contact using a hammer greater than or equal to 3 lb.
Hand tools	Safety glasses	Impact goggles	Faceshield over safety glasses or impact goggles required when metal to metal contact when using a hammer greater than or equal to 3 lb, including spiking, clip application / removal, chisel use, etc.
Handling chemicals or refrigerants, or in greasy conditions	Splash goggles	Faceshield over splash goggles	
Intermodal facility	Safety glasses	Dependent upon task being performed.	
Lifting and carrying	Safety glasses		
Snow blowing	Safety glasses	Impact goggles	
Spraying and general use of chemicals	Splash goggles	Faceshield over splash goggles	
Spray painting (gun)	Splash goggles	Faceshield over splash goggles	
Striking, or striking with, hardened tools and fastenings	Safety glasses	Impact goggles	Faceshield required over impact goggles or safety glasses when metal to metal contact using a hammer greater than or equal to 3 lb, including spiking, clip application / removal, chisel use, etc. Shorter length faceshields may be used.
Visitors exposed to eye hazards	Safety glasses	Impact goggles	Employee in charge may require that additional equipment be worn.

## S-21.3 Hard Hat

### A. Hard Hat Requirements

Hard hats applicable to designated crafts and work areas that meet ANSI standard Z89.1, Type I, Class E & G specifications are found in the BNSF Safety and Health Equipment Catalog.

### B. Hard Hats Exceptions

Hard hats are not required:

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

## S-21.4 Hand Protection

### A. Hand Protection Required

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

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

### B. Hand Protection Exceptions

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

### C. Insulating Gloves

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

### D. Sharpening Chain Saw Blades

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



## **S-21.5 Enhanced Visibility Work Wear**

### **A. Enhanced Visibility Work Wear Requirements**

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

- When performing work outside of buildings.
- When at locomotive service tracks.
- Must be worn as an outer garment, not covered or partially covered by overalls, coats, etc. Enhanced visibility garments are to be replaced when they become faded or dirty to the point where they no longer function as an enhanced visibility garment.
- Acceptable items of enhanced visibility garments include vests, shirts, coats/jackets or raingear.
- Must be orange in color with retro-reflective striping, BNSF approved and meet ANSI Class II or III Reflective Standards.
- ANSI Class III work wear is required to be worn by the flagger when highway flagging at night or when highway flagging operations are performed on roadways where posted speeds are 50 MPH or greater.
- Only high visibility garments rated for electrical work may be worn when exposed to energized electrical systems or equipment above 50 volts.

### **B. Enhanced Visibility Work Wear Exceptions**

Enhanced visibility work wear is not required:

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

## S-21.6 Hearing Protection

Hearing protection (ear plugs/earmuffs) must be worn when entering designated hearing protection areas, while performing designated jobs/activities, or in situations where the noise requires an employee to raise his or her voice during normal conversation at a distance of 3 feet.

Annual hearing conservation training and audiometric testing is mandatory for employees required to wear hearing protection on the job. Regardless of noise exposure, you are encouraged to participate in the hearing conservation program.

### A. Hearing Protection Required

Wear hearing protection when working in the following areas:

- On locomotive servicing tracks, fueling pads, inbound/ outbound staging tracks and other posted areas.
- On a locomotive under load.
- Within 100 feet of humping or retarder operations.
- In a high-noise area required by posted notice or special instructions.

### B. Hearing Protection During Hot Work

All employees involved in welding, cutting, or heating operations must wear ear plugs or ear muffs.

### C. Hearing Protection During Energized Electrical Work

Ear plugs or ear muffs are to be worn when performing any inspection or maintenance work on energized electrical systems or equipment.

### D. Hearing Protection Exceptions

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

## S-21.7 Safety Footwear

### A. Safety Boots

Safety boots must meet the following criteria:

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

### B. 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-21.8 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.

### A. Respiratory Protection Program

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

- Be trained and fit-tested annually for the specific make and model of the respirator used.
- Be medically qualified annually.
- Not have any facial hair which contacts the sealing surface of the respirator facepiece or potentially interferes with the respirator valve function. Binding, rolling up, or other methods to constrain beards and moustaches are not acceptable means of compliance. These requirements apply when fit testing and whenever a respirator is worn.
- Inspect your respirator before use.
- Clean and properly store respirator following use.

### B. Voluntary Respirator Use

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

#### Elastomeric facepiece models

- 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 which contacts the sealing surface of the respirator facepiece or potentially interferes with the respirator valve function. Binding, rolling up, or other methods to constrain beards and moustaches are not acceptable means of compliance. These requirements apply when fit testing and whenever a respirator is worn.
- Clean and properly store the respirator following use.

#### Filtering facepiece models

- User must comply with all requirements of BNSF Respirator Program.

## Respiratory Protection Chart

Task	Required Respirator (See Key)							Cartridge (As Applicable)	
	APR-HM-FF	APR-HM-EF	APR-FM	PAPR	SAR	SABH	SCBA	P100	MC
Asbestos: Disturbing or removing any asbestos-containing materials		X						X	
Blowing and cleaning with compressed air	X	X							
Disturbing, removing or disposing of rodent nests or dried bird droppings	X	X						X	
Entry into, or work performed in, environments which can cause or may be reasonably anticipated to cause rapid, serious health effects (IDLH) environments, such as derailments involving release of hazardous materials							X		
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		
Spray painting using compressor or airless sprayer			X						X
Taconite handling and related maintenance operations when visible dust is present	X	X						X	

**Key**

- X** Respirator required - if multiple selections are indicated, either type may be used  
**X-1** Specially designed SCBA solely used for the Tunnel Emergency Respirator Program ("TERP")

**APR-HM-FF** Air purifying respirator, half-mask, filtering facepiece (30 #8233, 1100)

**APR-HM-EF** Air purifying respirator, half-mask, elastomeric facepiece

**APR-FM** Air purifying respirator, full Facepiece

**PAPR** Powered air purifying 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.

**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.

## **S-22.0 Movement of Trains and Engines**

### **S-22.1 Inspecting Passing Trains**

Inspect passing trains. If you detect any of the following conditions, notify crew members on the passing train by any available means:

- Overheated journals.
- Sticking brakes.
- Sliding wheels.
- Wheels not properly positioned on the rail.
- Dragging equipment.
- Insecure contents.
- Signs of smoke or fire.
- Headlights or markers improperly displayed.
- Any other dangerous conditions.

When possible, a crew member on the engine of the train being inspected must notify a crew member on the rear of the train when the train is being inspected by other employees.



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## **S-23.0 Railroad Radio Rules**

### **S-23.1 Transmitting**

Any employee operating a radio must do the following:

- Before transmitting, listen long enough to make sure the channel is not being used.
- Give the required identification.
- Not proceed with further transmission until acknowledgment is received.

### **S-23.2 Required Identification**

Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following in this order:

For base or wayside stations:

- Name or initials of the railroad.
- Name and location or other unique designation.

For mobile units:

- Name or initials of the railroad.
- Train name (number), engine number, or words that identify the precise mobile unit.
- If communication continues without interruption, repeat the identification every 15 minutes.

Short Identification

After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

### **S-23.3 Repetition**

An employee who receives a transmission must repeat it to the person transmitting the message, except when the communication:

- Concerns switching operations.
  - Is a recorded message from an automatic alarm device.
- or
- Is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

### **S-23.4 Over**

The employee transmitting must say, "Over" to the employee receiving the transmission when the communication is complete and a response is expected.

### **S-23.5 Out**

The employee transmitting must give the required identification and say, "Out" to the employee receiving the transmission when the communication is complete and no response is expected.

### **S-23.6 Communication Not Understood or Incomplete**

An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it was not sent.

Exception: An employee who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.

### **S-23.7 Monitoring Radio Transmissions**

Radios in attended base stations or mobile units must be turned on to the appropriate channel with the volume loud enough to receive communications. Employees attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

### **S-23.8 Acknowledgment**

An employee receiving a radio call must acknowledge the call immediately unless doing so would interfere with safety.

### **S-23.9 Misuse of Radio Communications**

Employees must not use radio communication to avoid complying with any rule.

### **S-23.10 Emergency Calls**

Emergency calls will begin with the words “Emergency,” “Emergency,” “Emergency.” These calls will be used only to cover initial reports of derailments, collisions, storms, washouts, fires, track obstructions, property damage, or injury to employees or the public. Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not send any communication until they are certain no interference will result.

When monitoring marine radios to allow water traffic to pass under or through railroad bridges, the words “Mayday” will be used by marine traffic for distress calls and “Pan-Pan” for urgency signals. Absolute priority is to be given over other communications when heard.

### **S-23.11 Prohibited Transmissions**

Employees must not transmit a false emergency or an unnecessary or unidentified communication. Employees must not use indecent language over the radio. Employees must not reveal the existence, contents, or meaning of any communication (except emergency communications) to persons other than those it is intended for, or those whose duties may require knowing about it.

### **S-23.12 Fixed Signal Information**

Employees must not use the radio to give information to a train or engine crew about the name, position, aspect, or indication displayed by a fixed signal, unless the information is given between members of the same crew or the information is needed to warn others of an emergency.

### **S-23.13 In Place of Hand Signals**

When the radio is used instead of hand signals, information must include the direction and distance to be traveled.

Movement must stop within half of the distance specified unless additional instructions are received.

## **S-23.14 Transmitting Track Warrants and Track Bulletins**

When transmitted by radio, track warrants and track bulletins must be transmitted according to applicable operating rules and the following:

- The train dispatcher must state that a track warrant or track bulletin will be transmitted.
- The employee must inform the train dispatcher when ready to copy. An employee operating the controls of a moving engine may not copy track warrants or track bulletins. In addition, track warrants or track bulletins must not be transmitted to the crew of a moving train if the conductor, engineer, or train dispatcher feels that the transmission could adversely affect the safe operation of the train. Within ABS territory, when train is operating on a block signal indication requiring movement at restricted speed or prepared to stop short of next signal, the train must be stopped before a track warrant extending the existing main track authority is copied.
- The employee receiving track warrants or track bulletins must copy them in writing using the format outlined in the operating rules.

## **S-23.15 Phonetic Alphabet**

If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial, except initial letters of railroads.

## **S-23.16 Assigned Frequencies**

The railroad must authorize any radio transmitters used in railroad service. Radio transmitters must operate on frequencies the Federal Communications Commission assigns the railroad. Employees are prohibited from using other transmitters or railroad frequencies not assigned to that particular territory.

## **S-23.17 Radio Testing**

Employees must test the radios at the beginning of each shift to verify that the radios are working.

The radio test must include an exchange of voice transmissions with another radio. The test must confirm the quality of the radio's transmission.

## **S-23.18 Malfunctioning Radio**

Malfunctioning radios must not be used. As soon as possible, notify each crew member and the train dispatcher or other affected employees that the radio is not working.

## **S-23.19 Blasting Operations**

Employees must not operate radio transmitters located less than 250 feet from blasting operations.

## **S-23.20 Internal Adjustments**

Employees are prohibited from making internal adjustments to a railroad radio unless they are specifically authorized by the FCC or hold a current Certified Technicians Certificate. Employees authorized to make adjustments must carry their FCC operator license, Certified Technicians Certificate, or verification card while on duty.

## **S-23.21 Mobile Radio Access System (MARS)**

MARS is a radio system. Employees using the system must avoid using the MARS for personal business, including:

- Phone calls home.
- Access to tape-recorded crew lineup information.

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## S-25.0 Job Tools

### S-25.2 Physical Exertion

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

#### S-25.2.1 Stretches

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

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

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 before activity.
- "Pre-fuels" muscles with oxygen before activity.
- Helps muscles relax and reduces soreness after activity.

#### Leading 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.

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## **S-28.0 General Responsibilities**

### **S-28.1 Safety**

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

#### **S-28.1.1 Maintaining a Safe Course**

In case of doubt or uncertainty, take the safe course.

#### **S-28.1.2 Alert and Attentive**

Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

#### **S-28.1.3 Accidents, Injuries, and Defects**

Report by the first means of communication any accidents; personal injuries; defects in tracks, bridges, or signals; or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

#### **S-28.1.4 Condition of Equipment and Tools**

Employees must check the condition of equipment and tools they use to perform their duties. Employees must not use defective equipment or tools until they are safe to use. Employees must report any defects to the proper authority.

#### **S-28.1.5 Inspection After Derailment**

After derailed equipment has been rerailed, employees must check the condition of the track to ensure that it is safe for the equipment to proceed.

### **S-28.2 Personal Injuries and Accidents**

#### **S-28.2.1 Care for Injured**

When passengers or employees are injured, do everything possible to care for them.

#### **S-28.2.2 Witnesses**

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses, and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after. The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

The employee in charge must also obtain the license numbers of nearby automobiles. When necessary, other employees can assist in obtaining this information, which must be included in reports covering the incident.

Where signaling devices are provided or a flagman is on duty, the employee in charge and assisting employees must try to determine who, among the witnesses, can testify whether the signaling devices were functioning properly or if the flagman was performing his duties properly.

When possible, obtain the names of witnesses who can testify about the bell and whistle signals.



**S-28.2.3 Equipment Inspection**

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The person in charge must secure and maintain custody of the equipment involved, until the Claims Department is contacted and determines disposition.

**S-28.2.4 Mechanical Inspection**

When engines, cars, or other equipment are involved in an accident that results in personal injury or death, the equipment must be inspected before it leaves the accident site.

A mechanical department employee must further inspect the equipment at the first terminal. This employee must promptly report inspection results to the proper manager.

**S-28.2.5 Reporting****A. Injuries to Employees**

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

If after the initial report of an injury, employees seek medical attention for a work-related injury, they must contact the appropriate supervisor and update their status.

A personal injury that occurs while off duty that will in any way affect employee performance of duties must be reported to the proper manager as soon as possible. The injured employee must also complete the prescribed written form before returning to service.

**B. Injuries to Non-employees**

All injuries to non-employees (passengers, trespassers, etc.) on company property that do not result from an on-track equipment accident must be immediately reported to the proper manager and the prescribed form completed.

**C. Employees with Information Concerning Injuries**

Employees with information concerning an accident or injury to themselves, another employee, or a non-employee must immediately report the information to the proper manager and complete the prescribed form.

**D. On-Track Equipment Accidents**

All accidents (collisions, derailments, rail-highway grade crossing accidents, etc.) involving on-track equipment must be immediately reported to the proper manager and the prescribed form completed.

**E. Other Accidents Involving Damage or Loss**

All other accidents (theft, vandalism, company vehicle accidents, fires, etc.) involving damage or property loss that do not result from on-track equipment accidents must be immediately reported to the proper manager and the prescribed form completed.

### S-28.2.6 Statements

Except when authorized by the proper manager:

- Information concerning accidents or personal injuries that occur to persons other than employees may be given only to an authorized representative of the railroad or an officer of the law.
- Information about the facts concerning the injury or death of an employee may be given only to the injured employee, an immediate relative of the injured or deceased employee, an authorized representative of the railroad, or an officer of the law.
- Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may only be given only to an authorized representative of the railroad.

### S-28.2.7 Furnishing Information

Employees must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violations.

## S-28.3 Rules

### S-28.3.1 Rules, Regulations, and Instructions

**Safety Rules.** Employees must be familiar with and comply with all safety rules issued in a separate book or in another form, and have access to a current copy while on duty.

**General Code of Operating Rules.** Employees governed by these rules must have a current copy they can refer to while on duty.

**Hazardous Materials.** Employees who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Employees must be familiar with and comply with these instructions or regulations.

**Air Brakes.** Employees whose duties are affected by air brake operation must have a copy of the rules and instructions for operating air brakes and train handling. Employees must know and obey these rules and instructions.

**Timetable/Special Instructions.** Employees whose duties are affected by the timetable/special instructions must have a current copy they can refer to while on duty.

**Train Dispatchers and Control Operators.** The train dispatchers and control operators must have a copy of the rules and instructions for train dispatchers and control operators. They must be familiar with and obey those rules and instructions.

**Classes.** Employees must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations.

**Explanation.** Employees must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

Issued, Cancelled, or Modified. Employee Safety Rules may be issued, cancelled or modified by General Order.

### **S-28.3.2 General Orders and Notices**

Rules may be issued, canceled, or modified by general order.

#### **A. General Orders**

- Are numbered consecutively.
- Are issued and canceled by the designated manager.
- Contain only information and instructions related to rules or operating practices.
- Replace any rule, special instruction, or regulation that conflicts with the general order.

Employees governed by BNSF Employee Safety Rules must review general orders applicable to that document.

#### **B. General Notices**

General Notices are issued and canceled by the designated manager. Employees and any others whose duties require must review notices applicable to their work location.

## **S-28.4 Carrying Out Rules and Reporting Violations**

Employees must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor. They must also report any condition or practice that may threaten the safety of trains, passengers, or employees, and any misconduct or negligence that may affect the interest of the railroad.

## **S-28.5 Drugs and Alcohol**

The use or possession of alcoholic beverages while on duty or on company property is prohibited. Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty, or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

## **S-28.6 Conduct**

Employees must not be:

1. Careless of the safety of themselves or others,
2. Negligent,
3. Insubordinate,
4. Dishonest,
5. Immoral,
6. Quarrelsome,
- or
7. Discourteous.

Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company or its employees is cause for dismissal and must be reported. Indifference to duty or to the performance of duty will not be tolerated.

**S-28.6.1 Suitable Language**

Employees on duty must refrain from using boisterous, profane, sexist, or vulgar language.

**S-28.6.2 Notification of Felony Convictions**

The conduct of any employee leading to conviction of any felony is prohibited. Any employee convicted of a felony must notify the proper authority of that fact within 48 hours after the employee receives notice of the conviction.

**S-28.7 Altercations**

Employees must not enter into altercations with each other, play practical jokes, or wrestle while on duty or on railroad property.

**S-28.8 Appearance**

Employees reporting for duty must be clean and neat. They must wear the prescribed uniform when required.

**S-28.9 Respect of Railroad Company**

Employees must behave in such a way that the railroad will not be criticized for their actions.

**S-28.10 Games, Reading, or Electronic Devices**

**While on duty, do not:**

- Play games or read magazines, newspapers or other literature not related to duties except when located in a predetermined place of safety during break periods and not performing duties.
- Use electronic devices (cellular telephones, notebook computers, laptops, ebooks, etc.) for other than business purposes except when located in a predetermined place of safety during break periods and not performing duties.
- Use cellular telephones or similar hand-held electronic devices for voice communications, emailing, performing any electronic text retrieval or entry, or accessing a web page when:
  - On the ground within 4 feet of the nearest rail of a track.
  - On, under or while involved with the operation or movement of equipment or machinery (e.g. cranes, loaders, forklifts, intermodal hostlers, etc.).

Exception:

Mechanical employees not involved with the operation or movement of equipment or machinery and within 4 feet of the nearest rail of a track may use cellular phones or similar hand-held electronic devices for business-related purposes when blue signal protection is established on that track.

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

- Use cellular or mobile telephones, or similar hand-held electronic devices for voice communications in other than hands-free mode.
- Manually enter or read text from cellular or mobile telephones, or similar hand-held electronic devices (e.g. emailing, performing any electronic text retrieval or entry, accessing a web page, etc.).
- Dial or answer cellular or mobile telephones by pressing more than a single button when operating a commercial motor vehicle.
- Use notebook computers, laptops or similar devices. Display screen of such devices must be closed or off.

Employees must be aware of and comply with any local, state or federal laws governing use of wireless equipment while driving (e.g. laws banning use of wireless phone while driving).

**While occupying the control compartment of on-track equipment including hy-rails (on rail), do not:**

- Use cellular or mobile telephones, or similar hand-held electronic devices when the equipment is in motion.
- Use the instant messaging feature of Smart Mobile Client (SMC) when the equipment is in motion.

**While occupying the controlling cab of a moving train or engine:**

- Employees' and/or supervisors' cellular telephones must be turned off and ear pieces removed from the ear.

Exception - Cellular telephones may be used for mechanical or technical evaluations of locomotives or locomotive systems on a moving train; before using the device, a job safety briefing must be held with all assigned members of the train crew and all must agree how communications can safely take place.

- Cellular telephones may be used when the train or engine is stopped. Before using the device, a job safety briefing must be held with all assigned members of the train crew and all must agree how the use of the device can safely take place.
- Other electronic devices (not capable of voice communication) may be used only as duties require. Before using such device, a job safety briefing must be held with all assigned members of the train crew and all must agree how the use of the device can safely take place.

### **S-28.11 Sleeping**

Employees must not sleep while on duty. Employees reclined with their eyes closed will be in violation of this rule.

### **S-28.12 Weapons**

While on duty or on railroad property, employees must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches. However, railroad police are authorized to possess firearms in the course of their work.

### **S-28.13 Reporting and Complying with Instructions**

Employees will report to and comply with instructions from supervisors who have the proper jurisdiction. Employees will comply with instructions issued by managers of various departments when the instructions apply to their duties.

### **S-28.14 Duty—Reporting or Absence**

Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority.

Employees must not be absent from duty without proper authority. Except for a scheduled vacation period, authorized absence in excess of ten calendar days must be authorized by formal leave of absence, unless current agreement differs.

## **S-28.15 Subject to Call**

Employees subject to call must indicate where they can be reached and must not be absent from their calling place without notifying those required to call them.

## **S-28.16 Hours of Service Law**

Employees must be familiar and comply with the requirements of the federal hours of service law. Employees are expected to use off-duty time so they are prepared for work.

If an employee is called to report for duty before legal off-duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off-duty time has not expired.

### **A. Notification**

When communication is available, employees must notify the train dispatcher or another authority of the time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

### **B. Exceeding the Law**

Employees must not exceed the hours of service law without proper authority. However, they must not leave trains, engines, or cars on the main track without proper protection. Employees must secure trains properly and, if possible, before they exceed the hours of service. Except as provided by this paragraph, employees are then relieved of all duties.

## **S-28.17 Unauthorized Employment**

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.

## **S-28.18 Care of Property**

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use.

### **S-28.18.1 Company Vehicles**

Drivers of company vehicles must:

- Unless authorized, must not use company vehicles for personal business or for commuting to or from a personal residence.
- Not install or carry radio receivers or other accessories or appliances in the company vehicle without the proper authority.

## **S-28.20 Occupying Roof**

Employees whose duties require them to occupy the roof of a car or engine must do so only with proper authority and when the equipment is standing.

## **S-28.21 Not Permitted on Equipment**

Unauthorized persons must not be permitted on equipment.

### **S-28.21.1 Unauthorized People**

When an employee sees someone who should not be on BNSF property, the employee should notify the railroad police or railroad supervisor.

## **S-28.22 Altering Equipment**

Without proper authority, employees must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function of any device or equipment on engines, cars, or other railroad property, except in the case of an emergency. Employees must report to the proper supervisor changes made in an emergency.

## **S-28.23 Clean Property**

Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced. Only information authorized by the proper manager or required by law may be posted on railroad property.

### **S-28.23.1 Avoid Littering**

Do not throw articles from any of the following:

- Locomotives.
- Cars.
- Moving equipment.
- Company motor vehicles.
- Doors and windows of buildings.

## **S-28.24 Credit or Property**

Unless specifically authorized, employees must not use the railroad's credit and must not receive or pay out money on the railroad account. Employees must not sell or in any way get rid of railroad property without proper authority. Employees must care for all articles of value found on railroad property and promptly report the articles to the proper authority.

### **S-28.24.1 Proper Use of Postage**

Employees may not use company postage for personal mail.

## **S-28.25 Gratuities**

Employees must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad unless authorized by the proper manager.

## **S-28.26 Divulging Information**

Employees who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:

- Correspondence.
- Reports.
- Books.
- Bills of Lading.
- Waybills.
- Tickets.
- Statistics.
- Electronic mail.
- Any document marked as "Confidential."

Employees are to ensure that data on the company's financial performance and documentation supporting transactions are kept confidential.

## **S-28.26.1 Requirements for Disclosing Company Information**

### **A. Definition of Company Information**

Company information consists of all information concerning the company and its employees, customers and suppliers.

### **B. Proper Disclosure**

Company information belongs solely to the company and is considered confidential. Employees may disclose company information externally only for legitimate business purposes and only if the supervisor approves. Employees must use the normal authorization channels to disclose company business.

Without proper authorization, employees must not:

- Access, use, retain, modify, or distribute company information.
- or
- Use company computing and telecommunications equipment.

Unauthorized users of company equipment or information may receive disciplinary or legal action.

## **S-28.26.2 Monitoring of Company Information**

Without notifying the user, BNSF may at any time monitor or record access to company information or computing and telecommunications equipment.

Any information electronically collected, stored, processed, or transmitted on company computing and telecommunications equipment is the property of BNSF. BNSF may at any time monitor or record such information on BNSF equipment.

## **S-28.27 Fire**

Employees must take every precaution to prevent loss and damage by fire.

Employees must report promptly to the train dispatcher any fires seen on or near the right of way, unless the fires are being controlled. If there is danger of the fire spreading to a bridge or other structure, crew members must stop their train and help extinguish the fire.

Cause of fire, if known, must be promptly reported.

## **S-28.61 Encroachment**

Encroachment on railroad property, including building occupancy or the unauthorized dumping or storage of material, is prohibited.

When observing outside parties performing work that may encroach on the right of way, report the location and the nature of work to the proper authority.

### **S-28.61.1 Authorized on Railroad Property**

Persons must be authorized to be on railroad property, which includes:

- Buildings.
- Facilities.
- Repair tracks.
- Team tracks.
- Other railroad property.

Persons authorized to be on railroad property must wear protective equipment where required.



## **S-28.62 Legal Summons**

### **A. Requirement to Report Summons to Proper Authority**

If an employee receives a summons, complaint, or any other legal papers that references the business of BNSF Railway or any of its subsidiaries, that person must immediately contact all of the following:

- The appropriate General Claims Department Manager for the area where the action originated.
- Vice-President Law.

### **B. Contents of Report**

When contacting the above individuals, the person who received the legal papers must:

1. Submit a written report with the following information:
  - Names of people involved in the action.
  - Court where the action is filed.
  - Brief statement of the case, when possible.
2. Mail the legal papers immediately to the Law Department and include his or her name, title, and date and time of service.

## Glossary

### Acknowledge

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

### Air Brake Hose

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

### All-Terrain Vehicle (ATV)

A four-wheel vehicle with handle bars and a seat that is straddled by the operator.

### Anchor Wrench

A wrench used by track workers to apply spring anchors to the rail.

### Angle Cock

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

### 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 standard.

### Authorized

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

### Bad Order

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

### Below-the-Hook Lifting Device

A structural, mechanical, vacuum or magnetic device designed to lift a load when attached to the load hook of a crane or hoist.

### Blocking

A solid piece(s) of material, usually made of wood used to provide support to a suspended load placed to prevent the load from falling.

### Bonding

A wire connecting two pieces of equipment that prevents a build-up of a static charge by creating the same electrical potential between the two pieces of equipment.

### Brush Hook

A hand tool with a curved blade resembling an axe used to clear brush.

### Capacity

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

### 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.

### Confined Space

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

### Coupler

An appliance for connecting cars or locomotives.

### Coupler Webbing

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

### Crossover

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

### Derail

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

### 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

Enhanced visibility garments include vests, shirts, coats/jackets or raingear and must be orange in color with retro-reflective striping.

### Fall Protection

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

### Fall Restraint

Equipment that prevents the worker from getting to a position where they would be exposed to a fall from a height. This equipment is not specifically designed for fall arrest purposes.

**Fouling Track**

Positioned within 4 feet of the nearest rail.

**Frog**

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

**Fusee**

A red flare used for flagging purposes.

**Gravity Switch Move**

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

**Ground Fault Circuit Interrupter (GFCI)**

A device designed to protect from electrical shock by interrupting a circuit when there is a difference in the currents in the hot and neutral wires.

**Grounding**

The connecting of electrical equipment and wiring systems to the earth by a wire or other conductor.

**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.

**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.

**Lining Bar**

A crowbar with a pinch, wedge, or diamond point at its working end.

**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.

**Motor Vehicle**

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

**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.

**Pinch Bar**

A bar similar in form and use to a crowbar and sometimes having an end adapted for pulling spikes or inserting under a heavy wheel that is to be rolled.

**Pry Bar**

A tool consisting of a metal bar with a single curved end and flattened points, often with a small fissure on one or both ends for removing nails. Also referred to as a crow bar.

**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.

**SCFH**

Standard Cubic Feet per Hour - the cubic feet per hour of gas flow at specified standard conditions of temperature and pressure.

**Skate**

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

**Stage Boards**

Boards, planks or batten on a scaffold that are used as a work platform.

**TEC**

Taconite Facility Employee.

**Three-Point Contact**

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

**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.

**Trailing Foot**

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

**Utility Vehicle**

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

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