

## 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.

This version contains the following revised, deleted or added pages:

**June 5, 2008:** 13, 14, 15, 16, 19, 20, 20a (added), 20b (added).

**January 15, 2010:** 25, 26, 27, 28.

**April 1, 2010:** 31, 32.

**August 1, 2010:** 37, 38.

**April 1, 2011:** 17, 18.

**September 1, 2011:** 43, 44.

**January 1, 2012:** 47, 48.

**March 29, 2012:** 51, 52, 52a (deleted), 52b (deleted).

**August 1, 2012:** 59, 60, 61, 62.

**October 1, 2012:** 63, 64.

**November 1, 2012:** 39, 40, 41, 42.

**June 1, 2013:** 30a (added), 30b (added), 33, 34.

**March 1, 2014:** 62a (added/revised), 62b (added/revised).

**March 12, 2014:** Title page, 2, 3, 4, 5, 6, 7, 8, 9, 10, 29, 30, 53, 54.



## Employee Safety Rules

In Effect at 0001  
Central, Mountain and Pacific  
Continental Time

**Sunday, October 30, 2005**

(Including revisions through  
March 12, 2014)

**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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## S-1.0 Core Safety Rules

These rules provide a core of safe work practices for BNSF people. The rules apply every day and in every job we do. They will guide and direct us in maintaining a safe work environment.

### S-1.1 Job Safety Briefing

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

### S-1.2 Rights and Responsibilities

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

#### S-1.2.1 Sufficient Time

Take sufficient time to perform job tasks safely.

#### S-1.2.2 Authorized and Trained

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

#### S-1.2.3 Alert and Attentive

Assure that you are alert and attentive when performing duties.

#### S-1.2.4 Co-Workers Warned

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

#### S-1.2.5 Safety Rules, Training Practices, Policies

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

#### S-1.2.6 Warning Signs

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

#### S-1.2.7 Two or More People

Do not perform a task alone that can only 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

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

A large percentage of our employees are transported to and from various locations. 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. Prior to 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 prior to 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 conditions do not interfere with their ability to safely perform their duties. Employees with medical conditions that may adversely (such as uncontrolled diabetes, high blood pressure, sleep disorders including apnea, visual impairment, hearing impairment, etc) affect their ability to work safely must inform their medical practitioner of their job duties. The medical provider must determine that any prescribed treatment including medication will not impair the employee from safely performing their job duties. The employee must notify their physician/medical provider if prescribed treatment and/or medication is affecting their ability to safely perform their job duties.

## **S-1.3 Personal Protective Equipment and Clothing**

### **S-1.3.1 Requirements**

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

### **S-1.3.2 Finger Rings**

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

## **S-1.4 Tools and Equipment**

### **S-1.4.1 Inspection**

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

### **S-1.4.2 Use as Intended**

Use tools and equipment for the purposes intended.

### **S-1.4.3 Manufacturer Specifications**

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

### **S-1.4.4 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 three-point contact when getting on or off vehicles, equipment, and machinery, and when ascending or descending ladders or platforms. Three-point contact consists of both feet and one hand or both hands and one foot.

### **S-1.4.7 Physical Exertion**

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

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

### **S-1.4.8 Passengers**

Transport passengers in vehicles equipped to transport passengers.

### **S-1.4.9 Seat Belts**

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



## S-1.5 Work Environment

### S-1.5.1 Housekeeping

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

### S-1.5.2 Inspection

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

### S-1.5.3 Footing

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

### S-1.5.4 Confined Spaces

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

### S-1.5.5 Hazardous Materials

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

### S-1.5.6 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-1.6 Working On or About Tracks

### S-1.6.1 Movement of Equipment

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

## S-2.0 Chemical Safety

### S-2.1 Environmental Safety

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

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

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

## S-2.2 Chemical Spills and Chemical Releases to Air

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

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

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

## S-2.5 Skin Cleaning

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

If the skin has been exposed to corrosive agents (acids or bases), use plain water to flush continuously for at least fifteen minutes.

Do not apply ointments, soaps, or creams to chemical or thermal burns.

## S-2.6 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 receiving container.
- When dispensing flammable liquids, ground and bond all containers.
- 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 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**

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

## S-2.11 **Chemical Approval**

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

# S-3.0 **Electrical Safety**

## S-3.1 **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.
- Test structures (metal buildings, flood light towers, etc.) with live power circuits, before touching them, to make sure they are not energized.

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

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

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

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

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

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

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

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

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

## S-5.5 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 safety can spout or hose nozzle touches the side of the tank opening to prevent static electricity discharge. Only use safety cans 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-5.9 Refrigeration Systems

### S-5.9.1 Qualified Employees

Only qualified employees may work on refrigeration systems.

## S-7.0 Hand Tools

### 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-7.5 Banding Material

Carefully handle banding material and tools as follows:

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

### S-7.7 Correct Tool Use

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

## S-8.0 Intermodal/Automotive Facility Safety

BNSF employees and contract employees where applicable are personally responsible for knowing and complying with the rules and regulations which apply to their own and related job functions; contractor employers are responsible for ensuring the same from their employees. If in doubt as to the meaning or application of any rule or instruction, individuals should request an explanation from their supervisor or manager.

Regional Directors, Hub Managers, Office Personnel, Gate Personnel, Coordinators, and Yard Checkers are subject to the Employee Safety Rules publication. Lift equipment operators, groundmen, hostlers, and maintenance/repair personnel are subject to the Mechanical Safety Rules and Policies publication. TY&E employees and contract switchers are subject to the TY&E Safety Rules. General Code of Operating Rules could apply to any work group, if applicable.

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

- Establish proper track protection before performing work.
- Vehicles must not STOP on, PARK on, or FOUL tracks, without proper protection.
- Do not drive or park on lift equipment lanes, under lift equipment, or impede lift equipment movement.
- Obey all posted safety signs, signals, and painted markings.
- All vehicles must turn on headlights and use turn signals.
- Never place any part of your body in a pinch point position (i.e. when removing IBC with container suspended, standing between containers, trailers, chassis, or area where hitch is to collapse), or walk under equipment being lifted.
- Maintain three-point contact when getting on and off equipment.

## S-8.2 Track Protection - Intermodal

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

### Establishing Track Protection

Each work group shall use its own red/blue flag protection device, and that group shall be solely responsible for locking the device to protect against railcar movement and removing the device to allow railcar movement within or out of the track.

Each company with employees working on intermodal ramp and/or storage tracks (Lift Equipment, Fueling Lift Equipment Companies, Facility Maintenance, Transfer Companies, Etc.) will provide its own red/blue flag protection lock to be affixed to the flag protection device. Each company's lock will be identifiable with company name and a 24 hour 7 day a week contact telephone number.

No workers of individual company shall commence work on tracks until its company lock is locked onto the appropriate red or blue flag protection device. Before an individual company lock can be installed on the red flag protection device, a representative of the company must contact the operations manager of the ramp/ deramp service company to get permission to install a company lock. The ramp/ deramp service company will have the ultimate responsibility to ensure that all equipment and personnel is clear of the track before railcar movement is allowed to proceed. Only the ramp/ deramp company can open or close the red flag track protection device. Only the car inspection company representative can open or close their blue flag protection device.

## S-8.3 Vehicles Within Intermodal Facility

### S-8.3.1 Vehicle Requirements

Required safety equipment on yard vehicles must be functioning and used when vehicle is operated on the facility. This includes strobes or oscillating lights, headlights, tail lights, and brake lights, turn indicators, and windshield wipers.

All personnel operating within an intermodal facility must comply with the following chassis deflector policy. Service Partners must not use private vehicles in place of company vehicles. All pick-up trucks, vans, step vans, and other specialized vehicles permanently assigned, or work on the facility daily (i.e. Trailer repair, Tire repair, Lift equipment repair, Crew haulers, Facility maintenance, etc.) must be equipped with chassis deflectors. Other vehicles will not be allowed on the Intermodal property at any time unless the driver of the vehicle is issued a "Facility Authorization Pass" which will identify the authorized vehicle. The "Facility Authorization Pass" must be visible through the front windshield of the vehicle whenever on the facility property. BNSF Hub Management must use careful consideration before an authorization pass is issued, and drivers must be properly trained in the Hub Safety rules. Vehicles can be limited to specific routes within the Hub, particularly when



workers must drive a private vehicle to their workplace within the Hub property. Authorized vehicles, which are limited to a specific route within the Hub, cannot be used to drive to any other location within the facility.

### S-8.3.2 Vehicle Operations

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

## S-8.4 Check Point Ingate / Outgate Procedures

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

- 1 Establish an area 35 feet from the inspection lane, and declare this area the safe clearance zone between trucks and inspection lane. A three feet wide area will be painted RED across each lane.  
Exceptions:  
South Seattle, Billings, Dilworth - (No safe zone required not manned)  
St. Paul, Spokane, Portland - (15 feet from the inspection lane)  
San Bernardino - (KISOK out-gate 15 feet from the inspection lane)  
Rancho East & West - (10 feet from the inspection lane)  
Los Angeles main yard, Lot 8, Lot 9, and Lot 11; Bell Lot;  
Commerce Lot - (30 feet from inspection lane)  
Fresno - (25 feet from inspection lane)
- 2 Stop signs will be posted at this area in each check lane and the ground stenciled with the word STOP (painted in WHITE) across the lane. Drivers will be required to turn truck engines off while at the Inspection stop signs or painted stop bars on pavement in the checkpoint lanes. Each facility should add "Turn Engine Off" signs to current stop bars or stop signs, effectively immediately.
- 3 Mounted on the pole below the stop sign will be a white sign with black lettering stating: "WAIT FOR SIGNAL TO MOVE FORWARD".
- 4 Cones with a height of 48 inches will be placed in the middle of each check lane and removed only by the inspector that signals a vehicle to pull forward. When the vehicle is stopped, the inspector will replace the cone back into the middle of the check lane. This procedure is repeated each time an inspection is to be performed.

Inspectors will not enter the inspection lane until the truck engine is turned off for the unit to be inspected, and the truck engine is turned off for the truck at the stop sign or stop bar in the first queuing position behind the inspection lane. The inspector will instruct drivers when they can re-start their tractors and proceed. The cone shall remain in the lane until the inspector removes it.

### S-8.4.1 Intermodal – Checkpoint Ingate/Outgate Procedures

Checkpoint Equipment Inspectors be familiar with the following:

- 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.
- Never begin the inspection of the equipment until the vehicle is completely stopped and the driver acknowledges your presence.
- 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.

- Never take risks by opening doors on loaded units without securing locking bars with restraint straps.
- Never crawl, walk or position yourself under a trailer, tractor, container or chassis.
- Never walk between trailer, containers, or chassis until both drivers acknowledge that they see you.
- Be aware of the risks associated with Hazardous Material, and never assume it is safe to touch materials or breathe vapors.
- Inspectors must observe the weather and be aware of the additional safety hazards associated with periods of undesirable weather conditions. Extreme caution shall be taken during adverse weather conditions.

## S-8.5 Hostling and Parking Intermodal Facility

Effective January 31, 2008 All Hostling Tractors domiciled at BNSF Intermodal Hubs must have a three point seat belt installed. The seat belt must be a retractable design which secures the driver across the lap and shoulders/upper body. The seat belt material must meet all requirements of the manufacturer and should also be made of a high visibility, orange, reflective material.

### S-8.5.1 Hostling Specialized Equipment

When hostling all open-top loads, oversized flatracks, and tank containers on conventional chassis, the following handling rules must be observed:

1. Do not raise hostling tractor fifth wheel
2. Raise dolly legs to avoid scraping ground surfaces
3. Drive no faster than 5 mph, despite any posted higher speed limit, to allow negotiation of turns and less aggressive speed adjustments.

### S-8.5.2 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 or, at locations where no boundaries are marked, no closer than 8-1/2 feet from centerline of track and within operating boundaries.

#### Bare Chassis Storage in Packed Parking Areas

Packed parking is defined as any area where units are parked for the purpose of storage with minimal or negligible space between adjacent units (i.e., no side-to-side spacing and/or no clearance between the nose of one chassis and the ICC bumper of another chassis). Whenever possible, chassis shall be segregated by ownership and size within the packed parking area. Speed within packed parking areas is restricted to no more than 10 mph. Vigilance for the presence of other individuals or moving vehicles must be maintained at all times. Yield to operations already in progress in the adjacent three (3) rows on either side of the spot selected for parking or pulling a chassis. Do NOT position the hostler until operations already underway within this zone are completed and the zone cleared. Prior to 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. IF ABILITY TO PARK OR PULL THE CHASSIS IS QUESTIONABLE, DO NOT ATTEMPT TO PARK AT THAT LOCATION OR TO PULL THE CHASSIS. Remain in the hostler cab unless hook-up or release can only be accomplished by exiting the cab. Minimize the time spent outside the cab by performing either activity as quickly yet safely as possible. Prior to departing, once again visually clear (from within the cab) the adjacent three (3) rows on either side. Do NOT move until the area is clear of people or hostling equipment/tractors.

### S-8.5.3 Leaning Loads

Once a unit has been identified as a leaning load:

The employee must not move the load and notify their supervisor and / or Terminal Manager.

1. If the unit is leaning on the railcar – Do Not Unload
2. If the unit is unloaded as TOFC do not move the unit.
3. If the unit is unloaded as COFC set it on the ground not on a chassis
4. Stay with the unit until the manager or supervisor arrives to take charge of the unit.
5. All workers at the facility should be immediately notified of the leaning unit. Suggest this be accomplished via direct verbal communication, via radio, and at Oasis locations an Alert should be sent to all users.

The Manager or Supervisor must immediately:

1. Notify the BNSF Hub Manger or designated representative
2. Secure the unit with appropriate LOCK-OUT/TAG-OUT 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 sign on front of the unit stating: DANGER: LEANING LOAD DO NOT MOVE by inserting sign in electrical receptacle on trailer.
  - For containers: Position LEANING LOAD sign in upper lift casting in the most visible casting location on the container. This device will prevent twistlock from entering the casting to lift container.
  - Place orange safety cones on all sides of the unit
3. DO NOT move the unit with any piece of equipment until it is determined the load is safe for movement.
4. Supervisor must enter appropriate information to communicate to all employees the leaning condition of the unit to prevent anyone from attempting to move the unit:  
Alerts posted on Oasis as a reminder of the leaning condition of the unit.
  - Out gate stop orders placed
  - SRL entry to advise affected parties
  - Un-Notify receive if notification has already occurred
  - Van note placed in computer to describe leaning condition
  - Place on LSHOLD if unit is scheduled to be loaded to railcar.

### S-8.6 High Visibility and Protective Clothing

BNSF intermodal hub personnel and service partners must comply with the following retro-reflective and enhanced visibility wear policy. Individuals must wear clean garment that meets the function they are performing at any given time. Enhanced visibility garments must be visibly worn over other clothing and must be of standard orange color and meet or exceed ANSI Class II reflective standards as indicated in Rule S-21.0 through S-21.5.

### S-8.7 Raising and Lowering Hitches

The only approved methods of raising hitches are:

- 1 Lift equipment with approved hitch raising device (Taylor hitch raising device, kevlar strap attached to a spreader in an approved manner, or kevlar strap attached to the rear end of a sideloader in an approved manner);
- 2 Stanchion pull-up device (SPUD);
- 3 Chassis mounted with an approved hitch lifting device; or
- 4 Electric hitch gun.

Under no circumstances should chains be utilized in the hitch-raising process (as stated in Section III, 1. General Rules Applicable to All Loading in the BNSF Intermodal Loading Guide) nor should a strap or other similar item be attached to any trailer, container, or chassis as a means to raise a hitch.

Kevlar straps used in conjunction with sideloaders should be attached to the lift equipment at the rear of the machine, and the sideloader driven forward parallel to the car to pull the hitch upright. Kevlar straps must be inspected by each groundman before daily use and must not be used if there are any signs of deterioration, damage, or cuts to the strap. Electric hitch guns, their electrical cords, and any extension cords used in conjunction with them must also be inspected by each groundman before daily use. Do not use hitch guns or extension cords that are malfunctioning or have frayed electrical wires. SPUDs, chassis mounted with a hitch lifting device, and lift equipment strap attachment points must be checked frequently but not less than once per month. Screw-type hitches with broken, missing, or inoperative elevating screws or associated components must not be raised (nor utilized until repaired). Groundmen must never be under a suspended load during the hitch raising process. Each of the approved hitch raising methods precludes creating a situation that places a groundman in proximity to a suspended load. With this intent in mind, as well as avoidance of any equipment damage, there should be no ramp/deramp nor hitch raising/lowering activities performed within 200 feet of any other ramp/deramp or hitch raising/lowering activities on the same track. In addition, groundmen should maintain a safe distance from the hitch being raised in the event the strap breaks or debris is thrown from a falling hitch. To the extent that loading pre-planning is possible, the operations manager or leadman should ensure that hitches that need to be raised are uprighted before units are spotted trackside to allow maneuvering of hitch raising devices without impediment.

### S-8.8 Mechanical Employee Protection While Repairing Railcar on Intermodal Ramp Track

When required to perform repair work under railcars on an intermodal ramp track while trailers, container/chassis are being loaded/unloaded, employees must be governed blue signal rules, Hub Policies, and the following employee protection procedures:

- 1 Employee working under railcar must ensure that all prescribed Blue Signal Protection is in place.
- 2 Employee must notify the Hub Coordinator of the track number, railcar number and platforms affected.
- 3 The Hub Coordinator will advise the ramp loading/unloading crews of the railcars and platforms to be protected while employees are working.
- 4 Employee will install barricades and flashing amber lights (refer to the Hub Operations Manual Policy Statement 2003-01A) on the crane path, or 25 feet from the railcar at the ends of the platforms which

- 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.
- 5 The barricades and flashing amber lights must not be installed until all trailers; container/chassis are removed from the railcars in the work zone.
  - 6 After repairs are completed, employee will remove the barricades and flashing amber lights and notify the Hub Coordinator they are done and in the clear.

After the barricades and flashing amber lights are installed, the ramp loading crew will adhere to the following rules:

- 1 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.
- 2 On the tracks with two sides, equipment can be spotted to the opposite side of the railcar from the "Work Zone".
- 3 Normal loading activities may continue on all other railcars in the same track or adjacent tracks.

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

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 should be located on opposite corners of trucks @ 360 degrees (RR, LF)
- Company Logo's on the doors and unit numbers for identification purposes
- 6 – 36' safety cones are required
- Safety cones should be mounted appropriately (do not obstruct the view of the driver) on a post or stacked and secured inside the vehicle

Items Not Allowed Inside of Tire Repair Vehicle:

- No recreational electronics such as microwaves, TV's, computer games, etc.
- No material in violation of BNSF policy such as pin-up photo's or any other inappropriate material.

Equipment Allowed Inside Tire Repair Vehicles:

- Approved mount/dismount portable tire cage is required
- Air Compressor, secured to the floor and properly vented. Air hoses will be properly stored and off floor to reduce tripping hazards.
- Tires should be secured properly (tire rack)
- Cabinet to store flammable items
- Employee tool box
- Tire locking ring and wheel information charts
- A secured tool rack for hammers and tire bars
- Fire Extinguisher:
  - Every repair vehicle must be equipped with a 5 to 10lb fire extinguisher
  - Fire extinguisher must be mounted in front floor of cab
  - Fire extinguisher must be tagged and up-to-date in good working condition
- 1-wheel chock
- Jack:
  - Need appropriate jack for weight to be lifted
  - Jack stand and jack should be stored when not in use
- Appropriate impact gun for tire replacement, capable of a minimum of 500 foot pounds of torque. Proper impact sockets for wheel replacement.
- Appropriate airing methods must be utilized
  - Remote air valve 24 inches away from tire valve (OSHA standards/requirements)
- Portable fan's are acceptable

- Vehicle:
  - vehicles and/or related equipment must conform to State & Federal Motor Vehicle Registration and Safety Standards
  - vehicles must be equipped with seat belts
  - vehicles must be equipped with Reverse signal alarms
  - pick-ups with towed equipment are acceptable with safety chains and light brake connection
- No tools or garbage inside of the cab
- Push brooms & trashcans must be used to clean up work area and discard replaced material and debris (welding rods, nuts, bolts, etc.)
- 12 volt batteries are allowed in vehicles, only when secured in a battery box
- Personal Protective Equipment (PPE):
  - Hard hat
  - Safety glasses with side shields
  - Hearing protection (ear plugs)
  - Reflective vest
  - Safety boots (steel toe boots, 6 inch lace up with defined heel)
  - Protective gloves
  - Waist, ankle & arm protection acceptable

### **S-8.10 Trailer Repair - Mobile Vehicle /BNSF Mechanical Vehicle Repair Requirements (Outside of Vehicle)**

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 should be located on opposite corners of trucks @ 360 degrees (RR, LF) (BNSF mechanical vehicle strobe light only)
- Company Logo's on the doors and unit numbers for identification purposes
- 6 – 36' safety cones are required
- Safety cones should be mounted appropriately (do not obstruct the view of the driver) on a post or stacked and secured inside the vehicle
- Ladders should be mounted on the outside of the vehicle or inside of the vehicle and secured appropriately.

Items Not Allowed Inside of Trailer Repair Vehicle:

- No recreational electronics such as microwaves, TV's, computer games, etc.
- No material in violation of BNSF policy such as pin-up photo's or any other inappropriate material.

Equipment Allowed Inside of Trailer Repair Vehicle:

- Combustible Fuel - maximum gasoline allowed is 5 gallons, stored in a spring loaded steel gasoline safety can.
- All vehicles that transport explosive/combustible fuel (e.g., propane, acetylene, and gasoline) for auxiliary equipment and/or furnaces must be equipped with an enclosed storage compartment vented to the outside. Adequately secure the container to prevent it from moving when the vehicle is being operated. Leaking containers must be promptly taken out of service and replaced.
- Welding Machine - if in an enclosed vehicle, must be bolted to the floor, and vented through the floor. Cables will be secured up off the floor; welding rods will be secured and stored so as not to create a tripping hazard.
- Air Compressor – if in an enclosed vehicle, must be bolted to the floor, and vented through the floor. All hoses secured and stored up off the floor.
- All moving gears, belts and pulleys will have the appropriate manufactures safety guards in place.
- Oxygen and Acetylene Tanks:
  - Both tanks should be capped while 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 manor to prevent contamination from any petroleum products.
  - Hoses should be intact, 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.



- Ladders:
  - (1) 16 foot extension ladder, minimum length, ladder should meet OSHA standards/requirements.
  - (1) 6 foot step ladder, minimum length, ladder should meet OSHA standards/requirements.
- (1) – 10 unit first aid kit:
  - All outside service partner repair employees working within the facility should be equipped with a first aid kit
- Fire Extinguisher:
  - Every repair vehicle must be equipped with a 5 to 10lb fire extinguisher
  - Fire extinguisher must be properly mounted for easy access within the truck cab
  - Fire extinguisher must be tagged and up-to-date in good working condition
- Flammable Cabinet:
  - Every repair vehicle must have a flammable cabinet to store all flammable material and aerosol cans
  - Flammable cabinet must be secured inside the repair vehicle
- Electrical hardware Cabinet to store cords, connectors, and lugs (this cabinet needs to be secured)
- Secured storage rack for hammers, bars, and tools
- Secured bolt bin
- Trailer jack stand (OSHA standards/requirements)
- Repair vehicle should have adequate shelving for parts, should be along the wall bolted to the floor
- Employees tool box
- Tools should be stowed in tool box
- No tools should be on the floor, or loose in the cab
- 1 grease gun
- Vise should be stowed properly, if it is a removable vise
- Portable lighting that is up to code
- Bulbs should be shielded
- Lighting should be stowed and secured properly
- MSDS (Material Safety Data Sheets)
- Every employee should have reasonable access to MSDS information while working within the facility
- Bench grinders should be mounted and secured
- 12 volt batteries are allowed in vehicles, only when secured in a battery box
- Portable fan's are acceptable
- No tools or garbage inside of the cab
- Vehicle:
  - vehicles and/or related equipment must conform to State & Federal Motor Vehicle Registration and Safety Standards
  - vehicles must be equipped with seat belts
  - vehicles must be equipped with Reverse signal alarms
  - pick-ups with towed equipment are acceptable with safety chains and light brake connection
  - Push brooms & trashcans must be used to clean up work area and discard replaced material and debris (welding rods, nuts, bolts, etc.)
- Personal Protective Equipment (PPE):
  - Hard hat
  - Safety glasses with side shields
  - Hearing protection (ear plugs)
  - Reflective vest
  - Safety boots (steel toe boots, 6 inch lace up with defined heel)
  - Protective gloves
  - Ankle & arm protection
  - Welding face shields/goggles
  - Waist, ankle, arm, reflective protection is acceptable

### S-8.11 Trailer, Chassis and Container Repair

**S-8.11.1 Protection**

When working in or on equipment in a shop, display red stop sign on front of equipment until equipment is removed from shop.

When working in or on equipment 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

- Verify that jacks being used are stenciled with rated capacity.
- Check that jack has had current internal inspection every six months per OSHA requirements.
- Chock wheels securely on end opposite of 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

- Do not apply open flame to air lines, reservoirs, brake chambers, or valves when working on equipment brakes.
- Only authorized/qualified people may service, install, or remove refrigeration on air-conditioning systems.
- 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.

## S-8.12 Track Protection - Automotive

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

### Establishing Track Protection

Each work group shall use its own red/blue flag protection device, and that group shall be solely responsible for locking the device to protect against railcar movement and removing the device to allow railcar movement within or out of the track.

Each company with employees working on automotive ramp and/or storage tracks (Loading Equipment, Fueling Loading Equipment Companies, Facility Maintenance, Transfer Companies, Etc.) will provide its own red/blue flag protection lock to be affixed to the flag protection device. Each company's lock will be identifiable with company name and a 24 hour 7 day a week contact telephone number.

No workers of individual company shall commence work on tracks until its company lock is locked onto the appropriate red or blue flag protection device. Before an individual company lock can be installed on the red flag protection device, a representative of the company must contact the operations manager of the ramp/ deramp service company to get permission to install a company lock. The ramp/ deramp service company will have the ultimate responsibility to ensure that all equipment and personnel is clear of the track before railcar movement is allowed to proceed. Only the ramp/ deramp company can open or close the red flag track protection device. Only the car inspection company representative can open or close their blue flag protection device.

### Automotive Facilities

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

All personnel performing loading, unloading activities must be outfitted with the following PPE items:

- 1 Clean, AAR compliant uniformed clothing.
- 2 Boots with non-slip soles and defined heels. Ankle support is recommended.
- 3 Bump caps when in, on or about the railcar.

- 4 Gloves when in, on or about the railcar for movement of bridgeplates, securement procedures, and end door operations. Optional when accessing railcar solely to drive vehicles on or off.
- 5 Safety glasses with side shields when breaking seals or chains.
- 6 Reflective material must be worn at all times.

All personnel performing inspection activities must be outfitted with the following PPE items:

- 1 Clean, AAR compliant clothing.
- 2 Bump caps when in, on or about the railcar.
- 3 Reflective material must be worn at all times.

All contracted personnel performing switching activities must be outfitted with the following PPE items:

- 1 Steel toed boots with defined heels and 6 inch minimum ankle support.
- 2 Reflective material must be worn at all times.
- 3 Safety glasses with side shields.
- 4 Gloves.

All personnel performing checkpoint activities must be outfitted with the following PPE items:

- 1 Clean, AAR compliant clothing.
- 2 Shoes or boots with appropriate non-slip soles and defined heels.
- 3 Reflective material 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 stated below 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.

## **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 the floor or a wall where there is a height-to-depth ratio greater than 3 to 1. 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 a trailer truck while the 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-11.6 Wheelsets

To stop mounted freight car or locomotive wheelsets:

- Stand on the trailing side of the wheelset and apply force to the axle to slow the movement.
- Do not hold the flange of the wheel.

Do not walk in front of the mounted wheelsets or leave mounted wheelsets unattended until they are stopped and secure.

## 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 policy.

**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:

- Park the forklift clear of obstructions.
- Set the hand brake.
- 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 ft. and forklift in sight):

- Bring the forklift to a complete stop.
- Place directional controls in neutral.
- Apply the parking brake, and if equipped with automatic brake, place in Park.
- Lower forks to the ground. (Exception: when task requires elevated load)
- Use three-point contact when climbing from forklift.
- Do not allow yourself or others to be directly in front or behind forklift, unless engine is shut off.

When leaving a forklift unattended:

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

**S-11.8.3 Passengers**

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

**S-11.8.4 Tool Storage**

Do not place tools, material, or other objects on 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 a 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.

**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.

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. e-mailing, instant messaging, accessing a Web page or perform any electronic text retrieval or entry).

**S-12.1.2 Crossing Tracks**

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

- Approach as close to a right angle to the track as practical to allow for optimal viewing of potential approaching movements.
- Stop before crossing the track(s), unless the vehicle or off-track equipment is foul of a previously crossed track.
- Look for trains, engines, rail cars and on-track equipment movements approaching from either direction.
- 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-12.3 Motorcycle Use**

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

**S-12.4 Utility Vehicles**

Complete a Utility Vehicle Safety Training Course prior to 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**

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

**S-12.6 Passengers**

Do not transport unauthorized persons in a company vehicle except in an emergency.

Notify the driver before boarding any vehicle. Never get on or off of a moving vehicle except in an emergency.

**S-12.7 Maintenance/Inspections**

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

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

**S-12.8 Backing**

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

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

When backing vehicles other than automobiles and pickup trucks:

- Position someone near the back of the vehicle to guide movement, when available.
- Sound the horn three short blasts in vehicles not equipped with backup alarms.
- Stop if the person guiding the movement disappears from view.

**S-12.9 Parking**

When parking vehicles:

- Place standard transmission in low gear with engine shut off.
- Place automatic transmission in Park.
- Remove the ignition key, close the windows, and lock the doors if leaving the parked vehicle unattended. EXCEPTION: You may leave the engine of an unattended vehicle running, in cold weather, if you have a second set of keys.
- If parking on a grade, set the emergency brake and take other precautions to prevent the vehicle from rolling unexpectedly.

**S-12.9.1 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 that 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.



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## 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 Accidents/Incidents

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

## 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

1. Comply with all rules and procedures listed in the BNSF Company Vehicle Policy and Procedure Manual for operating company or temporary replacement vehicles.
2. All drivers that transport crews must complete a defensive driving course and view an Operation Lifesaver video a minimum of every two years.
3. 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.
4. 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.
5. 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.

CREW HAULER VEHICLE INSPECTION CHECKLIST

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

Date & 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 & 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

Seatbelts, Door Handles & Locks, Clean and Orderly, and Window/Mirror Visibility

\_\_\_ Seatbelts 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 prior to departure

Revised 1.06

### 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. If provided, the Division Superintendent's Job Safety Briefing audiocassette will be played to supplement the driver's trip-specific job safety briefing.
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.

### S-12.15.4 When Traveling

1. Request assistance to direct the vehicle movement when backing if visibility is limited.
2. 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.
3. 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.

4. Proceed directly to the destination without any other stops unless directed by the train dispatcher or other designated railroad authority.
5. If any passenger removes any part of his or her seatbelt or lies back, stop the vehicle until the seatbelt is being worn correctly.
6. 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 Crew Hauling On-Duty Time**

The following shall apply to clerical employees required to haul crews:

1. 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:

- a. The driver has completed a total of ten (10) hours of driving since last obtaining eight (8) consecutive hours of off-duty time; or
- b. The driver's combined on-duty and drive time hours equal fifteen (15) hours since last obtaining eight (8) consecutive hours of off-duty time; or
- c. The total number of hours of on-duty and drive time exceeds seventy (70) hours in any period of eight (8) consecutive days.

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

2. 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.

3. 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 signal protection:

Employee may cross within 25 feet of standing equipment, provided:

1. Speed limits for all equipment on the track is 5 MPH or less, and;
2. Check for movement is made prior to crossing track, and;

3. Distance is sufficient to allow safe passage should there be unexpected movement, and;
4. Designated walkways are used, when available.

B. Stepping On Rails

Step over, not on:

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

Watch for conditions that could interfere with footing.

C. Fouling Track

Do not walk between rails or foul the track, except when duties require and proper protection is provided. Use caution during bad weather and when visibility is impaired.

### S-13.1.4 Sitting or Standing

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

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

## S-13.8 Fusees

### S-13.8.1 Storing Fusees

Store fusees as follows:

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

**S-13.8.2 Disposing of Damaged Fusees**

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

**S-15.0 Oxygen and Fuel Gas****S-15.1 Storing Gas Cylinders**

Follow these requirements for storing gas cylinders:

1. Store oxygen, acetylene, and fuel gas cylinders with the valve end up.
2. 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.
3. Secure gas cylinders to protect them from damage. No more than three cylinders may be chained together.
4. Store gas cylinders in a well-ventilated area away from elevators, stairs, and gangways.
5. 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.

6. 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.
7. 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.
8. 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:

1. Do not handle oxygen cylinders with oily or greasy hands or gloves.
2. Securely chain or clamp gas cylinders with valve ends up.
3. 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.
4. Do not remove or change numbers or marks stamped on gas cylinders.
5. 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.
6. Follow these lifting restrictions:
  - a. Do not lift a compressed gas cylinder with an electromagnet.
  - b. Do not lift a gas cylinder by its valve cap.
  - c. When using a crane or derrick to lift a gas cylinder, secure it to the crane hook with a cylinder sling or place it in a cradle or suitable platform.
7. 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:

1. Secure cylinders tightly with a chain, strap or equivalent device, and close cylinder valve.
2. 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 subcontractors must have a permit before entering a permit-required confined space.

## S-20.4 Machine Operation

Unauthorized persons must not be on hoists, machines, or any 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-21.0 Personal Protective Equipment and Clothing (PPE)

### S-21.1 Personal Protective Equipment (PPE) Requirements

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

- Hard hats applicable to designated crafts and work areas that meet ANSI standard Z89.1, Type I, Class E & G specifications, found in the BNSF Safety and Health Equipment Catalog.
- Safety glasses with permanently mounted side shields and authorized by BNSF. Authorized tints for safety glasses are: Grey #1 indoors and Grey #1, #2 and #3 outdoors.
- Safety boots.
- Hearing protection (ear plugs/earmuffs) 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.
- Hand protection when there is a risk of exposure to harmful substances, punctures, severe abrasions, lacerations or cuts, chemical or thermal burns, high voltage, vibration, temperature extremes, or infectious biological agents.

- Enhanced visibility workwear in accordance with specifications listed below:
  - Wherever PPE is required except when inside locomotive cabs.
  - **Acceptable items of enhanced visibility garments include vests, shirts, coats/jackets or raingear and must be orange in color with retro-reflective striping**
  - Enhanced visibility workwear must be BNSF approved and meet ANSI Class II or III Reflective Standards
  - Enhanced visibility workwear must be worn as an outer garment, not partially covered by overalls, etc and are to be replaced when they become faded or dirty to the point where they no longer function as an enhanced visibility garment.

**PPE Exceptions:**

- Personal protective equipment is not required in office buildings, vehicle parking areas, passenger vehicles, passenger-carrying rail cars or when passengers get on or off passenger-carrying rail cars.
- Safety glasses are optional inside vehicles and locomotive cabs when windows and doors are completely closed.
- Passenger train employees while embarking/disembarking passengers at passenger stop locations.
- Hard hats:
  - Not required for Train, Yard, and Engine (TY&E) employees except when performing work service with Maintenance of Way, at derailments, or as directed by supervisor.
  - Not required when operating vehicles or equipment with overhead protection. Including but not limited to forklifts with overhead protection or roadway equipment having enclosed cabs.
- Safety glasses and lenses:
  - When exempted by contractual agreement, personal eyewear must also meet the lenses requirements listed below.
  - No other tinting (as prescribed in requirements) is permitted. Mirror like lenses, amber (“shooters”) lenses or lenses that are intended to correct a color vision deficiency are prohibited.

**Off-the-Job-Use**

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

**Other**

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

**S-21.1.1 Approved Equipment**

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

## S-21.2 Personal Protective Clothing Requirements

All BNSF employees, contractors and their agents, visitors, and vendors, working in other than an office environment, must wear long pants and waist-length shirts with sleeves at all times. Clothing must not interfere with vision, hearing, or use of hands and feet.

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

### S-21.2.1 Special Protective Clothing

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

### S-21.2.2 Safety Boots

Safety boots must meet the following criteria:

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

### S-21.2.3 Protective Gloves

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

### S-21.2.4 Anti-Slip Winter Footwear

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

## S-21.3 Respirator Selection and Use

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

### S-21.3.1 Respiratory Protection Program

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 mustaches are not acceptable means of compliance. These requirements apply when fit testing and whenever a respirator is worn.
- Inspect your respirator prior to use.
- Clean and properly store respirator following use.

### Voluntary Respirator Use

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

Elastomeric Facepiece models—

- Be trained and fit-tested annually for the specific make and model of the respirator used.
- Be medically qualified annually.
- 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—

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

## S-21.4 Dark Lens Eye Protection

Except when welding or operating a torch, do not wear dark lens goggles or glasses at night or when working inside buildings/shops. Photo-grey or transition lenses are not to be worn by personnel operating mobile equipment from outdoor to indoor locations, or by personnel who perform similar tasks requiring critical activity or fast reaction to visual stimuli.

## S-21.5 Hearing Protection

Wear hearing protection if you work in the following areas:

- On a locomotive under load.

**Exception:** When all doors and windows are closed, hearing protection is not required inside the control compartment of GE locomotives B40-8W, C40-8W, B40-8, and C44-9W, and EMD locomotives GP60M, SD60M, SD70M, and SD70MAC.

- Within 100 feet of humping or retarder operations.
- In a high-noise area required by posted notice or special instructions.
- In an area where continuous noise requires you to raise your voice to be heard at a distance of 3 feet.

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

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

<b>PPE Chart</b> X = Required equipment # = May be required based on task and materials O = Recommended additional equipment	Hearing Protection	See Eye & Face Protection Chart	Protective Handwear (See Work Glove Selection Chart)	Welder's Jacket or Sleeves	Spats, Leggings	Disposable Overalls	Rubberized Apron	Remarks/ Special Requirements
Banding materials		X	X					
Breaking frozen material, (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools		X	X					
Climbing poles and rail/ work equipment		X	X					
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.	X	X	X		#			
Dusty conditions		#				#		
Electrical hazard	#	X	#					Lineman's gloves required when working with high voltage (over 600 volts).
Fueling and sanding locomotives	X	X	O			O		
Hammer (punch)	X	X	O	#				Tool holder must be used.
Hand tools	O	X	O					
Handling chemicals or refrigerants, or in greasy conditions		X	X				#	
Handling or servicing storage batteries		X	X	X				
Intermodal facility - outside of offices	#	X	#					Enhanced visibility workwear must be worn. Checkpoint employees must wear enhanced visibility vests.
Lifting and carrying		X	O					
Striking, or striking with, hardened tools and fastenings	#	X	X		#			
Visitors	#	X	#					Wear PPE according to what the person performing the task is wearing.
Spraying/general use of cleaning agents; follow manufacturer's instructions.								

### S-21.31 Eye and Face Protection Chart (PPE)

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

### S-21.32 Work Glove Chart (PPE)

Work Glove Selection Guide									
X = Preferred glove O = Acceptable alternative	Brown Jersey	Canvas	Grip	Leather Palm	Vinyl-Coated Knit-Lined	Leather Driver's	Leather Mitten	Chemical Resistant	Cut Resistant
Banding material				X		X			X
Breaking or cutting frozen material (ice, ground, gravel, cinders, ballast, taconite, etc.) with hand tools		O	O	X	X	X			O
Climbing poles and rail/work equipment				O	O				
Cutting rivets, bolts, or cotter keys, splitting nuts, etc.			O	X		X			O
Fueling and sanding locomotives					O			X	
Hammer (punch)				O		X			X
Hand tools	O	O	O	O	O	O			O
Handling chemicals								X	
Handling/servicing storage batteries								X	
Intermodal facility	O	O	O	X	O	X	X	X	X
Lifting and carrying		O	X	X	O	X			X
Spraying or general use of cleaning agents								X	
Striking, or striking with, hardened tools and fastenings			X	O	X				O



**S-21.33 Respiratory Protection Chart (PPE)**

## Voluntary Use

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

Task	Required Respirator (See Key)							Cartidge (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	
Disturbing, removing or disposing of accumulations of dried bird droppings	X	X						X	
Disturbing, removing or disposing of rodent nests	X	X						X	
HazMat operations, where uncontrolled, unknown or IDLH atmospheres may exist							X		

## Key:

X Required respirator. If multiple selections are indicated, either type may be used.

X<sup>1</sup> Specially designed SCBA solely used for the Tunnel Emergency Respirator Program ("TERP")

APR-HM-FF Air purifying respirator, half-mask, filtering facepiece (3M #8233, N100)

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

APR-FM Air purifying respirator, full Facepiece

PAPR Powered air purifying respirator

SAR Supplied air respirator, all types excluding blast helmet models

SABH Supplied air blasting helmet

SCBA Self-contained breathing apparatus

MC Multi-contaminant cartridge

Contact the BNSF Industrial Hygiene Department for additional information.

## S-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-23.15 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.

## S-25.0 Job Tools

### S-25.1 Job Safety Briefing

#### Who

All individuals involved in a task.

#### What

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

#### Why

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

#### When

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

#### Where

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

#### How

The following elements are essential to any job safety briefing:

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

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

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

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

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

## S-25.2 Stretches

### Overview

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

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

### Benefits

- Increases range of motion, reducing risk of injury near joint limits.
- Warms muscles, reduces internal friction, and "resets" discs prior to activity.
- "Pre-fuels" muscles with oxygen before activity.
- Helps muscles relax and reduces soreness after activity.

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.

### Back of Leg



Put one foot forward, on heel. Bend back knee slightly. Bend forward at hips with straight back. Support upper body with hands on your bent knee. Arch your back slightly. Gently move your butt straight back to put tension on the back of leg.

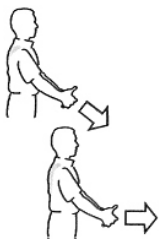
Using chair for support, bend at the hips and keep the three natural curves of your back. Continue to bend forward at the hips until you feel mild tension in the muscles at the back of the leg.

### Front of Hip



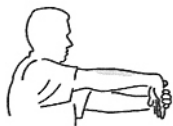
Place one foot forward. Keep your feet parallel to each other. Do not arch your back. Rotate your butt under until you feel mild tension in the front of hip of the straight leg.

### Upper Back



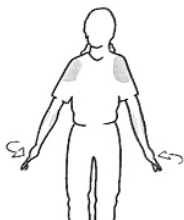
Cup your hands together in front of you. With elbows slightly bent, move your cupped hands down. Move your cupped hands away from your body until you feel mild tension.

### Forearm



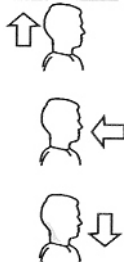
Slowly bend or extend your wrist. You can do this either with or without a gentle pull from the opposite hand. Stretch until you feel mild tension in the forearms.

### Shoulder and Arm



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

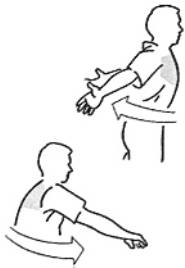


**Back of Neck**

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

**Side of Neck**

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

**Chest**

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

**Upper Arm and Lower Back**

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

### **Tips for People Leading Stretches**

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

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

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

## **S-26.0 Policies**

### **S-26.1 Conflict of Interest**

No officers or employees of the company may have personal interests which might conflict or appear to conflict with the interests of the company or its affiliates or which might influence or appear to influence their judgment in performing their duties. The outside activities and affairs of all officers and employees should be conducted so as to avoid loss or embarrassment to the company and its affiliates.

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

This policy is designed to foster a standard of conduct which reflects credit in the eyes of the public on the company, its officers, and its employees, and which protects the reputation and financial well-being of the company. There is no intent to interfere with the personal interests or activities of officers and employees.

### **S-26.3 Medical Examinations**

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

### **S-26.4 Sexual Harassment**

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

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

Employees who feel they have been sexually harassed must contact their manager, local Employee Relations, or Corporate Employee Relations.

## S-26.7 Telecommunication Usage

### Objective

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

### Scope

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

### Policy

#### General

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

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

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

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

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

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

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

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

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

#### Public Telephone Network and Long Distance Service

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

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

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

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

#### 800 Service

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

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

#### Cellular Phones

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

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

#### Telephone Calling Cards

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

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

#### Facsimile Machines

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

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

#### Modems

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

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

#### Foreign Equipment

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

#### Voice Messaging (Phone Mail)

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

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

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

#### Pagers

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

#### Audio and Video Teleconferencing

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

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

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

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

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

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

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

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

### **S-26.9 Equal Employment Opportunity Policy and Program**

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

based on applicable laws, regulations and Executive Orders prohibiting employment discrimination.

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

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

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

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

## **S-26.10 Vietnam Era Veterans and Disabled Veterans Policy**

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

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

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

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

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

## **S-26.11 Qualified Disabled Individuals Policy**

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

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

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

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

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

## **S-27.0 Programs**

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

### **S-27.1 Asbestos Control**

The Asbestos Control program works to provide the safe handling and eventual elimination of asbestos-containing material (ACM) at BNSF. Its elements include the identification and labeling of existing ACM, training, error-monitoring, use of specific work practices, use of the necessary equipment and materials, material substitutions using less hazardous materials, and the use of experienced ACM removal contractors.

### **S-27.2 Back Conservation**

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



### **S-27.3 Bloodborne Pathogens Exposure Control**

The Bloodborne Pathogens Exposure Control program provides information, training, equipment, safe work practices, and immunizations necessary to minimize exposure and subsequent ill effects. The intended audience is BNSF people who, by the nature of their jobs, have reasonable potential of skin, mucous membrane, or parenteral contact with blood or other potentially infectious materials.

### **S-27.4 Confined Space**

BNSF's Confined Space program guides BNSF people who are involved in confined space activities. Confined spaces include, but are not limited to, sewers, tanks, underground utility vaults, covered hopper cars, and some pits and excavations. The program's safe work practices and training include criteria for identifying and classifying confined spaces, the hazards of confined space work, the precautions to be taken when entering or occupying a confined space, and the maintenance and use of the instruments and equipment used to safely perform confined space work. Employees who perform confined space-related activities must maintain current status in Confined Space training.

### **S-27.5 Electrical Safety**

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

### **S-27.6 Exposure Assessment**

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

### **S-27.8 Forklift Safety**

The Forklift Safety program stresses safety in the performance of material-handling duties, and it introduces new employees to the history and operations of material-handling equipment. The training illustrates safe operational practices as well as some of the special techniques required to maneuver and operate in a warehouse or similar environment. Special effort is made to make operators aware of the extra alertness required when operating material-handling equipment around personnel on foot and to avoid collisions with other material-handling equipment and other hazards that might be encountered.

### **S-27.9 Hazard Communication**

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

### **S-27.10 Hazardous Materials Training**

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



### **S-27.11 Hearing Conservation**

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

### **S-27.13 Lockout/Tagout (LOTO)**

The LOTO program was developed to protect BNSF people from possible injury caused by sudden movement, startup, or release of energy in equipment, machinery, or systems during servicing, maintenance, or calibration. The program features BNSF's LOTO practice, which defines requirements and helps participants develop their sight-specific Hazardous Energy Control Plan (HECP). Contact your supervisor or Safety Manager to obtain a copy of your local HECP.

### **S-27.14 Policy for Employee Performance Accountability**

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

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

### **S-27.15 Respiratory Protection**

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

### **S-27.16 Safety Risk Evaluation**

Safety Risk Evaluation is a continuous safety improvement program whose goal is to assure understanding of and commitment to safe working practices by all BNSF people. Designed for use in safety marathons or briefings and in toolbox meetings, the program presents key performance criteria on various subjects related to major craft activities. Safety Risk Evaluation can also be used in a standard training setting. Interaction among participants essential to program success. The Safety Risk Evaluation manual is available from your supervisor.

### **S-27.17 Temperature Extremes**

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

## S-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 railed, 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.

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.

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.

### **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.
- Read magazines, newspapers or other literature not related to duties.
- Use cellular or mobile 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 four 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.).

Exceptions:

Mechanical employees not involved with the operation or movement of equipment or machinery and within four 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.

Signal employees within four feet of the nearest rail of a track may use cellular phones or similar hand-held electronic devices for business-related testing and inspection processes when authorized by Track and Time, Track Warrant or Track Permit and no on-track equipment movement occurs within the working limits.

- Use personal electronic devices (cellular telephones, notebook computers, laptops, e-books, etc.) for other than business purposes, except when located in a predetermined place of safety during break periods and not performing duties.

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. e-mailing, 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; prior to 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. Prior to 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. Prior to 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 (10) 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:

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

### **S-28.19 Alert to Train Movement**

Employees must expect the movement of trains, engines, cars, or other movable 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-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 Burlington Northern Santa Fe 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:
  - a. Names of people involved in the action.
  - b. Court where the action is filed.
  - c. 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.

## S-40.0 Glossary

As used in this book, the following definitions apply.

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

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

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

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

**Banding:** Strap or straps used to secure material.

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

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

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

**Designated:** A person who is approved or assigned by BNSF to perform a specific type of duty or duties or to be at a specific location(s) at the job site (same meaning as “authorized”).

**Dust collector:** A bag house system for controlling emissions.

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

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

**Fusee:** A red flare used for flagging purposes.

**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.

## RESPIRATOR SAFETY

**FOR YOUR PROTECTION,  
MAKE IT A CLOSE SHAVE**

**RESPIRATOR  
READY**



**SAFETY  
HAZARD**



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

## OSHA Respiratory Protection Standard 1910.134, Appendix D

(Appendix 15 in the BNSF Respiratory Protection Program)

Regulations (Standard - 29 CFR)

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

Regulations (Standards - 29 CFR) - Table of Contents

- Part Number: 1910
- Part Title: Occupational Safety and Health Standards
- Subpart: I
- Subpart Title: Personal Protective Equipment
- Standard Number: 1910.134 App D
- Title: (Mandatory) Information for Employees Using Respirators When not re-  
quired ..... Under Standard

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

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

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan 8, 1998; 63 FR 20098, April 23, 1998]