



# **Safety Rules**

**Effective July 1, 2004**

# **Safety Rules and Company Policies and Programs for the Transportation Department**

## **Notice**

The rules presented in this book:

- Are effective July 1, 2004.
- Are effective on properties owned and/or operated by CSX.
- Govern the activities of Transportation Department employees.

Employees whose duties are prescribed by these rules must:

- Be conversant with and comply with them.
- Have a copy of this book accessible to them while on duty.

Conditions not covered by these rules and instructions demand sound judgement for the application of correct principles of safety, efficiency, and economy.

## **Safety Policy Statement**

CSX is committed to being the safest railroad in the country. By complying with these rules and empowering everyone with the right, the responsibility, and the resources to make safe decisions, we will accomplish our goals. Our ultimate goal is to prevent all personal injuries.

This book contains specific rules governing our work activities. Rules cannot be written to cover everything we do on the job; therefore, we are empowered to make decisions and take action necessary to prevent personal injuries. Where no specific rule applies, we must rely on good judgement, following the safest course available. In addition to these rules, you may need to contact your supervisor for guidance. Do not take any action until you are fully aware of the hazards involved and have a plan to avoid injury.

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## **2000 General Rules**

### **2001 Job Briefing**

Effective job briefings at the beginning of and throughout our work day make us more aware of our surroundings and better prepared to recognize and avoid potential hazards. Remain alert for anything out of the ordinary that occurs during your shift and report any suspicious activity to your immediate supervisor, yardmaster or dispatcher immediately. If they are not available, report the condition or activity directly to the Police Command Center at 1-800-232-0144.

#### **A. When to Conduct a Job Briefing**

Conduct a job briefing:

- Before beginning a work activity.
- When work activity or work conditions change.
- When another person joins the crew.

#### **B. Conducting a Job Briefing**

When conducting a job briefing:

- Discuss the sequence of basic job steps.
- Discuss potential hazards related to the job.
- Make certain that everyone understands all instructions and how the job should be performed.

#### **C. Following up a Job Briefing**

Follow up with fellow employees to ensure compliance with safe work practices.

### **2002 Warning other Employees**

Make certain that you warn co-workers of unsafe acts and hazards.

### **2003 Reporting Injuries**

Report all injuries to your supervisor in accordance with CSX's Individual Development and Personal Accountability Policy (IDPAP).

### **2004 Personal Protective Equipment, Clothing, and Jewelry**

Obtain, be familiar with, and wear approved and properly fitted personal protective equipment and clothing required for your job classification and/or work environment. Keep the equipment in good working condition and available for immediate use. Do not alter or otherwise tamper with personal protective equipment.

#### **A. Complying with Specific Requirements**

When you are required to enter an area or facility that has personal protective equipment requirements that are in addition to those contained in this rule, comply with those requirements as well as these.

#### **B. Clothing**

Do not wear loose-fitting clothing that could become entangled in equipment or could be a tripping hazard.

##### **1. Shirts**

Wear a shirt that:

- Provides protection from sun, insects, abrasions, and/or scratches.
- Has at least one-quarter length sleeves.
- Covers the abdomen and back.

##### **2. Trousers**

When working outside an office environment, wear trousers that cover your entire lower body and legs. Shorts are not appropriate attire when on-duty.

#### **C. Wearing Jewelry**

Do not wear:

- Finger rings outside an office environment.
- Jewelry that could become entangled in equipment.
- Metal objects; including finger rings, belt buckles, and/or watchbands when repairing or maintaining electrical equipment.

#### **D. Wearing Safety Glasses**

Wear CSX-approved safety glasses and side shields when on or about tracks and equipment that is on the track.

##### **1. Wearing Corrective Lenses**

If your duties require observing signal aspects or reading printed information and/or instructions and you have a visual impairment or deficiency that requires corrective lenses, make certain that you wear the corrective lenses while on duty.

You may wear clear contact lenses as corrective lenses when worn with the safety glasses that have side shields.

##### **2. Wearing Tinted Eyewear**

Except as provided below, you may wear CSX-approved, tinted eyewear, or eyeglasses with clear corrective lenses together with CSX-approved, tinted, detachable lens covers.

Do not wear tinted eyewear:

1. During the period starting one hour before sunset and continuing until one hour after sunrise.
2. When working in tunnels or in places where there is a similarly low level of light
3. When the available light would generally be considered inadequate for the performance of the job task.

If you wear approved, tinted, corrective lenses, make certain that you have a second pair of eyewear with clear, corrective lenses available to wear when tinted eyewear is prohibited by conditions 1, 2, or 3 of the previous paragraph.

Do not wear eyewear whose lenses change color or tint based on ambient light.

#### **E. Wearing Hearing Protection**

Wear CSX-approved hearing protection when you are:

- Transferring any locomotive or remote control push car or platform to remote control mode.
- Within 100 feet of one or more stationary locomotives operating in a throttle position other than idle.
- On an operating locomotive outside the locomotive cab or while riding a remote control push car or platform.
- In road or transfer service when riding inside the cab of an operating locomotive, except those locomotives with the horn located near the center of the long hood.
- When providing flag protection at a highway crossing at grade.
- In areas where hearing protection is required by special instructions, notice, or posted sign.

#### **F. Wearing Shoes**

When working outside of an office environment, wear high-top (6-inch or more) shoes that have:

- Laces
- Oil-resistant soles
- A defined heel not more than one inch high.

When working in an office environment, wear footwear as required for your job classification and/or work environment.

#### **G. Wearing Hard Hats**

Wear a CSX-approved hard hat when you are:

- Actively engaged in a rerailing operation which involves the use of a wrecker or off-track equipment
- In the immediate vicinity of rail being unloaded
- In the immediate vicinity of a working pivotal crane
- In areas where hard hats are required by special instructions, notices, or posted signs.

#### **H. Radio Equipment**

Wear a CSX-approved chest-type radio harness or use a lapel microphone and wear a side holster or radio clip when using a portable radio during train service work activities.

#### **I. Wearing Respirators**

Wear a CSX-approved respirator when unloading ballast:

- In confined areas.
- In tunnels.
- When the resulting dust does not disperse rapidly.

When wearing a respirator, do not have facial hair where the sealing surface of the respirator comes in contact with your face.

### **2005 Operating Tools, Equipment, Doors, and Windows by Hand**

When operating tools, equipment, doors and windows by hand:

- Do not use brute force.
- Avoid placing any part of your hand or body where it can be pinched.
- Use the door handles or other opening/closing devices whenever provided.
- Make certain that the sliding door on a freight car is properly tracked before attempting to move it.

### **2006 Protection Against Slips, Trips, and Falls**

Constant awareness and concentration are your best protection against, slip, trip, and fall hazards, both on and off the job. Always pay attention to what you are doing and where you are going.

To ensure proper footing, use designated walkways when possible keeping them clear of debris, tools, equipment, and other material, and:

- Always look in the direction you are walking; stop if you have to look elsewhere.
- Always watch your step. Do not take a step unless you have a clear view of where you intend to place your foot or carry objects that block your view.
- In a low level of light, use a railroad-approved light to illuminate your path.
- Exercise caution when moving between different walking surfaces (carpet to tile, concrete to ballast, etc.).
- When entering a building or office area, clean your shoes to prevent tracking contaminants (water, ice, oil, grease, etc.) inside.
- Slow down when approaching corners, intersections, and doorways.
- When placing your foot on any surface, do so in a defensive manner.
- Avoid placing your foot in any place or against any object that will cause you to trip.
- Avoid slippery, unstable, or uneven surfaces whenever possible; if you have to work on these surfaces, slow down take short steps.
- When practicable, wear anti-slip footwear when walking on ice and/or in snow.
- When practicable, clean slippery walking surfaces and scatter salt, sand, or other suitable material on such surfaces.
- To improve your balance keep your hands out of your pockets and do not hold telephone or radio receiver to your ear when walking.
- Use handholds or hand rails where provided.
- When walking on ballast:
  - Place your feet carefully.
  - Be aware that the ballast might shift or roll.
  - Take extra care on slopes.

### **2007 Avoiding Human Remains, Blood, or other Fluids**

After any accident or incident where human remains, blood, or other fluids are observed on company equipment or property:

- It is not your responsibility to clean this matter.
- Do not attempt to remove or clean this matter.
- Promptly notify the train dispatcher or yardmaster so that appropriate action can be taken to perform any necessary cleaning of equipment as soon as possible.

If you should come in contact with human remains, blood, or other fluids, immediately wash the contact area then report to the nearest medical facility for further examination.

## **2050 On or About Tracks**

### **2051 Working On or About Tracks**

When working on or about tracks:

- Be alert for and keep clear of the movement of cars, locomotives, or equipment at any time, in either direction, on any track.
- Stand at least:
  - 30 feet from a switch or derail associated with the route of a passing train.
  - 10 feet when practical, from a switch or derail being traversed by engines or cars during switching operations.
- Look in both directions before making any of the following movements:
  - Fouling or crossing a track.
  - Moving from under or between equipment.
  - Getting on or off equipment.
  - Operating a switch.

- Do not step or sit on any part of:
  - A rail
  - A switch or switch machine
  - A frog
  - A derail
  - An interlocking machine or its connections
  - A retarder
  - A defect detector.
- Never take shelter under any car, equipment, or locomotive.
- Do not use push poles to move locomotives or cars.

## 2052 Crossing Tracks

When crossing tracks, take the shortest route and secure 3-Step Protection in accordance with Rule 2053A, if you are crossing the track within 25 feet of the end of equipment that has an operator-controlled locomotive attached.

### A. Before crossing any track:

Except as provided in Rule 2052 (Crossing Tracks) or Rule 2053C (Going On, Under, or Between Equipment as a Utility Employee), do not cross any track within 25 feet of the end of standing equipment. When crossing tracks:

1. Stop.
2. Look in both directions.
3. Cross the track only if it is safe to do so.

You may cross more than one track without stopping at each track if you determine it is safe to do so.

## 2053 Going Under or Fouling Standing Equipment

### “Foul” means to:

- Extend any part of your body between equipment.
- Be within twenty-five (25) feet of the end of equipment, including applying or releasing a hand brake.

### Exceptions:

- Engineers performing a calendar day inspection on the locomotive assigned to him/her
- Trainmen stationed at an EOT to perform an air brake test on his/her train or cars picked-up.
- Employees operating a cut lever or bleed rod.

### A. 3-Step Protection

When it becomes necessary to go under or foul standing equipment that has an operator-controlled locomotive attached, use 3-Step Protection as follows:

#### 1. Securing 3-Step Protection

Before going under or fouling standing equipment coupled to a locomotive, make certain through verbal communication directly with the employee controlling the locomotive that he/she has provided 3-Step Protection and will remain in control of the locomotive.

When an employee secures 3-Step Protection, other members of the crew will be protected, provided an understanding exists between the crew members.

#### 2. Providing 3-Step Protection

##### A) On conventional equipment

To provide 3-Step Protection on conventional equipment, the engineer must:

1. Place the independent brake in the FULL APPLICATION position; and, if necessary, make a brake pipe reduction sufficient to hold the equipment.
2. Place the reverse lever in the CENTER position.
3. Place the generator field switch in the OFF position.

##### B) On remotely controlled equipment

To provide 3-Step Protection on remotely controlled equipment, the operator must:

1. Place the speed selector lever to the STOP position; and, if necessary, make a brake pipe reduction sufficient to hold the equipment.
2. Place the direction select toggle switch to the NEUTRAL position.
3. Communicate with the employee requesting the protection, or conduct a job briefing to make certain that 3-Step Protection is applied.

### **3. Removing 3-Step Protection**

#### **A) By the Employee being Protected**

Do not request the removal of 3-Step Protection unless you have cleared the equipment and it is safe to do so.

The employee requesting 3-Step Protection will be responsible for maintaining that protection until all employees are clear of the equipment.

#### **B) By the Employee Providing the Protection**

Do not change the position of any of the controls listed in paragraph 2, above, unless you are:

- Authorized to do so by the employee who requested 3-Step Protection.
- You are the operator of a remotely controlled locomotive and have established 3-Step Protection for yourself and you have cleared the equipment.

#### **B. Separating Equipment**

Before going between standing equipment, make certain that the equipment is separated by at least fifty (50) feet.

#### **C. Going On, Under or Between or Fouling Standing Equipment as a Utility Employee**

Establish "blue signal protection" as provided in operating rules when it becomes necessary to go on, under, or between or foul standing equipment when you are working as a utility employee and you are not attached to a crew.

## **2100 Getting On, Off or Riding Equipment**

### **2101 Getting On or Off Moving Equipment**

Getting on or off moving equipment is prohibited, except in emergency.

### **2102 Making Critical Observations**

#### **A. Observing the Equipment**

Before getting on equipment, scan the area of the equipment you will get on to make certain that it is safe and free of ice. If the area of the equipment you intend to get on has a defect or a condition that could cause an injury, do not get on that area of the equipment.

#### **B. Observing the Ground**

Before getting off equipment, look where you are going to place your feet. If you are descending a ladder or steps before getting off of the equipment, make certain to stop at the bottom step or ladder rung to make the required ground observation.

Make certain that you are getting off equipment in an area that:

- Will provide solid footing.
- Does not have any object or condition that would cause you to stumble or fall.

### **2103 Using Car Ladders**

When it is necessary to use a car's ladder, use the side ladder to the extent it is possible.

When using a car's ladder, improve your footing by turning your feet at an angle and place the ball of your foot on the ladder's rungs against the ladder's side rails.

### **2104 Getting On or Off Equipment**

When getting on or off equipment:

- Avoid getting off of the equipment in an area that is unsafe.
- Face the equipment.
- Maintain three points of contact (two hands and one foot or one hand and two feet).
- Maintain a hand hold until your feet are firmly positioned.
- Keep clear of adjacent tracks.
- Make certain to get on or off the side away from any:
  - Live track
  - Main track
  - Close clearance
  - Hazards that may be present

## 2105 Riding Equipment

### A. Riding On Equipment

When riding on equipment:

- Face the direction of the movement.
- Be prepared at all times for unexpected movements and slack action.
- Keep secure hand holds and footing at all times.
- Do not ride the end of cars being shoved, nor on the end platform between coupled cars, unless the car is equipped with a riding platform that has a safety rail positioned between you and the end of the equipment.
- Ride the side of, not between, cars. It is permissible to ride the trailing end of a cut of cars equipped with an end platform.
- Do not ride on the coupler (drawhead), cut lever, or cushion underframe device. Face the direction of the movement. Be aware of where you are and alert to what is going on around you.
- When practical, do not ride on the bottom step when going over highway crossing at grade.
- Exercise care when walking on the walkways of locomotives.
- Maintain hand holds where provided and be alert for any unsafe conditions on the floor or walkway.
- Stay off locomotive walkways at speeds greater than 15 miles per hour.
- Do not ride on a freight car or steps of a locomotive while operating an OCU.

### B. Riding in Equipment

When riding in equipment:

- When other duties permit, remain seated while riding in locomotives and cabooses.
- When necessary to move around in locomotives and cabooses, maintain stability and a firm hand hold on available grab irons or on other permanently attached objects and maintain firm, braced footing, with at least three points of contact.
- Remain alert for close clearances and do not lean beyond the side of the equipment until movement has passed the close clearance.
- When practical, move away from the side of a locomotive or caboose that is adjacent to a main track or siding that has equipment on it.

### C. Riding on Gondolas or Flat Cars

In addition to the requirements of Rule 2105 A (Riding on Equipment), comply with the following:

- Never place your hands, arms or legs inside equipment with shiftable loads or near the end gates of a "drop end" gondola.
- On flat cars hold onto available grab irons and not the bridge plates or container brackets.
- Do not ride the stirrup of a flat car, unless the car is equipped with a horizontal grab iron that extends at least 12 inches above the floor of the car.
- When riding the floor of an empty flat car, position yourself near the middle of the car.

### D. Crossing over

Do not cross over any equipment that is not equipped with sufficient hand holds and locations to place your feet to permit you to maintain three points of contact (two hands and one foot or one foot and two hands).

#### 1. When crossing over:

- Make certain that the equipment is stationary, except when crossing over locomotives.
- Except when crossing over moving locomotives, secure 3-step protection in accordance with Rule 2053 A (3-Step Protection) if the equipment has an operator-controlled locomotive attached.
- Maintain three points of contact.
- Do not:
  - Step from one brake platform to another.
  - Step on:
    - A cut lever.
    - An angle cock.
    - A coupler.
    - A component of a cushion underframe system.
    - A sliding center sill.

### E. Wearing Seat Belts

Wear seat belts when riding in equipment that is equipped with them.

**2106 Occupying the Roof of Equipment**

Do not occupy the roof of cars, locomotives, or any other equipment.

**2150 Close Clearances**

A "close clearance" exists whenever the position of any object will not permit the passage of a train or other movements on the track, including anyone riding on such movements.

**2151 Avoiding Close Clearances**

When riding on equipment, stop the movement and dismount before reaching a close clearance.

**2200 Coupling Equipment**

Before attempting to couple equipment, make certain that the couplers are in line with each other and at least one of the knuckles is open.

**2201 Making a Safety Stop**

Stop the movement at least 50 feet but not more than 250 feet before coupling to equipment. Make certain that:

- Any employee riding the equipment that is not seated in the locomotive dismounts until the coupling is made.
- Couplers are aligned.
- At least one of the knuckles is open.

You can consider a stop that is made to line a switch or derail as the required safety stop, if the stop is made within the prescribed distance limitations.

**2202 Making Certain that the Knuckles are Secure**

Keep your feet clear of the area directly beneath the knuckle.

If you discover that a knuckle pin is missing, replace the pin if it is available. If a knuckle pin is not available:

- Do not open the knuckle.
- Make a verbal report to the yardmaster or train dispatcher.

**2203 Adjusting a Coupler**

If you are adjusting a coupler on an operator-controlled locomotive or on equipment that has an operator-controlled locomotive attached, secure 3-Step Protection in accordance with Rule 2053A (3-Step Protection).

Do not use brute force or kick the coupler.

If you determine that brute force would be necessary to move the coupler, use a knuckle-mate device or a coupler alignment strap, or get help from another employee.

**A. Using a Knuckle-Mate Device**

To use a Knuckle-Mate:

Step	Action
1	Separate the cars by at least 50 feet.
2	Make certain that the knuckle is locked in the closed position.
3	Connect the Knuckle-Mate by placing it over the top of the knuckle, making certain the central pin is securely in the hole of the knuckle (the pin may be adjusted by loosening the top levered nut).
4	Assume a balanced position with both hands on the handle.
5	Adjust the coupler by pulling on the Knuckle-Mate; be prepared for unexpected movement.

**B. Using a Coupler Alignment Strap**

To use a coupler-alignment strap:

Step	Action
1	Apply a sufficient number of hand brakes to secure the standing cars.
2	Separate the cars by at least 50 feet
3	Close the knuckles on each car
4	Move the engine (or cars) towards the standing car and stop movement within three feet of the standing car.
5	Place the ends of the coupler strap around the couplers and stand clear of the equipment.
6	Slowly separate the equipment to remove the slack from the strap and align the couplers.
7	Move the equipment close enough to allow the coupler alignment strap to be removed.
8	Remove the coupler adjustment strap.

**2204 Kicking Cars**

This rule does not apply to humping operations.

To kick cars, comply with the following:

Step	Action
1	Step clear of the equipment and give the operator of the engine the signal to move the cars.
2	When the slack on the cars is bunched, pull the uncoupling lever. Do not hold to the uncoupling lever at a speed greater than a fast walk (4 miles per hour).
3	When the desired speed is attained, give the engineer a STOP signal.

**2250 Operating Hand Brakes**

When operating a hand brake on standing equipment that has an operator-controlled locomotive attached and you are required to foul the equipment, secure 3-Step Protection in accordance with Rule 2053A (3-Step Protection).

**2251 General Requirements**

Before operating a hand brake observe the type and condition of the hand brake, including the brake wheels or lever and chains.

Do not use any part of a hand brake as a hand hold.

**A. Responding to Defective or Damaged Hand Brakes**

When a hand brake is difficult to operate, defective, or damaged and does not function properly:

- Do not operate the hand brake.
- Report the defective hand brake to the proper authority.

**B. Avoiding the Moving Parts of a Hand Brake**

When operating a hand brake, keep your hands, arms, other body parts and clothing clear of moving parts.

**C. Positioning Yourself to Operate a Vertical-Wheel Hand Brake**

Unless you are using a brake stick, do not apply a vertical-wheel hand brake mounted on the end of a car while standing on the ground.

1. Locomotives  
If the brake is on a locomotive, stand on the walkway and grasp the hand hold, if available, or place your hand against the flat surface of the locomotive.
2. Cars  
If the brake is on a car:
  - Hold firmly with your left hand to a grab iron, ladder rung, or hand hold.
  - With a brake platform, place your right foot on the brake platform and your left foot on the far end of the ladder rung, firmly against its side rail
  - That is not equipped with a brake platform, stand on the sill step.

**D. Positioning Yourself to Operate a Ratchet-type Hand Brake**

1. Locomotives  
If the brake is on a locomotive, stand on the walkway and hold to the walkway railing with your right hand.
2. Cars  
If the brake is on a car:
  - Make certain that the area where you will stand provides stable footing.
  - Stand facing the car.
  - Use your right hand to operate the hand brake.
  - Place your left hand firmly against the car.

**E. Operating Ratchet-type Hand Brakes**

Inspect the lever stop on the hand brake housing before attempting to apply or release the hand brake.

If the lever stop is missing:

- Do not operate the hand brake.
- Report the defect to the proper authority.

**F. Operating Horizontal (Staff) Hand Brakes on Moving Cars**

Do not operate a hand brake with a drop-shaft while the car is moving.

Do not hold tension on a horizontal hand brake by hand while the car is moving.

**2252 Applying Hand Brakes**

**A. Applying a Vertical-Wheel Hand Brake**

When available, a company-approved brake stick must be used to apply a vertical-wheel hand brake.

To apply a vertical-wheel hand brake, comply with Rule 2251 C (Positioning Yourself to Operate a Vertical-Wheel Hand Brake) and the following procedure:

Step	Action
1	Place the release lever or pawl in the ON position.
2	Turn the brake wheel clockwise with your right hand to take up the slack in the brake chain.
3	Place your right hand at about the 7 o'clock position on the rim of the brake wheel and apply lifting pressure toward you in short pulls.
4	Keep your back straight and apply hard pressure by pushing downward with your right leg as you pull upward on the brake wheel with your right hand.

**B. Applying Horizontal (Staff) Hand Brakes**

When available, a company-approved brake stick must be used to release a vertical-wheel hand brake.

When applying a horizontal hand brake, comply with the following:

Step	Action
1	Make certain that the hand brake is locked into the raised position.
2	If so equipped, engage the pawl weight in the ratchet (ON position) with your foot.
3	Place both of your feet securely on the car and assume a stable position.
4	Grasp the brake wheel rim with both hands, keeping your thumbs on outside of the brake wheel and turn the brake wheel clockwise as necessary.
5	If the hand brake has a foot-operated pawl, use your foot to engage the pawl into the ratchet when necessary braking power is reached.

**C. Applying Ratchet-Type Hand Brakes**

When applying a ratchet-type hand brake, comply with 2251 D (Positioning Yourself to Operate a Ratchet-Type Handbrake) and the following procedure:

Step	Action
1	Establish and maintain secure footing and a firm grip.
2	Make certain that the release lever or pawl weight in ON position before applying the hand brake.
3	Apply the brake with vertical pumping action of the brake lever.

**2253 Releasing Hand Brakes**

Do not attempt to release a hand brake mounted on the end of a car while standing on the ground, unless you are using a brake stick or the hand brake is equipped with a vertical release lever and you can safely reach the lever from the side of the car.

When releasing a hand brake, position yourself to avoid being struck by any unexpected movement of the car.

**A. Releasing a Vertical Wheel Hand Brake that is Equipped with a Release Lever or Pawl**

Comply with Rule 2251 C, (Positioning Yourself to Operate a Vertical-Wheel Hand Brake) and use your right hand to operate the release lever or pawl.

**B. Releasing a Vertical Wheel Hand Brake that is not Equipped with a Release Lever or Pawl**

Comply with Rule 2251 C (Positioning Yourself to Operate a Vertical-Wheel Hand Brake), and:

Step	Action
1	Grasp the rim of the brake wheel with your right hand at about the 1 o'clock position.
2	Turn the brake wheel counterclockwise until the brake is completely released.

**C. Releasing a Ratchet-Type Hand Brake**

To release a ratchet-type hand brake, trip the release lever or pawl.

**D. Releasing a Horizontal Hand Brake that is Equipped with a Pawl**

When releasing a horizontal hand brake that is equipped with a pawl, comply with the following:

Step	Action
1	Place both feet securely on the car and assume a stable position.
2	Grasp the brake wheel rim with both hands, keeping your thumbs on outside of the brake wheel and turn the brake wheel clockwise to remove the tension from the pawl.
3	Disengage the pawl with your foot.
4	Release your grip on the hand brake wheel. The wheel will spin counterclockwise, so keep your hands, body and clothing clear.
5	Lower the hand brake wheel staff, in accordance with Rule 2253 F (Lowering the Staff of a Horizontal Hand Brake).

**E. Releasing a Horizontal Hand Brake that is NOT Equipped with a Pawl**

When releasing a horizontal hand brake that is not equipped with a pawl, comply with the following:

Step	Action
1	Place both feet securely on the car and assume a stable position.
2	Turn the brake wheel counterclockwise until the brake is fully released.
3	Lower the hand brake wheel staff, in accordance with Rule 2253 F (Lowering the Staff of a Horizontal Hand Brake).

**F. Lowering the Staff of a Horizontal Hand Brake**

When necessary to lower the staff of a horizontal hand brake, comply with the following:

Step	Action
1	Make certain that the car will not be moved.
2	Position yourself on the ground at the hand brake being alert and prepared for unexpected movement.
3	With one hand, lift the hand brake wheel staff enough to take the weight of the staff off of the staff support.
4	While holding the hand brake wheel staff in this position with one hand, move the staff support from under the end of the staff with the other hand.
5	Use both hands to slowly lower the hand brake wheel staff.

**G. Using the Air Brake to Assist in Releasing the Hand Brake**

When you are unable to release a hand brake, if practicable, follow this procedure:

Step	Action
1	Charge the car's air brake to the standard pressure for the train being handled or for the service you are in.
2	Place the air brake into an emergency application.
3	Release the hand brake.

**2254 Using Brake Sticks**

Use a company-approved brake stick only on vertical wheel hand brakes, to open a knuckle and/or to operate retainer valves that are on standing equipment in compliance with the following.

When using a brake stick:

- Secure 3-Step Protection in accordance with Rule 2053A (3-Step Protection) before using a brake stick on equipment that has an operator-controlled locomotive attached.
- Adjust the brake stick to the proper length for the task.
- Grip the lower section of the brake stick with both hands. Your hands should be at least one foot apart with the lower hand about two to three inches from the end of the handle.
- Maintain proper balance and pull the brake stick across, never into, your body.
- Do not:
  - Use brute force.
  - Use a brake stick on bent or defective brake wheels.
  - Push on the brake stick, unless spinning the brake wheel or lifting a quick release lever.
  - Transport or store a brake stick in any place where it could present a tripping hazard.
  - Hang a brake stick on an occupied ladder of a car.
  - Mount, dismount, or ride equipment while carrying a brake stick.

**A. Positioning Your Body to use a Brake Stick**

When using a brake stick to operate a hand brake, position yourself so that your feet are parallel to the brake wheel and you are facing the end of the car that the hand brake is on.

**B. Connecting the Brake Stick to the Brake Wheel**

Comply with the following when connecting a brake stick to the brake wheel.

**1. When applying a hand brake**

If you are located on the:

- Same side of the car that the hand brake is on, hook the brake stick head into the brake wheel at a point between the three and the six o'clock position, as viewed when facing the brake wheel.
- Opposite side of the car that the hand brake is on, hook the brake stick head into the brake wheel at a point between the twelve and the two o'clock position, as viewed when facing the brake wheel.

**2. When releasing a hand brake**

If you are located on the:

- Same side of the car that the hand brake is on, hook the brake stick head into the brake wheel at a point between the nine and the ten o'clock position, as viewed when facing the brake wheel.
- Opposite side of the car that the hand brake is on, hook the brake stick head into the brake wheel at a point between the seven and the eight o'clock position, as viewed when facing the brake wheel.

**C. Applying a Hand Brake**

When applying a hand brake:

Step	Action
1	Insert the head of the brake stick into the front of the brake wheel as indicated in Paragraph B (Connecting the Brake Stick to the Brake Wheel).
2	Turn the wheel until there is tension on the brake chain.
3	Apply the final brake tension by pulling on the brake stick using short, quarter turns.

**D. Releasing a Hand Brake**

When releasing a hand brake:

Step	Action
1	Insert the head of the brake stick into the front of the brake wheel as indicated in Paragraph B (Connecting the Brake Stick to the Brake Wheel).
2	Pull on the brake stick to loosen the hand brake. If the hand brake does not readily release, use a short, firm hammering action. If the hand brake does not release in this manner, comply with Rule 2253 (Releasing Handbrakes).
3	When the tension is off of the handbrake, turn the brake wheel until the handbrake is sufficiently released.

**2300 Operating Track Switches and Derails**

**2301 General Requirements**

**A. Switches and Derails that are Difficult to Operate**

If you discover a switch or derail that requires an unusually high level of effort to operate:

- Do not operate the switch or derail.
- Apply a switch or derail bad order tag.
- Report that switch or derail promptly to the proper authority.

**B. Taking Necessary Precautions**

Always remember that a switch lever may be under tension. Make certain that the lever of a switch does not fly up or swing around and hit you when you release it from its latch or keeper.

Keep firmly braced, with uncertainty as to the level of effort necessary to operate the switch.

Before operating a switch or derail, take the following precautions:

- Identify the type of switch or derail to be operated.
- Make certain that the device is not locked (including a switch point lock), spiked, or tagged.
- Make certain that there is nothing in the points of the switch or derail that will interfere with its operation.
- Look in both directions for moving equipment.
- Make certain that no obstructions will interfere with operating the switch.

**C. Using Your Feet when Operating a Switch or Derail**

When operating a switch or derail, do not use your feet for any purpose other than to operate the keeper or to apply the final downward pressure to the switch lever to latch it.

**D. Positioning Yourself to Operate a Switch or Derail**

When operating a switch or derail:

- Face the device squarely.
- Keep your body, hands, and feet clear of all moving parts.

**E. Removing Foreign Material from Switch Points**

To remove foreign material from between the points and the stock rail, use a broom, stick, or similar device to remove the object. Do not use your hands or feet to remove foreign material from between switch points.

**2302 Operating Low Switches**

**A. Operating Low Switches Other than a Ramapo, National, or Bow Handle**

To operate a low switch other than a Ramapo-, National-type, or bow handle switch, comply with the following:

Step	Action
1	Release the latch, if the switch is so equipped.
2	Center your feet with the lever's handle and stand as close as possible to the handle.
3	Grasp the lever's handle with both hands.
4	Lift the lever's handle with slow, even pressure to the straight up position.
5	Reposition your feet so that your body will be over the lever on its downward movement
6	Push the lever downward to the latched position, using steady pressure.
7	Make certain that switch is latched.
8	Make certain that the switch points are in the proper position.

**B. Operating Low Ramapo, National, or Bow Handle Switches**

To operate a low Ramapo, National, or Bow Handle switch, comply with the following:

Step	Action
1	Remove the switch lock.
2	Move the latch to the RELEASE position and make certain that the latch remains in the RELEASE position.
3	Firmly grasp the handle with both hands and raise the handle to a vertical position, using a steady, even pull.
4	While maintaining your balance, with both hands still firmly grasping the handle, push the handle down with steady, even pressure.
5	Reposition the latch and replace and lock the switch lock.
6	Make certain that the switch points are in the proper position.

**2303 Operating High Switch Stand Switches**

To operate a high-stand switch, comply with the following:

Step	Action
1	Pull the lever with both hands.
2	When switch is in the desired position, place the operating lever in the keeper.
3	Make certain that the switch points are in the proper position.

**2304 Operating Derails**

**A. Operating Split-Rail Derails**

To operate a split-rail derail, comply with the rule for operating the type of switch stand the derail is connected to.

**B. Operating Lift-Off Type Derails**

To operate a lift-off type derail:

Step	Action
1	Straddle the rail keeping your feet from the place where the derail will rest when it is removed.
2	Grasp the derail. Use the derail's slotted handhold, if so equipped.
3	Lift the derail by using your arm and leg muscles.
4	Lower the derail to the opposite position.
5	Maintain a handhold until the derail is properly seated in either the ON or OFF position.

**C. Operating Other Than Lift-Off or Split-Rail Type Derails**

To operate a derail other than a lift-off or split-rail type derail, comply with the following:

Step	Action
1	Be well braced with feet firmly placed.
2	Have a firm hand grasp on the operating lever.
3	Move the operating lever by using your leg and arm muscles.

**2350 Track Skates and Chocks**

**2351 Handling Track Skates**

When handling a track skate, comply with the following:

- Before applying or removing a track skate, look in both directions and listen for moving equipment.
- Avoid potentially injurious contacts with the rail.
- Use the track skate's handle.
- Use good lifting principles.
- If necessary to move equipment off of a track skate in order to remove the track skate, wait until the movement has stopped before attempting to move the track skate.
- Place the removed track skate parallel to and against the rail, to avoid creating a tripping hazard.

**2352 Handling Chocks**

When applying or removing a chock:

- Work only from the side of the equipment.
- Keep fingers and hands clear of the wheel tread and top of rail.

**A. Applying a Chock**

When applying a chock to secure a car or locomotive, use only a CSX-approved chocking device or a wooden chock that is in sound condition and does not exceed 24 inches in length and:

1. Wait until you are sure the movement has stopped and the slack has settled before attempting to place the chock.
2. Wedge the chock between the rail and the wheel to prevent the wheel from moving in the undesired direction.

**B. Removing a Chock**

When removing a chock:

1. If necessary, signal the employee at the controls of the engine to move the car or engine off the chock.
2. After the equipment stops, remove the chock and place it where it will not present a tripping hazard.

**2400 Handling Air Hoses**

Before handling air hoses on an operator-controlled locomotive or on equipment that has an operator-controlled locomotive attached, secure 3-Step Protection in accordance with Rule 2053A (3-Step Protection).

**2401 General Requirements**

When working with air hoses:

- Assume a balanced stance that will enable you to quickly step out from between the equipment in the event of an unexpected movement.
- Keep one foot outside the rail, if possible.
- Protect your eyes by turning your head away from the glad hands when air hoses are being uncoupled.
- Make certain that both angle cocks are in the CLOSED position before making any adjustments to the air hoses.
- Do not kick or strike an air hose.

**2402 Coupling Air Hoses**

To couple air hoses, comply with the following:

Step	Action
1	Make certain that both glad hands have gaskets and that there are no protective dust caps in the glad hands.
2	Grasp the air hose nearest you firmly behind its glad hand and bend it upward.
3	Grasp the hose farthest away and pull it toward the bent hose.
4	Match the glad hands into opposite contoured slots and push them downward and make certain that the glad hands are seated.

**2403 Uncoupling Air Hoses**

**A. Uncoupling Air Hoses between Equipment**

When uncoupling air hoses between equipment, permit the movement of the equipment to uncouple air hoses whenever possible.

When uncoupling air hoses by hand, comply with the following:

Step	Action
1	Close both angle cocks.
2	Use both hands to firmly grasp the air hose closest to you immediately behind the gladhand.
3	While bracing your hands against your leg, raise the air hose until it separates from the other hose.

**B. Uncoupling a ground air line from equipment**

When uncoupling a ground air line from equipment, comply with the following:

Step	Action
1	Close the angle cock on the equipment that the ground line is coupled to.
2	Close the ground air valve. If the ground air valve is equipped with a bleeder valve, operate it.
3	Make certain that the pressure releases from the ground line.
4	Use both hands to grasp the ground air line immediately behind the gladhand.
5	While bracing your hands against your leg, raise the ground air line until it separates from the air hose.

### 2404 Applying Air Brake using an Angle Cock

To apply the air brakes on a car or cars manually, comply with the following:

Step	Action
1	Grasp the air hose firmly with your left hand behind the gladhand.
2	Hold the hose firmly against the outside of your left leg while aiming the exhaust away from you.
3	Turn your head away from the air hose.
4	<ul style="list-style-type: none"> <li>◆ If an emergency application is not desired, slowly open the angle cock.</li> <li>◆ If an emergency application is desired, quickly open the angle cock.</li> </ul>

### 2450 Fuseses

#### 2451 Storing Fuseses

Properly store fuseses in the designated racks when they are not in use.

#### 2452 Lighting a Fusee

To light a fusee, comply with the following:

Step	Action
<b>CAUTION:</b> When igniting a fusee, be on guard against hot sparks.	
1	Hold the fusee near its base.
2	Pull the tape over the top to expose the scratch surface on the end of the cap.
3	Twist the cap away from the head of the fusee.
4	Hold the cap stationary, turn your face away, and rub the igniter on the head of the fusee lightly against the scratch surface of the cap in a motion away from the body.
5	If the fusee does not light, pause momentarily before attempting to light it. While pausing, keep the fusee pointed away from your face and body to avoid possible injury from a sudden flare-up of the fusee.

#### 2453 Handling Fuseses

When handling fuseses, comply with the following:

- Do not:
  - Handle a fusee except when required to do so.
  - Look directly at the flame.
  - Hold a fusee near the flame.
  - Breathe the smoke produced by the burning fusee.
- Always point the burning end of the fusee away from yourself and others.
- When a fusee is used to give hand signals, use even, easy motions.
- Before dropping a burning fusee from a moving train, hold the fusee at arm's length for at least five seconds, but not more than 10 seconds.
- If a burning fusee must be held for more than five seconds, take extra precautions to prevent molten ash from falling onto you or your clothing.
- Frequently rid the fusee of molten ash by carefully shaking it in a downward motion near the ground.

#### 2454 Extinguishing a Fusee

When extinguishing a fusee, be careful not allow the burning compound to come in contact with a combustible material.

To extinguish a burning fusee either:

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

### 2500 Handling End-of-Train (EOT) Devices

#### 2501 General Requirements

Before installing, or removing, an EOT on equipment that has an operator-controlled locomotive attached, secure 3-Step Protection in accordance with Rule 2053A (3-Step Protection).

When you must move an EOT across a train or cut of cars, get another employee to help you. One employee should place the EOT onto the coupler and the other employee should remove the device to the destination side.

Do not place an EOT where it could be a tripping hazard. Use EOT racks where available.

## 2540 Adjusting Locomotive Cab Seats

Do not adjust the height of a locomotive cab seat by yourself unless the seat is equipped with a spring-assisted adjustment mechanism.

Use the following two-person procedure for adjusting the height of a locomotive seat that does not have a spring-assisted adjustment mechanism:

Step	Who Does it	Action
1	Both Employees	Conduct a job briefing and decide which employee will do the duties of Employee 1 and Employee 2.
2	Both Employees	Inspect the seat tripod mount for a spring-assisted mechanism and for the presence of a spot weld that would prevent manual adjustment.  If you discover a spot weld that would prevent the seat from being adjusted, do not attempt to adjust the seat. If you do not find a spot weld that would prevent seat adjustment, go to Step 3.
3	Employee 1	Position yourself to lift the seat.
	Employee 2	Position yourself to remove and insert the seat adjustment pin.
4	Employee 1	Lift the seat slightly.
	Employee 2	Remove the pin from the seat adjustment.
5	Employee 1	Adjust the seat to the desired height.
	Employee 2	Insert the pin into the seat adjustment.

If the seat will not move:

- Using a smooth, moderate lifting effort, do not attempt to adjust it without additional help.
- And it is in a position that will permit safe operation without excessive discomfort, report the locomotive for repair on the Locomotive Work Report.
- And it is in a position that will not permit safe operation without excessive discomfort, resolve the problem before the seat is used.

## 2550 Lifting Objects and Handling Materials

### 2551 Using Good Lifting Principles

Use good lifting principles when you are required to lift an object.

#### A. Good Lifting Principles

Good lifting principles are as follows:

- Assume and maintain a stable, balanced posture.
- Make certain that the load can be grasped securely and controlled during transport.
- Keep the load close to your body.
- Keep your upper body as erect as possible and your lower back bowed in.
- Tighten your abdominal muscles and lift/lower with your legs.
- Lift smoothly, don't jerk.
- Never use brute force.
- Do not twist your body while lifting, transporting, or lowering a load.
- When moving heavy or bulky loads:
  - Use a cart or similar device,
  - Look for ways to reduce the load, or
  - Get help.

#### B. Performing a Squat Lift

When the load is small enough to fit between the knees:

Step	Action
1	Assume a squat position.
2	Grasp the load
3	Bring the load to the knees
4	Lift with the legs.

#### C. Performing a Semi-Stoop Lift

When the load is too large to fit between your knees:

Step	Action
1	Place your feet as close to the load as possible while maintaining balance.
2	Assume a stoop position.
3	Grasp the load and lift with the legs.

#### D. Performing a Balanced One-Hand Lift

When the load can be lifted with one hand, grasp the load with one hand while supporting your body with the other hand.

### 2552 Handling Materials

When handling materials:

- Inspect any load before lifting/carrying an object. Look for sharp edges and/or projections that could cause injury or prevent the load from being securely grasped. Make certain that the load is stable and will not shift during lifting, transport, or lowering.
- Ensure that walkways are clear of obstructions and free of slip/trip hazards before lifting or carrying.
- When available, use approved material handling and lifting devices to lift and transport loads.
- Do not carry objects or loads that block your view of the walking surface or the travel route.

## 2600 Riding in Motor Vehicles

### 2601 Ensuring the Motor Vehicle is Safe

Before riding in or operating a motor vehicle, to the extent possible, inspect the vehicle's equipment and safety devices for unsafe conditions.

If any of the vehicle's equipment or safety devices are unsafe:

- Do not ride in the vehicle.
- Remove the vehicle from service, if it is under your charge.

### **2602 Using Seat Belts**

While in moving motor vehicles that are equipped with seat belts, wear the seat belts in the manner intended. Any equipment that prevents fastening a seat belt properly must be removed and secured properly.

### **2603 Using Approved Seats**

While being transported, only ride in seats that are permanently installed and approved by the manufacturer.

## **2650 Tools, Equipment, or Safety Devices**

### **2651 Inspecting**

Inspect all tools, equipment, and related safety devices for unsafe conditions before use.

### **2652 Using**

Use tools defensively so that a tool slipping, an unexpected movement, or a glancing blow will not cause injury.

Use caution when operating hand trucks and other equipment used in an office environment.

#### **A. General Requirements:**

Do not:

- Use any tool, equipment, or safety object that:
  - You are not qualified to operate.
  - Is defective or otherwise unsafe to use.
- Use a tool for any purpose other than that for which it was designed.
- Modify any tool, equipment, or safety device.
- Strike a tool with your hand or other part of your body.

#### **B. Using a Wrench**

When using a wrench:

- If it is possible to pull on the wrench's handle to turn the object, position the wrench so that the wrench's jaws are facing you.
- If it is not possible to pull on the wrench's handle to turn the object, position the wrench so that the wrench's jaws are facing away from you and use an open hand to push the wrench's handle.
- Make certain that the wrench has a proper grip on the object to be turned before attempting to apply force.
- Brace yourself securely to maintain your balance should the wrench slip or if the object being turned fails.
- Make certain that you do not strike or pinch your fingers, hands or any part of body against any object as you turn the wrench.