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CSX
INTERMODAL
TERMINALS

Safety Rulebook

CSX INTERMODAL TERMINALS, INC.

2024

The Guiding Principles of Scheduled Railroading

Scheduled Railroading is a model on how to run an effective railroad – one that meets customers' needs, makes a profit and provides a safe and rewarding work environment for its employees. It's rooted in five guiding principles: Improve Customer Service, Control Costs, Optimize Asset Utilization, Operate Safely, and Value and Develop Employees.

VISION

To be the best run railroad in North America.

IMPROVE CUSTOMER SERVICE

Do what we say we are going to do. Know your customer and understand how you can drive value. Proactively communicate at all times including when we cannot meet our commitments.

CONTROL COSTS

Eliminate unnecessary steps that add complexity and costs.

OPTIMIZE ASSET UTILIZATION

Do more with less by maximizing the value of our assets through increased transit speed and lower dwell.

OPERATE SAFELY

Maintain 100% compliance with safety and operating rules 100% of the time to protect our employees, our customers' freight, and the communities in which we operate.

VALUE AND DEVELOP EMPLOYEES

Act with integrity, make sure employees know what is expected of them and reward them when they do the right things, and always strive to get better.



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* Rule changes and additions are in bold type.

GENERAL SAFETY RULES

PREFIX: IM-GEN

IM-GEN.1. Operate Safely and productively under all conditions.

IM-GEN.2. Use caution avoiding unsafe acts and hazardous conditions.

IM-GEN.3. Comply with all company, local, state, and federal rules and regulations to include, but not limited to: FRA, AAR, FMCSA, OSHA and EPA.

IM-GEN.4. Follow all official directions and guidance (written or verbal) including all posted signs and placards.

IM-GEN.5. Employees must report to work at the designated time and place.

IM-GEN.5 a. Employees unable to work or who want time off must make the request:

- 1. To the proper authority, and**
- 2. Sufficiently in advance to allow the vacancy to be filled.**

IM-GEN.5 b. Employees must be rested, dressed, and ready to perform service while on-duty.

IM-GEN.5 c. Employees must immediately participate in a pre-shift job briefing and ensure awareness of operational and environmental conditions. Employees must be provided an updated safety briefing if or when conditions change.

IM-GEN.5 d. Employees must ensure they are trained and qualified before performing assigned task.

If unable to complete and commence work within 15 minutes of on-duty time a supervisor must be advised.

IM-GEN.6. Personnel will not assume the attitude or position of rest or sleep while on duty.

IM-GEN.7. Maintain situational awareness and take appropriate measures to protect personnel, facilities and equipment from harm.

IM-GEN.8. Do nothing that contributes to the degradation of facilities, equipment, assets or property.

IM-GEN.9. Identify out of service items by lockout/tag out and notify terminal leadership of maintenance defect, or unsafe equipment.

IM-GEN.10. Behave in a manner that is ethical, honest, trustworthy, and competent.

IM-GEN.11. Abstain from insubordinate, quarrelsome, provoking, careless, negligent, or unsafe behaviors.

IM-GEN.12. Abstain from physical or verbal altercations.

IM-GEN.13. Harassment, horseplay, profanity, vulgarity or practical jokes are not permitted.

IM-GEN.16. Use three points of contact when mounting or dismounting any equipment, asset, or uneven surface.

IM-GEN.16 a. Three points of contact is defined as two hands and a foot or two feet and a hand in contact when mounting or dismounting equipment.

IM-GEN.16 b. Equipment with vertical ladder will be mounted and dismounted facing the ladder.

IM-GEN.17. Utilize tools, equipment, PPE, seat belts, and company assets in the prescribed manner and for the intended purpose.

IM-GEN.18. Keep extremities and clothing clear of moving machinery parts and pinch points.

IM-GEN.19. Electronic devices for personal use are not permitted in any operational or work area.

IM-GEN.19 a. Management and authorized personnel may use electronic communication devices to conduct business when:

1. A hands-free device is in use:
 - a. that does not require the driver to hold the phone to dial, answer or otherwise operate the device (Note: operators of hostlers, IBC carts, cranes and other equipment are always prohibited from using personal communication devices), and
 - b. while on the ramp in a place of safety.
2. Stopped in a safe location with the vehicle gear lever set in the “PARK” position when not equipped with a hands-free device.

IM-GEN.20. Firearms, magazines and ammunition, weapon parts, or weapons are not permitted on CSX property with the exception of law enforcement in official capacity.

IM-GEN.21. Only authorized persons are permitted on CSX property to conduct work for which they are contracted.

IM-GEN.22. Maintain a clean and orderly work area and dispose of all trash in appropriate waste containers.

IM-GEN.23. Portable electronic heating devices must be approved in writing by terminal management. Portable heaters shall have tip over protection that automatically shuts off the unit when it tips over and they shall not be placed near or adjacent to combustible furnishings or material. For additional information refer to the [CSX Model Site Fire Prevention Plan](#).

IM-GEN.24. In case of an emergency, follow the Emergency Action Plan designed for your location.

IM-GEN.25. Smoking is prohibited inside or within 25 feet of all buildings, computer rooms, equipment rooms or other buildings on CSX property.

IM-GEN.26. Smoking or vaping is prohibited in any CSX owned vehicle (including lift equipment.)

IM-GEN.27. Vehicles must not be left with the engine running unattended (no person in driver's seat, more than 25 feet away or out of sight). Vehicle keys will be removed from unattended vehicles and protected against unauthorized use or theft.

IM-GEN.28. Avoid parking any vehicles, equipment, chassis, or containers in a position that fouls any track or crane path.

IM-GEN.29. At unregulated intersections, drivers will slow and stop as necessary when opposing traffic is in the intersection.

IM-GEN.30. Determine that it is safe prior to crossing railroad tracks. Stop, look and listen.

IM-GEN.31. Employees must have the permission of a supervisor to:

IM-GEN.31 a. Leave work before designated off-duty time.

IM-GEN.31 b. Leave the property during their shift.

Employees must clock out prior to leaving the property and clock in when returning to resume working their shift.

IM-GEN.31 c. Use a personal vehicle to perform assigned duties.

IM-GEN.32. Contractors working on Intermodal Terminals will be registered with ISNetworld and have on their person an ISN badge with photo.

IM-GEN.33. When on duty, employees must:

IM-GEN.33 a. Devote themselves exclusively to the service of the Company.

IM-GEN.33 b. Assist and cooperate with other employees.

IM-GEN.33 c. Perform duties safely and efficiently and prevent unnecessary delays to service.

IM-GEN.33 d. Promptly report violations of any rules or special operating procedures to a supervisor.

IM-GEN.33 e. Take the safe course when rules or procedures do not cover conditions.

IM-GEN.34. The following behaviors are prohibited at all times:

IM-GEN.34 a. Concealment of facts under investigation.

IM-GEN.34 b. Criminal conduct that may damage Company's reputation or that endangers Company property, employees, customers, or the public.

IM-GEN.35. Employees are responsible for the actions of employees under their instruction. They must verify those employees are:

1. Familiar with their duties,
2. Provided proper instruction, and
3. Must be in a position that continuously monitors the trainee and allows immediate intervention and corrective action of any observed non-compliant or unsafe activities.

IM-GEN.36. Employees subject to be called to perform service must:

1. Provide necessary contact information to the proper authority, and
2. Be available to accept the call.

IM-GEN.37. An employee must not engage in any other type of work or business that:

- Interferes with the employee's ability to perform service, or
- Creates a conflict of interest with or is detrimental to the Company.

IM-GEN.38. An employee must submit a completed Form MD-3 (Attending Physician's Return to Work Report) to the CSX medical department by fax to 904-245-3967 and must not return to work until cleared for duty by the medical department any time the employee:

IM-GEN.38 a. Has been off work for medical reasons for seven consecutive days or more.

IM-GEN.38 b. Has been hospitalized due to a significant illness.

IM-GEN.38 c. Has had surgical intervention.

IM-GEN.38 d. Has any medical issue that could influence the employee's performance of safety on the job.

IM-GEN.38 e. Has an off-duty injury that adversely affects their ability to perform normal assigned duties.

IM-GEN.38 f. May be required to undergo a medical examination as directed by the medical department.

DRUG AND ALCOHOL RULES

PREFIX: IM-DA

IM-DA.1. Personnel reporting for duty on CSX property are prohibited from having in their possession, using, or being under the influence of alcoholic beverages or intoxicants.

IM-DA.2. Personnel shall neither report for duty, nor perform service(s) while under the influence of, nor use while on duty, or on CSX property, any drug, medication or other substance including prescribed medication, that will in any way adversely affect their alertness, coordination, reaction, response or safety. To avoid any doubt, the CSX restricted medication policy on the employee gateway applies and is to be used as a reference for this rule.

IM-DA.3. Anyone using any type of medication is responsible to ensure it will not affect your alertness, coordination, reaction time, or ability to work safely.

IM-DA.4. If prescribed medication by a physician, the employee must explain to the physician or pharmacist the details of your work assignment and comply with their advice when receiving any type of medication.

IM-DA.5. Employee shall stop work immediately and inform a terminal leader if experiencing any adverse effects to medication such as mental confusion or dizziness.

IM-DA.6. The illegal use and/or possession of a drug, narcotic or other substance that affects alertness, coordination, reaction, response or safety, is prohibited while on or off duty.

MISHAP REPORTING REQUIREMENTS

PREFIX: IM-MRS

IM-MRS.1. All mishap reports and claims of damage must be made truthfully and with the full disclosure of all facts.

IM-MRS.2. Mishaps involving personal injury or work related illness require an immediate and adequate response. Medical treatment must be provided if either the injured personnel request medical treatment, or if deemed necessary by the terminal leader.

IM-MRS.3. Terminal leaders will evaluate any mishap involving personal injury, or reported illness and determine the appropriate transportation conveyance, based on the severity of the illness or injury. Personnel who become ill or are injured on duty and whose illnesses or injuries require immediate medical treatment should be taken by ambulance to the nearest medical facility.

IM-MRS.4. All mishaps must be reported immediately. Any person, if physically able to do so, must make an immediate verbal and written report to the terminal leader, of any personal injury suffered while on duty or on CSX property.

IM-MRS.5. The scene of a mishap and any tools or equipment involved in a mishap shall be left undisturbed until the investigation is completed and management directs the scene to be cleared.

IM-MRS.6. Following the mishap and the completion of the investigation, all tools, equipment, or machinery involved in a mishap with any potential for damage will be taken out of service and inspected by a qualified mechanic to determine the condition. Results will be included in the mishap report. If in doubt about returning equipment to service, call the Field Maintenance Duty Manager.

IM-MRS.7. Terminal leader must make a prompt written report of any mishap. If the mishap involves personal injury, the injured person must furnish the written witness / injured party statement. The terminal leader will complete the report if the injured person is unable to do so.

IM-MRS.9. Any personnel witnessing or riding as a passenger in a vehicle involved in a collision must also make a report of the incident.

IM-MRS.10. Mishaps involving outside parties on CSX property require those parties involved to report the mishap to the terminal leader. The report must furnish information required for completing the Accident Information Form (AIF) collected by Risk Management, including the names of any witnesses.

IM-MRS.11. Involved parties furnishing a written statement concerning a mishap to a person other than an official of CSX, then such person shall promptly forward an exact copy of the statement to Terminal Leadership.

IM-MRS.12. Drug and alcohol tests are required when an employee is involved in a mishap while in a duty status or if an employee is injured while on duty and the injury requires medical attention.

HAZMAT, SPCC AND ENVIRONMENTAL

PREFIX: IM-HAZ

IM-HAZ.1. Personnel are responsible for maintaining current training on hazmat and spill prevention, control, and countermeasure (SPCC), and environmental.

IM-HAZ.2. Follow all company Hazmat and SPCC requirements and Federal, State and local regulations.

SLIP, TRIP, AND FALL PREVENTION RULES

PREFIX: IM-STF

IM-STF.1. Personnel will ensure areas where they are working and moving are free of ice, debris, material, tools and equipment.

IM-STF.2. Look where you are planning to step: choose the safest route and use designated walk ways, hand holds, and handrails.

IM-STF.3. Do not jump from equipment, stairs, or elevated surfaces.

IM-STF.4. Do not use electronic devices or examine hand-held items that distract attention while walking.

IM-STF.5. Keep desk drawers, file drawers, and locker doors closed when not in use; avoid overloading the top drawers of filing cabinets, open one drawer at a time.

IM-STF.6. Do not use a chair for anything other than its intended purpose. Sit squarely in the middle of the chair, keep both feet on the floor, and keep chair legs and casters on the floor.

IM-STF.7. Fall Protection

IM-STF.7 a. Fall Protection equipment is required for work at or exceeding unprotected heights of 4' feet and will be done per the OSHA standards. Only trained and authorized employees may perform work that requires fall protection equipment.

IM-STF.7 b. Inspect fall protection equipment prior to each use. Fall protection equipment must be worn and used per manufacturer instructions.

PERSONAL PROTECTIVE EQUIPMENT

PREFIX: IM-PPE

IM-PPE.1. Always wear company approved, properly fitted, and securely fastened PPE for your classification and/or work environment.

IM-PPE.2. All PPE must conform to American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), and Occupational Safety and Health Administration (OSHA) standards.

IM-PPE.3. Employees are responsible for keeping their PPE in good working condition and available for immediate use. Do not alter or otherwise tamper with PPE.

IM-PPE.4. The required PPE consists of hard hat, safety eyewear, high visibility vests, hearing protection, safety gloves, and safety boots which are the responsibility of the employee.

IM-PPE.5. Hard Hats

IM-PPE.5 a. May be removed and stowed when inside a motor vehicle or lift equipment.

IM-PPE.5 b. Must be an OSHA approved Class G with a suspension assembly as prescribed by the ANSI- Z-89.1 standards.

IM-PPE.5 c. Employees with over one year of service will wear a company approved white hard hat. Employees with less than one year of service must wear a company approved lime green high visibility hard hat.

IM-PPE.5 d. Will be inspected for serviceability prior to use.

IM-PPE.5 e. Will not be worn backwards.

IM-PPE.5 f. Do not drill or cut hard hats and do not apply paint, decals, or other materials, including insect repellents that contain solvents or hydrocarbons.

IM-PPE.5 g. Never wear or carry anything inside your hard hat between the suspension and the shell.

IM-PPE.5 h. Do not wear ball caps or hoodies under hard hats.

IM-PPE.6. Safety Eyewear

IM-PPE.6 a. CSX provided safety glasses with side shields must be worn except when:

- Located in an office environment, or
- Located within lunch break areas or locker rooms, or
- In lift equipment with the windows and doors closed.

IM-PPE.6 b. Employees must wear safety glasses at all times when riding on a terminal in a company vehicle, even with the windows and doors closed.

IM-PPE.6 c. Employees must not wear tinted safety glasses:

- When sunlight is not adequate to safely perform all job tasks, or
- From one hour before sunset continuing until one hour after sunrise, or
- When working in places where there is a low level of light

IM-PPE.6 d. Prescription or corrective lens wearers must have prescription safety glasses with side shields or safety eyewear that covers the personal eyewear to the same degree.

IM-PPE.6 e. Face shields and splash proof goggles shall be worn when performing work that could cause facial injury or exposure to chemicals.

IM-PPE.7. Safety Boots

IM-PPE.7 a. Open toe or open heel shoes are not permitted in any office or work area.

IM-PPE.7 b. Safety boots must be steel or composite toed and have a minimum of 6" of rise and provide ankle support, 1" defined heel, and laces. Oil and puncture resistant soles are recommended.

IM-PPE.8 High Visibility clothing

IM-PPE.8 a. High visibility garments must be lime-green or fluorescent orange-red. Vests must be tear-away type.

IM-PPE.8 b. High visibility and reflective safety gear must be worn as the outer layer and be fastened by Velcro or zipper to maintain visibility of reflective material on the vest.

IM-PPE.9. Hearing Protection

IM-PPE.9 a. Hearing protection devices must be worn where required by special instructions or posted notice. For additional information refer to the [CSX Hearing Conservation](#) page on the Gateway.

IM-PPE.9 b. Hearing Protection is required when performing the following activities:

- Gate Operations
- Securement and Yard/Ground Operations
- Hostler Operations
- Container Handling Equipment Operations (side loader, reach stacker and empty handler operation).
- Hearing protection is not required while operating Widespan/RMG, RTG or Shuttle Carrier equipment

IM-PPE.10. Jewelry

IM-PPE.10 a. Finger rings (including silicone bands) and jewelry that could become entangled are not permitted outside an office environment.

IM-PPE.10 b. Single-stud earrings are the only acceptable jewelry in the operational environment.

IM-PPE.11. Work Clothing

IM-PPE.11 a. Work clothing should be appropriate for the task and environment.

IM-PPE.11 b. Shirts will have at least one-quarter length of sleeve and cover the upper body from waist to neck.

IM-PPE.11 c. Pants must cover the body from the waist to the ankles and properly fitted at the waist.

IM-PPE.11 d. Nothing shall be worn on the head or face that could obstruct/impede peripheral vision or restrict movement of the head, neck or shoulders. This includes hoodies in the up position and cold weather head gear.

RADIO AND COMMUNICATION RULES

PREFIX: IM-COMM

IM-COMM.1. Radios are for official business only and are to be used to provide safety guidance and direction as well as communicate emergencies and hazards.

IM-COMM.2. Radio communication shall be clear, truthful and professional. When in the continental United States communication must be in English.

IM-COMM.3. Radios must be kept in the “ON” position, set to the proper channel, and volume adjusted to receive communication.

IM-COMM.4. Employees are responsible for assigned radios and must return radios to charging stations when not in use or at the end of shift. Terminal leaders are responsible to ensure all radios have been returned at the end of shift and are in good working order.

IM-COMM.5. Ensure the channel is clear prior to transmitting. When initiating communication identify yourself/station and the station(s)/person(s) being called.

IM-COMM.6. When reporting an emergency the radio message will start with “EMERGENCY, EMERGENCY, EMERGENCY”. The channel will remain clear except for emergency instructions until the call “EMERGENCY ALL CLEAR” is given.

IM-COMM.7. The transmitting user should say “OVER” when a response is expected and “OUT” when transmission is complete.

IM-COMM.8. When called, acknowledge the radio contact as soon as it is safe to do so. When no acknowledgment is given, the safest course of action must be taken on the assumption the information was not received.

IM-COMM.9. When communication is not understood or there is doubt as to the meaning, cease operations until clarification is gained.

BLUE SIGNAL PROTECTION

PREFIX: IM-BLU

IM-BLU.1. Blue Signal Protection

IM-BLU.1 a. No worker may engage in any activity on or about a railcar unless the track is properly locked out at the switch providing access and/or derailleurs properly locked and blue signal protection at both ends.

IM-BLU.1 b. If locomotives are within the blue signal protection and/or are connected to railcars while loading, unloading, or inspection, a blue light must be placed in the cab (near the controls) and a blue tag on the throttle. If multiple locomotive engines are attached, the first and last engine must be tagged and lighted. **Note:** To ensure proper protection, Terminal Leaders/Designated Persons must visually confirm the engine control (EC) switch on any Distributive Power (DP) locomotive in the track was left in **ISOLATE** by the train crew.

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IM-BLU.1 c. Tracks adjacent to working tracks must be locked out and tagged. Adjacent tracks, for the purpose of this requirement, are defined as 2 or more tracks with track centers spaced less than 15 feet apart. A multi-hole locking device must be installed when one or more crafts are working the same track(s).

IM-BLU.1 d. A clearly distinguishable blue flag or blue light by day and blue light by night must be displayed at or near each switch providing access to the track that is worked by personnel.

IM-BLU.1 e. The terminal leader and/or designated persons shall have possession of the keys for switches and derailleurs (whichever are used) during all operations involving the loading, unloading and inspection of railcars.

IM-BLU.1 f. Terminal leaders and/or designated persons will not permit any activity on or around the railcars until switches and derails have been verified and secured.

IM-BLU.1 g. Following a personnel or shift change, blue signal status must be physically confirmed by the terminal leader and/or designated persons.

IM-BLU.1 h. If any person on the shift has doubt as to the protection on the track, that person will verify proper blue signal protection.

IM-BLU.1 i. Any person working on the shift has the authority to cease operations until proper blue signal protection is in place. No one shall commence work on any railcars unless they are certain all blue signal safety rules are being followed. This responsibility also applies to each employee.

IM-BLU.2. Derails

IM-BLU.2 a. On tracks other than main line tracks, a derail capable of restricting access to that portion of the track, which will be worked by personnel, is permitted in place of locking switches.

IM-BLU.2 b. The derailer will fulfill the requirements of a locked switch when positioned no less than 150 feet from the end of the equipment being loaded, and each derailer must be locked in a derailing position with an effective locking device and a blue signal must be displayed at each derail.

IM-BLU.2 c. If the facility is unable to comply with the 150 feet minimum requirement, the switch providing access to the track must be locked.

IM-BLU.2 d. Derailers, including portable derailleurs, must be locked at all times when placed on a track, whether in the “derail” position, or in the “open” position to prevent tampering or removal.

IM-BLU.2 e. When installing additional or moving derailleurs, terminal personnel will notify CSXT local Yardmaster, Trainmaster, and Superintendent of location.

IM-BLU.3. Switches

IM-BLU.3 a. Each switch providing access to a track that will be worked by personnel must be lined against movement to that track and locked with an effective locking device.

IM-BLU.3 b. If the track to be worked by personnel is on a track equipped with one or more crossovers, both switches of each crossover must be lined against movement through the crossover and locked.

IM-BLU.3 c. If switches are located outside the property line, the Terminal Leader may enter into a written agreement with the cognizant CSXT officer to use the switch from the main line to the yard. The switch must be locked with devices provided by the terminal leader of the CSX Intermodal facility and blue signal policy applies.

GATE & SEAL EXCEPTIONS

PREFIX: IM-SEAL

IM-SEAL.1. Refer to CSXITPP or the [Seal Exception reporting application](#).

SECUREMENT AND GROUND SAFETY RULES

PREFIX: IM-GRND

IM-GRND.1. All persons conducting securement operations will be qualified and have a current Securement Operational Performance Evaluation (OPE.)

IM-GRND.2. Any person involved in a securement failure or railcar discrepancy must be retrained per the Training Administration SOP.

IM-GRND.3. Do not stand in front of pedestal latches that might pop off during unloading/loading process.

IM-GRND.4. Unlock all hitches using ramp toolbar.

IM-GRND.5. Never jump onto or from railcars.

IM-GRND.6. Never climb or stand in the restricted areas around hitches on spine cars and never place any part of your body under a hitch.

IM-GRND.7. Never position yourself between the chassis and the railcar when containers are engaged with lift equipment.

IM-GRND.8. Maintain correct distance from operating TOFC lift equipment to avoid potential impact with rotating lift machine arms.

IM-GRND.9. Never walk or work under suspended containers, trailers or equipment in the air.

IM-GRND.10. Do not approach a running lift machine unless the operator has been notified by a hand signal or radio or until the operator has acknowledged the personnel's presence.

IM-GRND.11. Give clear hand signals to the operator and ensure the operator understands your instructions.

IM-GRND.12. Never walk on the side rail of railcars.

IM-GRND.13. Workers are prohibited from standing on the actual or the adjacent platform/well of the railcar being loaded or unloaded.

IM-GRND.14. Trailer Inspectors and Ground Persons must exercise caution when ice or snow is present on railcars, containers, or trailers.

IM-GRND.15. Do not step on:

IM-GRND.15 a. One brake platform to another

IM-GRND.15 b. A cut lever

IM-GRND.15 c. An angle cock

IM-GRND.15 d. A coupler

IM-GRND.15 e. A component of a cushion under-frame system (a solid draw bar)

IM-GRND.15.f. A sliding center sill

IM-GRND.16. A rubber bungee cord will be used to hold leaning pedestals upright during loading operations. The bungee cord should be wrapped around the pedestal not held by workers.

IM-GRND.17. At no time will a Ground Person use their hand, crowbar, or other device to steady a pedestal that places them in close proximity to the lift equipment while the container is being loaded.

IM-GRND.18. Any person acting as a Ground person will be equipped with a terminal two-way radio to maintain communication with the ramp and lift operator they are supporting.

IM-GRND.19. Spine cars may be mounted using three points of contact via the wheel trucks for the sole purpose of raising and lowering pedestals.

IM-GRND.20. Take every precaution when loading and unloading equipment and specifically confirm the following:

IM-GRND.20 a. Check kingpin and lock jaws for proper connection and locked.

IM-GRND.20 b. Landing gear must be in proper position for intended operation.

IM-GRND.20 c. Locking devices that secure containers to chassis must be properly locked and ensure no IBC remains attached to the container after being placed on the chassis.

IM-GRND.20 d. Prior to loading a railcar, ensure no foreign objects (IBCs or other objects) are present in the well preventing the correct seating of the container on the pins within the well.

IM-GRND.20 e. When handling containers to and from a railcar or chassis, ensure the bottom container rails are clear and there are no obstructions interfering with the safe loading of the railcar or chassis.

IM-GRND.20.f. Ensure all containers and trailers are structurally sound and the doors are closed and latched.

IM-GRND.21. Electric wrenches shall be used only for the purpose of raising and lowering of spine car hitches.

IM-GRND.22. When placing or removing IBCs on well cars, the grated catwalk will be utilized to traverse from one side to the other. At no time will personnel walk on surfaces not meant for foot traffic.

IM-GRND.23. Check that all units are properly positioned on railcar.

IM-GRND.24. It is mandatory to inspect the track checking both sides for securement on all units. Container or trailer doors must also be closed and latched. Trains will not be inspected from the cab of a vehicle.

IM-GRND.25. Proper lighting must be utilized when inspecting inbound or outbound units on railcars for securement.

IM-GRND.26. Final inspectors, lift operator and ground person will legibly complete and sign Safe Transportation Release Sheet.

IM-GRND.27. Never jump, climb or step from a hostler to a railcar.

YARD AND PROCESSING TRACK SAFETY RULES

PREFIX: IM-TRC

IM-TRC.1. Be alert for and keep clear of the movement of railcars, locomotives, or equipment at any time, in either direction, on any track.

IM-TRC.2. Do not cross within 25 feet of the end of standing railcars, equipment, or locomotives.

IM-TRC.3. Stand at least 30 feet or more from a switch or derail associated with the route of passing equipment when feasible.

IM-TRC.4. Do not stand or walk between the rails or within 3 feet outside of the rails of an adjacent track.

IM-TRC.5. Stop and look in both directions before making any of the following movements:

IM-TRC.5 a. Fouling or crossing a track.

IM-TRC.5 b. Moving from under or between equipment.

IM-TRC.5 c. Getting on or off equipment.

IM-TRC.5 d. Operating a switch.

IM-TRC.6. Do not cross more than one track without stopping and looking both ways to determine it is safe to do so.

IM-TRC.7. Except for a track maintenance contractor(s) performing repairs, do not step, sit or rest your foot on any part of: rail, switch or switch machine, frog or derail.

IM-TRC.8. Never take shelter under any car, equipment, or locomotive.

FUELING OPERATIONS

PREFIX: IM-FUEL

IM-FUEL.1. Follow all posted signs when fueling motorized equipment.

IM-FUEL.2. All fuel dispensing nozzles must be locked when not in use. Engines must be turned off.

IM-FUEL.3. Make sure a fire extinguisher is available for immediate use.

IM-FUEL.4. Do not smoke, vape, or allow open flames of any type during fueling operations.

IM-FUEL.5. During refueling operations maintain visual contact with the hose nozzle and fill pipe to ensure there is no spill.

IM-FUEL.6. Keep the nozzle of the fuel hose in contact with the fill pipe of tank during fueling.

IM-FUEL.7. Do not fuel vehicles inside buildings or enclosed structures.

IM-FUEL.8. Ensure emergency shutoff is clearly marked.

EQUIPMENT OPERATION

SAFETY RULES

PREFIX: IM-EQP

IM-EQP.1. Conduct an inspection of all vehicles and lift equipment prior to use and document findings and discrepancies for that shift. Ensure fire suppression systems or fire extinguishers are operable, if applicable.

IM-EQP.2. To increase the visibility of work equipment:

IM-EQP.2 a. Ensure beacon or four way flashers are in use when vehicles and equipment are operating/traveling on ramp property.

IM-EQP.2 b. Safety cones must be displayed in front and behind any vehicle performing work on the terminal, as well as in adjacent parking bays.

IM-EQP.3. Headlights must be used at all times while operating on the terminal.

IM-EQP.4. Ensure equipment is clean, windows are clear and cab and components are free of trash.

IM-EQP.5. Prior to operating vehicles or equipment with onboard camera recording devices, operators will ensure lens are clear and unobstructed.

IM-EQP.6. Operators of vehicles and equipment will not interfere or tamper with the onboard recording device nor will the vehicle be operated if the equipment is knowingly obscured, positioned or blocked from operating as designed.

IM-EQP.7. All vehicles and equipment on property must be properly procured, indemnified and authorized for use. Personal vehicles may not be used in operational areas without approval from the terminal manager.

IM-EQP.8. Operate all vehicles and equipment within manufacturer and operational guidelines.

IM-EQP.9. A valid state driver's license is required to operate all vehicle and equipment.

IM-EQP.10. Operators must be qualified and have a current Operational Performance Evaluation to operate equipment without direct supervision.

IM-EQP.11. Report all issues or damage that interferes with the safe operation of the vehicle or equipment.

IM-EQP.12. Do not operate/drive damaged or faulty equipment. Maintenance must clear all reported issues prior to equipment use.

IM-EQP.13. Ensure bare chassis twist locks and front push-pins are in the unlocked position when bringing track side for loading. Ensure all chassis twist locks and push-pins are in the locked position when moving a chassis with a container to or from trackside.

IM-EQP.14. In the event of a fire, initiate fire suppression system (if equipped) and exit vehicle promptly using fire extinguisher to aid in exit as appropriate.

IM-EQP.15. Do not alter, restrict, or otherwise tamper with the intended function of any installed device or safety equipment.

IM-EQP.16. Drive on the right side (as much as possible) and in the direction indicated by signs or terminal SOP.

IM-EQP.17. When not in operation back vehicle and equipment into parking space, close doors and windows.

IM-EQP.18. Do not allow passengers to ride along outside of the equipment cab nor inside where no provisions are provided; except where necessary for training purposes.

IM-EQP.19. Secure vehicles or equipment from movement when using onboard computers, or anytime an operator is not in direct control of the steering mechanism:

IM-EQP.19 a. Terminal Vehicles – must be stationary or in park.

IM-EQP.19 b. Hostler – neutral with parking brake applied.

IM-EQP.19 c. IBC Cart – stationary.

IM-EQP.19 d. Lift Equipment – stationary with parking brake applied where applicable. If the operator is out of the seat, exits the vehicle/equipment or is not in direct control of the unit via a Remote Operating system, the operator must prevent inadvertent movement by appropriate means. This includes putting the unit in park, using chocks or turning the engine off.

IM-EQP.20.a. Lift operators must float the load to verify containers are not locked down on a chassis or in a double-stacked railcar.

IM-EQP.20.b. Hostler operators must perform a tug test to ensure the kingpin is locked into the 5th wheel.

IM-EQP.20.c. Lift operators must perform a reverse-pull test to ensure the kingpin is locked into the hitch.

IM-EQP.21. Operators must be aware of and follow proper shut-down procedures in case of an emergency.

IM-EQP.22. Lift equipment has the right of way.

IM-EQP.23. Do not lift suspended loads overhead of personnel or other lift equipment with personnel inside.

IM-EQP.24. Verify proper spreader length (20'/40') and width (ISO/WTP) before attempting to land the spreader on any container.

IM-EQP.25. Spreaders and equipment booms must be kept at least twenty feet from electrical lines.

IM-EQP.26. When loading railcars, if the hitch, pedestals, or IBCs are not properly positioned, remove the trailer/container, and ground it until corrections are made.

IM-EQP.27. When unloading containers from railcars, and chassis pins or twist locks are not properly aligned, place the container back on the railcar or safely on the ground until the corrections are made.

IM-EQP.28. Operators must ensure chassis front push-pins are retracted and rear twist locks are in the unlocked position when mounting or dismounting container from a chassis.

IM-EQP.29. Operators must not have or use the lift equipment's override key without permission from a qualified mechanic or terminal leader as the override key eliminates built in safety features. Continued need to utilize the override key indicates an equipment problem requiring maintenance attention.

IM-EQP.30. Always lower and secure load immediately when the STOP ENGINE LIGHT flashes.

IM-EQP.31. When turning lift equipment, ensure the spreader is free of any container or load and position spreader to lowest position possible to clear obstructions (Mi-jack and chain hoist equipment) or fully raised (cable reel hoist equipment.)

IM-EQP.32. An Overhead/RTG Crane spreader will not attempt to load or unload equipment when there is any movement or expected movement on an adjacent track. The repositioning of Overhead equipment is permitted provided the spreader is positioned away from live tracks and all other applicable precautions are followed.

IM-EQP.33. When loading or unloading trailers with overhead lift equipment, operators will verify lift pads are firmly clamped under the unit. Verification may be a signal from the Ground Person, clamp light indicator, or camera.

IM-EQP.34. When the spreader on overhead lift equipment is not in use, the unit must be fully raised and moved away from tracks. The exception to this rule is 1000R and 1200R Mi-jacks that should have their spreaders in the lowered position unless parked over a track.

IM-EQP.35. Side Loaders and Reach Stackers are intended to move containers for short distances only. Long (horizontal moves) should be accomplished by loading the container on a chassis with a hostler moving the unit to its next designated location.

IM-EQP.36. Units being unloaded will not be held aloft for an extended period of time while waiting for a chassis.

IM-EQP.37. When traveling any distance, the bottom of the spreader/container shall be directly above the operator's horizontal sight line and the boom fully retracted.

IM-EQP.38. When repositioning or traverse steering a Mi-jack RTG, operators will ensure hoist beams are down and in the pocket.

IM-EQP.39. When lifting nose-heavy containers, operators must ensure containers are side shifted to a safe position. Spreader rotation may occur with nose heavy units.

IM-EQP.40. Empty handlers must not be used to move a loaded container or move any container locked to a chassis.

IM-EQP.41. Empty handlers with two twist lock spreaders will not be utilized to load a container in the bottom position of a railcar.

IM-EQP.42. Always travel with the empty handler and side loaders in low gear with the box tilted back (on machines equipped with a tilt feature) but not rubbing the mast and at a height that allows the operator to see clearly.

IM-EQP.43. Operators using a chassis stacker will avoid pinching airlines when picking up a chassis near the tandems.

IM-EQP.44. Do not lift more than one chassis at a time or stack chassis more than four high.

IM-EQP.46. When overhead lift equipment is repositioned, a visual determination the route is clear must be made prior to and during the movement. If the movement is more than 200 feet or switching track position, a Ground Person/guide must be used on the opposite side of the operator. The Ground Person/guide must be in radio or eye contact with the operator. Under no circumstances will lift equipment be moved if a visual determination the route is clear cannot be made.

IM-EQP.47. Ensure no foreign objects (IBCs) are present or attached to the container prior to movement from trackside or removal from chassis.

IM-EQP.48. When working with a ground person, discontinue all activity immediately if visual or radio contact is lost or hand signals are not clearly understood. Resumption of work may occur only after communication (visual or radio contact) is reestablished and or hand signals are understood by all parties.

IM-EQP.49. Hostler operators must connect both the service and emergency airlines after connecting to a chassis/trailer and completing a tug test. When separating from a chassis/trailer, the operator will remove the airline glad hands at the connection point.

IM-EQP.50. Pull through parking is not permitted in wheeled parking areas. No exceptions.

IM-EQP.51. Taking shortcuts through empty parking spaces is prohibited.

WIDE SPAN CRANE RULES

PREFIX: IM-WSC

IM-WSC.1. Drivers must be out of the truck positioned in a designated safety spot approximately 5-8 feet in front of the driver side tire prior to the start of the lift and during the lift event.

IM-WSC.2. Operators must have visual confirmation of the driver in the designated safety spot prior to performing the lift.

IM-WSC.3. Cell phones may be used in the Truck Transfer Spot (TTS) when the truck is in park and turned off, but not permitted during the live lift event. Cell phone use is not permitted outside the cab of the truck.

IM-WSC.4. Access into and directly adjacent to the Rail Processing Area (RPA) must be done in a controlled manner and by authorized personnel only.

IM-WSC.4 a. Personnel accessing the RPA must coordinate with terminal leaders to establish protection measures provided manually or with vehicle/equipment equipped with a halo and have a job safety briefing.

IM-WSC.4 b. Personnel accessing the RPA must be equipped with a functioning radio.

IM-WSC.4 c. If equipped with a safety positioning device known as a “halo” the device must be in place within 10 feet of where work is being performed.

IM-WSC.4 d Any access into or directly adjacent to the RPA must be announced and acknowledged by the management and lift operator at the time of access and exit.

IM-WSC.5. Any personnel requiring access to an Automatic Wide-Span Crane (AWSC) must request access from CSXIT Terminal Management.

IM-WSC.5 a. The AWSC must be disabled in Traffic Control (TC) by CSXIT Terminal Management.

IM-WSC.5 b. The automation selection switch located at the base of the AWSC must be placed into “Maintenance” or “Manual” mode and visual confirmation of the status light must be confirmed.

IM-WSC.6. When lifting a unit, operators must ensure the unit is safe to hoist by “floating the load” approximately 1ft. Visual confirmation can be accomplished via cameras and/or slight trolley/gantry movements to ensure the unit is free.

IM-WSC.7. Loading and unloading of adjacent tracks is permitted. All steps must be taken to disable work orders prior to blue signals dropping if only pulling out a portion of the cars in the processing track and are still loading or unloading the other portion.

IM-WSC.8. Overlap movements (simultaneous hoist/trolley/gantry) is permitted when the spreader bar/container have reached a safe designated height. In AWSC the safe designated height must be programmed into the Programmable Logic Controller (PLC) to ensure safe overlap movements.

IM-WSC.9. All equipped safety devices, including, but not limited to, cameras, DGPS, “halos,” radios, etc must be functioning at all times. If they are determined to be not functioning properly, immediate action must be taken to resolve. If a suitable manual alternative is not viable the crane must be placed out of service

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