



CSX INTERMODAL
TERMINALS



DRAYMAN SAFETY HANDBOOK

JANUARY 31 **2016**

DRAYMAN SAFETY
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These CSX Intermodal Terminals Inc. Safety Rules supersede all previous safety rules, as well as all previous instructions that may be inconsistent with them. They must be observed by all personnel in the performance of their duties.

This book contains safety rules and related safe work practices. The distinction between the two is as follows:

- Safety rules are presented as mandatory requirements. They employ such words as “must,” “will,” “shall,” “prohibited,” etc.
- Work practices are the suggested safe way to perform a job.

Drayman entering the facility will be required to conform to the rules governing persons at that facility.

CSX Intermodal reserves the right to change the safety rules and instructions in this book at any time.

The safety rules and instructions in this book govern a person’s conduct only with respect to safety. This book does not address any other aspects of personal conduct.

Your personal safety is not an option...

Safety is a way of life.

Q. Safety Rules For Draymen

Draymen are an integral part of Intermodal operations and must be aware of and comply with the following rules while operating on CSX Intermodal Terminals, Inc. terminals. Willful negligence may result in draymen being banned from CSX Intermodal Terminals, Inc. property.

Terminal Managers are responsible for communication safety rules to Draymen.

Terminals will identify any terminal specific conditions not described below and include those conditions in the terminal specific supplemental instruction and terminal specific areas on the CSX Intermodal customers' website link

- Q-1 All regulatory signs, i.e. speed limits, yield, stop, caution signs must be obeyed. In addition draymen shall ensure:
- a. Headlights and emergency flashers are on while operating on the facility.
 - b. Seatbelts shall be worn by all occupants any time the vehicle is in motion.
 - c. Three-point contact shall be maintained when draymen enter or exit the cab of their vehicle.
 - d. Draymen should wear reflective safety vests while on the facility and outside the cab of their vehicle. The use of safety glasses is encouraged.
 - e. The kingpin is secure in the fifth wheel. Tug lightly in a forward motion after

backing under unit. If there is any doubt as to the securement, the driver will dismount and visually verify the kingpin is properly locked.

Q-2 Unattended vehicles shall:

- a. Have parking brakes properly applied. (Trolley brake shall not be used while truck is parked or being inspected at the gate area.)
- b. Park only in authorized areas, not blocking roadways, crane paths, or aisles.
- c. If drayman is away from the vehicle, the engine shall be shut off and keys removed from the ignition.

Q-3 Truck engines shall be shut down while parked at any CSX Intermodal Terminals, Inc. gate and the immediate surrounding area and remain shut down during the entire gate process.

Q-4 No passengers will be permitted within the facility.

- a. There are no waiting facilities available for passengers on CSX Intermodal Terminals, Inc. property.
- b. Only authorized driver teams, trainers or other designated safety observers may accompany drivers in truck when operating on CSX Intermodal Terminals, Inc. facilities. Notification should be made in advance to terminal management prior to arrival at gate

whenever possible by drivers or company representatives.

- c. All occupants of vehicle shall present proper identification upon request prior to entering facility.

Q-5 Yield the right of way to ramp equipment, switch engines, road engines, yard tractors, cranes, and side loaders at all times.

- a. Extreme caution must be exercised while transiting through areas where container and trailer lifting operations are being conducted.

Q-6 While on the facility and out of the cab, extreme caution must be used.

- a. Draymen shall remain with their vehicles and limit their movement to areas around the vehicle.
- b. If a crane or side loader is operating in close proximity to the area where a unit is being picked up or dropped off, remain clear until lift operations are complete and the equipment has departed the pickup/drop-off area.

Q-7 When a chassis swap or live lift is required, the following procedure will be followed:

- a. The drayman shall remain in the cab of the tractor until the lift is completed. Lift operations will cease if the drayman exits the cab for any reason, and will not resume until the drayman is safely in the cab.

- b. Draymen will pick up the chassis. Twist locks and/or pins will be placed in the open position prior to the unit moving into position for the lift.
- c. The unit will be pulled forward a safe minimum distance out of the lift area; the drayman will then dismount the cab maintaining three point contact and set twist locks/pins.
- d. Avoid sudden turns or excessive speed while moving an unlocked chassis-container as the container is not secured until the locks are in place.

Q-8 Do not operate your vehicle on or near rail tracks. Use areas designated for crossing the tracks only.

- a. Do not park your vehicle in any crane path for any reason. If you must cross the crane path to gain access to the unit you are dropping or picking up, ensure the crane is not moving in your direction.
- b. Do not park your vehicle or trailer/chassis-container on any rail track or crane path.
- c. If in doubt, obtain a map of the facility from the gate.

Q-9 It is the responsibility of draymen to open the right door of empty trailers/containers for gate inspection upon arrival at all CSX Intermodal Terminals, Inc. facilities.

- a. Use caution when opening doors to prevent injury from loads that may have shifted and could fall from door opening.
- b. Avoid standing in the door opening until it is confirmed there is no danger and be prepared to move quickly away from the doors if required.

Q-10 Operators are prohibited from littering any CSX Intermodal Terminals, Inc. facility. Failure to comply will result in disciplinary action. Report any debris or unsafe condition to the Terminal Manager.

Q-11 While driving on any CSX Intermodal Terminals, Inc. facility electronic devices must not be used.

- a. Electronic communication devices including Bluetooth hands-free ear phone accessories, in-vehicle technology (navigation devices, entertainment systems, CB-radios, and handheld devices) are to be used only while vehicle is parked in a safe, legal and designated area.
- b. Gate lanes are not designated areas.

Q-12 When passing another vehicle on the ramp, make sure the other driver is aware of your intentions before passing.

- a. Sound horn before passing to alert other operator that you are attempting to pass.
- b. Never pass behind a vehicle that is attempting to back up.

Q-13 When raising landing gear observe the following safety guidelines to avoid injury:

- a. Flex the knees, when possible to gain the advantage of stronger leg muscles.
- b. Ensure the location of the unit has adequate space for proper footing and a hand hold on the dolly crank handle.
- c. Stand squarely to the side of the trailer or chassis dolly assembly and avoid twisting your back while moving the handle.
- d. Get a good grip, using palm and fingers and wear gloves to protect hands from slipping off the crank handle.
- e. Do not spin the handle as it can strike you in the face and cause serious injury.
- f. Never force the process of cranking landing legs if gears are slipping or locked in position, get a mechanic to assist.

Q-14 Proper Footwear:

- a. Draymen are required to wear closed toed footwear while on CSX Intermodal Terminals, Inc. property. No open-toed shoes, sandals, or flip-flops will be allowed.
- b. Draymen observed with improper footwear may be required to exit the property and return when condition is corrected.

- c. Steel toe safety shoes are recommended.
- Q-15 Draymen are responsible for ensuring doors are closed and handles are latched before unit departs gate area.
- Q-16 Climbing on or over flatcars is prohibited. The failure to comply with this rule could result in permanent banishment from CSX Intermodal Terminals, Inc. property.
- Q-17 Operators shall maintain lane spacing of at least 10 feet between units.
- a. Do not change lanes within the gate area. Stay in designated lane until clearly through the other side.
 - b. Vehicles SHALL NEVER BACK UP in gate lanes. If additional assistance is required vehicles will be pulled through the gate into a safe area and parked away from lanes of traffic.
- Q-18 While operating on CSX Intermodal Terminals, Inc. facilities draymen must apply the same rules that apply to crossing tracks on the highway. i.e., Stop, Look, and Listen for on-coming rail traffic.
- Q-19 Any person, if physically able to do so, must make an immediate oral and written report in the prescribed form, to the Supervisor or person in charge of any mishap or personal injury suffered while on duty or on CSX Intermodal Terminals, Inc. property.
- a. In the event of a mishap, the equipment must not be moved prior to notifying a

person in charge unless it is necessary to do so in order to render immediate medical assistance.

- b. Contact Terminal Manager or flag down terminal personnel and request assistance.
- c. If possible complete injury report prior to leaving terminal (unless injury requires immediate treatment away from the scene).

Q-20 Prior to in-gating at any CSX Intermodal Terminals, Inc. facility, the drayman must ensure that the equipment doors are properly closed and that a proper seal is intact for all loaded equipment.

- a. CSX Intermodal Terminals, Inc. will not accept any container without the seal integrity being maintained.
- b. Drivers will apply security bolts to all loads tendered for shipment that do not have a high security bolt seal.

Q-21 Draymen are required to remove any plastic zip ties or other securement devices that are not part of the original equipment from front push pins and rear twist locks prior to passing the inspection gate. Once removed, these items must be placed in the proper trash receptacle and not discarded in the gate area or on the ground.

Q-22 Draymen must have a valid CDL with appropriate endorsements in possession at

all times and be prepared to present it upon request.

- Q-23 To avoid swing-back or damage to trailer or container doors while backing or unloading, draymen must secure doors with proper bungee cords (tarp strap) any time the doors are opened for loading or unloading.
- Q-24 Vehicle dash and floorboards shall be kept clear. Material must be placed in vehicle to preclude interfering with vehicle controls or the draymen's ability to operate the vehicle safely.
- Q-25 Draymen shall not possess or use personal bolt cutters while on CSX Intermodal Terminals, Inc. property.
- Q-26 Twist locks will remain locked until the unit is in position for live lift.
- Q-27 DO NOT attempt to make adjustments if a container is sitting on chassis twist-lock. Take the unit to the crane or flip area for safe reset on to the chassis. Report any issues to ramp personnel (no live lift area etc.) Any attempts by the driver to physically adjust the load may result in the Drayman's terminal access being suspended.
- Q-28 Units must be taken to Roadability for all repairs. Do not remove chassis components for any reason, including making repairs.

