Drayman Safety

STANDARD OPERATING PROCEDURES

April 2020

The Professional Drivers Guide to CSX Intermodal Terminals, Inc.
Draymen are a vital partner in intermodal operations and must know and follow the rules to Operate Safely on CSX Intermodal Terminals, Inc. property.

USE AVAILABLE RESOURCES

Draymen are to familiarize themselves with the rules and local operating procedures by viewing the Drayman Safety Brief and reviewing the terminal specific Drayman Guide.

CSXINTERMODALTERMINALS.COM

- Drayman Safety Brief
- Drayman Safety Rulebook
- Terminal Drayman Guides
SHIPCSX / XGATE MOBILE APPLICATION

is available at your mobile device application store and is an innovative gate solution that reduces waiting time to access the terminal through expedited in-gate, out-gate, and on-terminal processing at CSX Intermodal Terminals.

Other benefits include:

1. Mission planning before arriving to the terminal.
2. No tractor shut down using the in-gate lane.
3. J-1 is automatically sent to dispatcher for each load.
Pre-Arrival

Draymen should use the Equipment Lookup tool at www.shipcsx.com (from a computer or smartphone) prior to arrival to validate the load is ready for in-gate or pick-up. For in-gate equipment, it will indicate if the unit is ready for in-gate, requires a reservation or has a reservation for a future in-gate date/time. For units requiring a reservation, drayman should follow their company’s policy for obtaining a reservation.

REGISTER FIRST

Register with the UIIA (Uniform Intermodal Interchange & Facilities Access Agreement) as per IANA (Intermodal Association of North America)

- www.uiia.org
- www.intermodal.org
Prior to a first terminal visit all draymen should receive a safety brief and review the terminal drayman safety guide.

- Drayman Safety Brief
- csxintermodaltterminals.com
- Terminal Guide
About This Book

The 2020 CSX Intermodal Terminals, Inc. (CSXIT) Drayman Safety Handbook supersedes previously published safety guidance, as well as previous instructions that may be inconsistent with these rules. CSXIT reserves the right to change the safety handbook along with rules and instructions in this book at any time to meet operational or business needs.

This handbook contains Safety Rules and Best Practices. The distinction between the two is as follows:

SAFETY RULES

Safety Rules are mandatory requirements while operating on a CSXIT facility. A Safety Rule employs such words as “must;” “will or will not,” “shall or shall not” or “prohibited,” etc.

BEST PRACTICES

Best Practices are recommendations for safe conduct while completing a mission at a CSXIT facility.
Drayman entering a CSXIT facility are required to comply with all Safety Rules and any local rules governing persons at that facility. Local terminal management will convey additional terminal specific local requirements either in writing or by posted signage.

Unsafe actions, willful negligence or failure to follow the Safety Rules may result in banning from CSX Intermodal Terminals, Inc. properties. A complete guide to responding to safety and rule infractions is located at the end of this handbook.

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

Terminal management will report violations of federal, state, and local laws/ordinances to local authorities.

Your personal safety and the safety of our employees is not an option. You must Operate Safely with CSX!
KNOW & FOLLOW THE RULES
**SAFETY RULES**

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CSX Intermodal Terminals, Inc.

Safety Rules

A. GENERAL SAFETY RULES

A-1 Obey all posted signage, speed limits and route guidance.

A-2 Turn on headlights and emergency flashers while operating on the facility.

A-3 Seat belts shall be worn by all occupants any time the vehicle is in motion.

A-4 When entering CSX property, PPE is required per section B of this rulebook at all times including while operating on the terminal within the cab of the truck.

A-5 Three points of contact shall be maintained when entering or exiting the cab or ascending or descending equipment.

A-6 Maintain situational awareness at all times.

A-7 No dumping or disposal of trash or debris.

A-8 Contraband such as drugs, alcohol, firearms or other weapons are not permitted on CSXIT property.

A-9 Personal bolt cutters are not permitted.

A-10 The use of profanity, threats of violence, or physical confrontations is prohibited.

A-11 All unsafe conditions and incidents (see Mishap Reporting) must be reported to terminal management.
B. PERSONAL PROTECTIVE EQUIPMENT (PPE)

B-1  **Footwear.** Closed toe/heel footwear is required. Open-toe/heel shoes, sandals, or flip-flops are not permitted. Steel toes are recommended.

B-2  **Vests.** A reflective safety vest meeting Performance Class 2 of the ANSI/ISEA 107-2004. is required while on the facility.

B-3  **Eyewear.** Protective lenses meeting ANSI/ISEA Z87.1-2015 are required while on the facility.

C. MOBILE DEVICES

C-1  No use of wireless headsets or hands free device is permitted while in motion/moving on CSX property.

C-2  May be used only while a vehicle is parked (parking brake applied) in a designated parking area/spot.

C-3  Mobile devices are permitted to complete gate transactions while operating in designated XGate lanes.

C-4  Mobile devices may be used to view or update XGate transactions when the vehicle is safely parked (with brake applied).

C-5  Terminal Driver Assist areas are not designated mobile/hands free device zones.

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Remember to wear your PPE!
D. PASSENGERS

D-1  Passengers are not permitted on CSXIT property or in CSXIT facilities.

D-2  All occupants of a vehicle (as in the case of team drivers or trainers) must be able to present proper identification/CDL prior to entering facility.

Trainers, safety observers or other designated drayage company representatives must have written authorization (letter or email) from terminal management to ride along with drivers on property. Requests will be made 24 hours in advance of entering CSX property.

E. IN-GATE

E-1  ShipCSX / XGate (mobile application) users must utilize XGate enabled lanes.

E-2  Engine may remain running only in XGate enabled lanes and while using the XGate application/kiosk.

E-3  During all other gate transactions or anytime a driver is not in the cab of a the vehicle the parking brake must be applied and the engine must be shut off.

E-4  Maintain lane spacing of at least 10 feet between units in the gate and queuing areas.

E-5  NEVER back up in gate lanes.

E-6  Do not change lanes within the gate area.
E-7 When additional assistance is required, vehicles will be directed to pull through the gate into the driver assistance area.

F. SEALS, DOORS AND INSPECTIONS

F-1 Drayman are responsible to properly open and close trailers/containers doors for inspections when directed.

F-2 Remove and properly dispose of all zip ties and securement devices.

F-3 Loads will not be accepted without seal integrity.

F-4 Equipment doors must be properly closed and all loaded equipment must have an intact seal.

F-5 Prior to departure from or arrival at the terminal drivers must:

F-5.1 Ensure there is nothing attached to the container interfering with handling to and from a railcar.

F-5.2 Drivers will conduct a pre-trip inspection and visual inspection ensuring proper securement and safety prior to departure from the terminal.

F-5.3 Drivers will confirm there are no foreign objects attached to the container and there are no hazards or objects that could potentially fall from the container while on the road. Any foreign objects will be removed. Assistance is available at the Roadability lane.
Disposal fees associated with lading or packaging left in empty units returned to CSX will be charged to the trucking company who returned (in-gated) the empty unit. Additionally, any trucker/drayman found dumping trash or lading material on the terminal will be charged for the clean-up and help accountable per the Safety Rule Infraction Response Table at the end of this rulebook.

G. ON TERMINAL

G-1 Stop, Look, and Listen for on-coming rail traffic
G-2 Only cross the rail tracks at designated crossings. Climbing on or over trains or railcars is prohibited.
G-3 Safely raise landing gear to full height to clear rails at the track crossings.
G-4 Cranes and all ramp equipment have the right of way on CSXIT property.
G-5 Do not drive under suspended loads.
G-6 Unattended vehicles must be shut off with parking brakes properly applied.
G-7 Trolley brakes may not be used in place of parking brakes.
G-8 Park in authorized areas only, such as Driver Assistance.
G-9 Do not park or block rail tracks, roadways, crane paths, transfer lanes or aisles.
G-10  Do not park or block rail tracks, roadways, crane paths, transfer lanes or aisles.

G-11  When passing another vehicle on the ramp, make sure the other driver is aware of your intentions before passing.

G-12  Sound horn before passing to alert other operators that you are attempting to pass.

G-13  Never pass behind a vehicle that is attempting to back up.

G-14  Pull through parking is not permitted in wheeled parking areas.

**H. LIVE LIFT OR CHASSIS SWAP**

H-1  Do not exit the vehicle until directed to do so.

H-2  Twist locks will remain locked until the unit is in position for live lift.

H-3  Place chassis twist locks and/or pins in the open (unlocked) position once parked in the designate live lift area.

H-4  Stand in designated safe zone as instructed by the terminal personnel.

H-5  Services will not be rendered if the drayman is not in the safe zone.

H-6*  After container is loaded onto a chassis, pull the unit forward a safe minimum distance out of the lift area and set (secure) twist locks/pins.

* Container must be locked at WSC facilities before moving from live lift area.
H-7  DO NOT attempt to make adjustments if a container is sitting on chassis twist-lock.

H-8  Take the unit to the crane or flip area for safe reset onto the chassis. Report any issues to ramp personnel.

H-9  Do not adjust load in live lift area.

I. SECUREMENT

I-1  Drayman are responsible for the securement and roadability of their vehicle.

I-2  The kingpin must be secured in the fifth wheel.

I-3  Securement must be verified with a tug test (a tug test is slightly pulling forward).

I-4  If there is any doubt as to the securement, the driver will dismount and visually verify the kingpin is properly locked.

I-5  Avoid sudden turns or excessive speed while moving an unlocked chassis-container as the container is not secured until locks are in place.
J. MISHAPS

J-1 All mishaps (accidents/incidents) no matter who is at fault or minor the damage or injury must be reported to CSXIT personnel.

J-2 Any person, if physically able to do so, must make an immediate oral and written report of any mishap or personal injury suffered while on duty or on CSX Intermodal Terminals, Inc. property to a Supervisor or person in charge.

J-3 In the event of a mishap, do not move equipment until directed by a CSX Supervisor or the person in charge unless it is medically necessary to do so or to prevent further harm.

J-4 Complete all mishap forms and injury reports prior to leaving terminal (unless medically unable to do so).

J-5 The CSX Public Service Coordination Center can be reached at 800-232-0144 to report an accident or safety concern.

K. ROADABILITY

K-1 Units must be taken to Roadability for all repairs. Do not remove chassis components for any reason, including making repairs.

K-2 Drivers will remain in their vehicles while in the roadability area. Airlines must be removed and engines shut off.
XGate

For more detailed instructions on downloading and registering the mobile app along with specific mission guidance, see the XGate user guide.

XGATE USER GUIDE

The user guide is available at participating terminals or ready for download at csxintermodalterminals.com.
ShipCSX

CHECK THE STATUS

Check reservation status, billing, storage and container locations on ShipCSX.com.

EQUIPMENT REPAIR

File, process or dispute invoices for equipment repair at ShipCSX Equipment Repair Billing.

Customer Service

For assistance with X-Gate or ShipCSX.com contact E-Solutions at 1-877-744-7279 (Option 2, Option 2)
Mishaps on Terminal

Drayman mishaps at intermodal facilities are classified into 5 categories:

1. **Collisions**
2. Process Error
3. Equipment Failure
4. Slip, Trip, or Fall
5. Other

**Collisions**

Collisions make up 64% of all terminal mishaps. Common contributors to collisions are lighting, unclear road markings, environmental, terminal congestion, terminal layout, equipment, technological distractions, and speeding.
Recommended Practices

**KNOW THE CONDITIONS**
Remain alert to potential hazards and changing environmental conditions.

**AVOID DISTRACTIONS**
Only use electronic devices when stopped and in designated safe areas.

**GET OUT AND LOOK**
Get out and look when unsure of surroundings, especially before backing.

**3 POINTS OF CONTACT**
Always maintain 3 points of contact when entering or exiting any vehicle.

**PERFORM A TUG TEST**
When connecting to a chassis, always perform a tug test prior to connecting brake lines.

**REVIEW FACILITY MAPS**
Review facility maps and understand areas of concern (tracks, crane paths, signs, etc.)

**REPORT UNSAFE CONDITIONS/ACTIONS**
An unsafe situation can’t improve without reporting and documentation.
Drayman Safety Rule Infractions

The Drayman Safety Rule infraction policy ensures a fair and consistent response across all CSX Intermodal Terminals Inc. locations. The table shown here establishes standard and aligned responses to safety and rule infractions on CSX property.
## SAFETY RULE INFRACTION RESPONSE TABLE

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**Note:** Any step above a warning will include the requirement of the drayman to attend the next terminal drayman meeting, or in lieu, have a face to face discussion with a terminal leader before operating on the facility. Infractions will be tracked via the drayman profile in IPRO and the drayman notified. Infractions are tracked on a rolling annual accumulation except for serious mishaps that are retained on a three year rolling accumulation.