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VOLUME III (REVISED)

HEALTH AND SAFETY PLAN

BNSF LIBBY RAIL YARD LIBBY AMPHIBOLE IMPACTED SOIL REMOVAL

LIBBY, MONTANA

EMR PROJECT 5539

Prepared for:
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INCORPORATED

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1.0 HEALTH AND SAFETY PLAN

Sampling is being performed in accordance with applicable Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), corporate, and site health and safety requirements. A site-specific Accident Prevention Plan is included in Section 3. This Health and Safety Plan will be present on Site for the duration of the work activities.

A daily health and safety briefing will be conducted at the beginning of each workday and will be repeated as health and safety issues arise at the site or if new workers enter the site. These health and safety briefings will discuss the hazards expected to be encountered each day during work activities including, at a minimum, the hazards of asbestos, heavy equipment, and heat or cold related health hazards.

No eating, drinking of beverages, use of tobacco, or applying of cosmetics will be allowed in the Exclusion Zone (EZ) or Contamination Reduction Zone except as indicated in Section 3.4. None of these activities may be done during the workday unless the worker has passed through the decontamination trailer within the Contamination Reduction Zone (CRZ) or similarly decontaminated their person. All workers entering the EZ will be required to wear protective equipment including but not limited to:

- Disposable Tyvek® or equivalent coveralls with hood;
- Powered Air Purifying Respirators (PAPRs) with P100 HEPA cartridges until negative exposure air data warrants downgrading to a half face respirator with P100 HEPA cartridges;
- Orange hard hat with reflective tape;
- Orange reflective vest;
- Safety glasses (if half face respirator is being worn);
- Safety toed boots;
- Disposable gloves duct-taped to disposable coveralls; and
- Disposable Boot Covers duct-taped to disposable coveralls.
- Hearing Protection

2.0 DECONTAMINATION AND DUST SUPPRESSION REQUIREMENTS

2.1 DECONTAMINATION PROCEDURES

No vehicles or equipment extraneous to the job will be allowed to enter the EZ. All equipment will be decontaminated before being removed from the site. Personnel will be required to decontaminate themselves upon leaving the EZ or CRZ. The following paragraphs provide an overview of the decontamination and cleaning activities.

2.1.1 Personnel Decontamination

The contractor will furnish and install a personnel decontamination trailer at the site for workers to use upon entering and exiting the EZ. Specifications for the decontamination facility are identified in Section 01563 of the Project Specification. The area east of the highway overpass on the north side of the tracks will be used for the decontamination facility location. Administrative controls will be utilized to ensure that the decontamination facility is available for use by men and women separately. The decontamination trailer will consist of a three-stage unit including a clean room, a shower, and an equipment (dirty) room. The dirty room will be equipped with a Negative Air Filtration Unit with a HEPA filter to be operated during site activities. Workers exiting the EZ will first take off an outer Tyvek® suit, wash their boots at a boot wash station, walk to the decontamination trailer and enter the dirty room, remove their protective clothing (except their respirators), shower, remove respirators, and then enter the clean room and re-robe before taking work breaks or leaving the Site for the day (Project Specification Section 01527). Respirators are to be taken off and cleaned in the shower before entering the clean room.

2.1.2 Decontamination of Construction Equipment

The contractor will erect the decontamination pad consisting of polyethylene sheeting large enough to hold equipment and trucks anticipated to enter the EZ. The edges will be raised, forming a berm such that water used for decontamination is contained, and a means of transferring waste water to a series of filters with the capability of collecting particles of 5.0 microns or less will be in place. A water collection pit will be constructed adjacent to the decontamination pad. In this location water will be allowed to infiltrate and subsequently the soil will be excavated beneath the pit, and the excavated soil will be disposed of as asbestos impacted material. Clearance sample will be collected following soil removal. Any filtered water will be containerized in 55-gallon drums until permission is secured to discharge water at a sanitary sewer location. See the Project Specification Section 01010 Part 16a for additional information.

All equipment will be decontaminated before leaving the site. The excavation equipment will remain in the CRZ for the duration of the project unless mechanical failure requires its removal. Decontamination of equipment will consist of rinsing the equipment such that visible soil is removed from the exterior of the equipment. The interior of all equipment will be wiped with a wet cloth to remove any visible dust from the interior surfaces and vacuuming all of the surfaces with a HEPA filter equipped vacuum cleaner; polyethylene sheeting will be required to cover cloth materials during excavation activities. At the end of the project, the polyethylene sheeting and spent water filters will be disposed of as asbestos-containing material. The air filters from any equipment entering the site will be removed at the end of the project and disposed of as asbestos-containing material.

Trucks equipped with positive pressure cabs will not need to have the interiors of the cab decontaminated during each exit from the EZ, however the interior of the cab shall be cleaned every two weeks using a HEPA vacuum and wet cloths as discussed previously.

Trucks used for hauling soils impacted with Libby Amphibole or those entering the site prior to receipt of clearance samples that exhibit no Libby Amphibole will be required to decontaminate before exiting the EZ or CRZ. Trucks not entering the EZ should be visually inspected to assure that no dirt or debris is attached to the exterior of the truck. If soil is attached, the truck will need to be decontaminated.

Trucks hauling LA impacted soils will not haul any other materials from this site or any other without having the interior of the truck box fully decontaminated and a written sign off issued by the Asbestos Site Supervisor or his appointed representative.

2.1.3 Air Sampling Equipment Decontamination

Air sampling equipment (e.g., pumps, cassette holders, etc.) that is used within the EZ will be decontaminated prior to removal from the CRZ. Air sampling pumps, tubing, sampling stands, and rotometers will be decontaminated in the personal decontamination trailer. Equipment will be cleaned with wet disposable wipes or rags and dried with clean disposable wipes or rags. These rags will be disposed of as asbestos-containing material.

2.2 DUST SUPPRESSION PROCEDURES

Contaminated soils will be wetted prior to and during excavation and loading. Dust suppression will also be conducted along site access roads to prevent visible dust emissions outside of the EZ and CRZ.

Soils are to be kept adequately wet to suppress dust and fiber generation such that there are no visible emissions from the site. This will be accomplished utilizing water truck or other water supply line plumbed into the EZ.

3.0 ACCIDENT PREVENTION PLAN

An Accident Prevention Plan has been prepared. Accidents can be prevented by continuously evaluating and reviewing job site hazards, conducting daily safety briefings, and being aware of on-site activities at all times. Phone numbers and directions of emergency services will be posted in the personal decontamination trailer. Tailgate safety meeting forms with attached egress routes and closest hospital information are attached as Appendix A.

3.1 GENERAL INFORMATION

Project Name: BNSF Libby Rail yard Libby Amphibole Impacted Soils Removal

EMR Project No.: 5539

Project Coordinator: Tanya Drake

Project Field Asbestos Manager: David L. Welch

Location: Libby, Montana

Prepared by: Don Clabaugh **Date prepared**: 4/18/02

Revised by: Tanya Drake **Date revised**: 7/22/04

Approval by: Chuck Hendrix **Date**: 8/14/02

Site Safety Officer Review: Dan Westrum **Date**: 10/16/02

CIH Review: Mike Harris, CIH **Date:** 7/24/04

EMR Project Manager Review: David L. Welch/Scott Rhen **Date**: 10/16/02

Scope/Objective of Work: Remove or cap with a geotextile fabric and soil cover any visible hydrated biotite and Libby Amphibole that was mapped in 2001 - 2004 from the surface of the Site. Excavate soils with a trackhoe or backhoe equipped with a straight edged bucket. Cover remaining soils with a geotextile cloth. Soils will be loaded into dump trucks and the loads will be covered with a tarpaulin. Soil will be trucked directly to the approved local landfill where it will be offloaded. EPA's authorized agent, CDM Federal Programs, will conduct all landfill oversight. Following removal of visible hydrated biotite and other soils known or suspected of containing Libby Amphibole, confirmation soil samples will be collected to verify no detectable Libby Amphibole is present in the excavation areas. Discrete and composite samples will be collected. Discrete samples will be held pending analysis of composite samples. Soil samples will

be analyzed in accordance with Libby Amphibole (Tremolite/Actinolite Series) Method 9002, Issue 2. If composite samples contain a concentration of trace (<1%) Libby amphibole or greater, then the discrete samples may be analyzed.

Proposed Date(s) of Field Activities: Between August 23, 2004 and November 31, 2004, weather permitting.

Background Information: X Complete ___ Preliminary (analytical data incomplete)

Documentation/Summary:

Overall Chemical/Waste hazard: _ Serious _ Moderate X Low _ Unknown

Overall Physical hazard: _ Serious X Moderate _ Low _ Unknown

3.2 SITE/WASTE CHARACTERIZATION

Waste Type(s): _ Liquid X Solid _ Sludge _ Gas/Vapor

Characteristics:

__ Flammable __ Volatile _ Corrosive _ Acutely toxic (LBP)

X Carcinogen (ACM) _ Reactive _ Explosive _ Radioactive

Other:

Physical Hazards:

X Overhead __ Confined Space __ Below Grade X Trip/fall

_ Puncture _ Burn X Cut __ Splash X Noise

Other:

Site History/Description and Unusual Features: Libby Railyard. Work will be conducted in areas excluding the main line track and feeders. BNSF flagmen will supervise work near rail lines but will not be allowed into the EZ without appropriate training and PPE.

Locations of Chemicals/Wastes: Hydrated biotite has been observed and mapped, along with analytical data indicating the presence of Libby Amphibole, at the Site. See Figures.

Estimated Volume of Chemicals/Waste: 15,000 tons

Sites currently in operation: X Yes _ No

3.3 HAZARD EVALUATION

Prior to each day of work, a "tailgate" safety meeting will be held to review the overall Health and Safety Plan, specific physical and chemical/waste hazards for the Site, railroad safety and track protection, and discuss routes of egress from the Site, and routes to the nearest hospital in case of accident. Following the meeting, site personnel will sign a sheet with the current date and the date that they reviewed the Health and Safety Plan and discussed specific hazards and routes of egress for the Site. The sign-off sheet for each day will identify the specific work tasks planned for that day. Telephone service will be available on site in case of emergency. Equipment leaving the EZ, including cellular phones and radios, will be decontaminated. In the case of emergency, there will be two possible scenarios:

Scenario 1: Non-life threatening: Personnel will be escorted out of EZ and assisted in decontamination prior to delivery of injured worker to hospital.

Scenario 2: Life-threatening: EMR personnel will call 911, inform emergency personnel to access the site from the north such as to not cross the main rail line, receive emergency medical personnel at the site, supervise and assist with suiting up the emergency personnel in PPE at the decontamination trailer, and escorting the emergency personnel into the EZ. Emergency personnel will stabilize the victim, bring the victim out of the EZ, decontaminate the victim and themselves at decontamination trailer, and deliver victim to hospital. If delay caused by donning PPE or the decontamination process may threaten the victim's life, medical personnel and the site supervisor may chose to forgo any and all procedures previously outlined in section.

3.3.1 Physical Hazard Evaluation/Control:

1. Hazard: Work around construction equipment mechanical hazards.

   Control: Daily tailgate meeting to identify hazards.

2. Hazard: Work around railroad lines involves extreme hazard of collision, which will be managed by BNSF flagman and other suitable track protection determined by BNSF personnel.

   Control: Work closely with BNSF road master to identify rail schedule, avoid crossing BNSF mainline track, ensure all personnel working on-site have gone through BNSF Railway contractor safety training at www.contractororientation.com and On Track Safety Training which can be acquired at the same site.

3. Hazard: Work with polyethylene liner and water involves slip, trip, and fall hazards. Work climbing into and out of truck involves slip, trip, and fall hazards. Ice may form during cold conditions causing slip hazards.

Control: Daily tailgate meeting to identify hazard; contractor will keep polyethylene liner flat with minimal folds. Three-point contact will be utilized while entering and leaving equipment and trucks.

3.3.2 Chemical/Waste Hazard Evaluation/Control

(Source: NIOSH pocket guide to chemical hazards-June 1997)

Hazard:

COMPOUND	PEL/TWA	ROUTE OF EXPOSURE	ACUTE SYMPTOMS	ODOR THRESHOLD	ODOR DESCRIPTION
Asbestos	0.1 fiber/cc	Inhalation Ingestion Contact	None	None	None

Control:

Wet methods, air monitoring to determine airborne fiber content.

3.4 SITE SAFETY WORK PLAN

Site Control:

X Perimeter identified __ Site secured X Work area designated

X Zones of contamination identified

Personnel Protection: Tyvek® or equivalent full body coverall to suitable for protection for airborne dust, hardhat, steel-toed boots, safety glasses, and hearing protection.

Anticipated Levels of Protection: Modified Level C

Modifications: Safety Glasses, PAPRs with HEPA cartridge downgraded to half-face air purifying cartridge respirators if negative exposure air data warrants.

Action Levels for Evacuation of Work Zone: N/A (air monitoring detection will result in reevaluation of the methods and/or procedures as outlined in the Work Plan).

Air Monitoring Required: See Section 1.3

Decontamination Solutions and Procedures for Equipment, Sampling Gear, etc.: water solution

Personnel Decontamination Protocol: 3-stage decontamination trailer with clean room, shower and equipment (dirty) room; dirty room will be equipped with a Negative Air Filtration Unit with a HEPA filter to be operated during site activities.

Decontamination Solution Monitoring Procedure, if applicable: NA

Special Site Equipment, Facilities, or Procedures (sanitary facilities, lighting, etc.): Portable toilets will be available on site.

Site Entry Procedures and Special Considerations: Site entry will be accessed from the north to avoid crossing the main rail line that runs east to west on the south side of the rail yard. This consists of an access road that is present at the north side of the highway overpass. Clean trucks and equipment will be allowed to enter across the parcel north of the western end of the site; that parcel is owned by the City of Libby and is available to site contractors under agreement between EMR and the City of Libby. Contractors will be responsible for cost and clean up of any contamination of the City of Libby parcel that is caused by contractor's equipment or work practices.

Work Limitations (time of day, weather conditions, etc.) and heat/cold stress requirements:

- Work to take place during daylight hours.

- Track protection required for any work within 25 feet of the railroad tracks. Construction Manager or his appointed representative will be responsible for coordination of track protection with appropriate BNSF personnel.
- Adequate breaks will be taken during the day to avoid heat stress. Workers will be allowed to decontaminate hands, respirators and faces at the edge of the EZ and consume liquid for hydration.
- Work will stop for 15 minutes for each audible or visual lightning strike. Work will begin after 15 minutes passes without any record of strikes.
- Care will be taken to control fire hazard. Contractor shall have appropriate fire suppression available at all times to avoid fires caused by smoking, sparking, or open flame.
- Heat stress and cold stress may both be applicable to this project between August and November. Use appropriate clothing and breaks in order to prevent both.
- Icy conditions may limit the effectiveness of dust suppression. The Construction Manager and Asbestos Site Supervisor will work closely to determine appropriate engineering controls during cold weather work.

General Spill Control, if applicable: Contractor shall supply a spill kit if refueling is conducted on site. Contractor shall be responsible for mitigation of spills caused by their activities or equipment. An MSDS will be supplied by the contractor to the Construction Manager for incorporation into the field copy of this Health and Safety Plan.

Investigation-Derived Material Disposal (i.e. expendables, decontamination waste, cuttings): Expendables will be bagged for appropriate disposal as asbestos-containing materials.

Sample Handling Procedures, including protective wear: disposable gloves, safety glasses, respirators

3.5 EMERGENCY INFORMATION

Ambulance: 911

Hospital Emergency Room: St. Johns Lutheran Hospital
350 Louisiana Avenue
Libby, MT 59923
(406) 293-0100

Poison Control Center: 1-800-542-6319
Police/Sheriff: 911
FIRE Department: 911

Agency contacts (EPA, state, local):

EPA Regional Office, Emergencies	(406) 293-6194
MDHE	(406) 444-2544

EMR Contacts:

Tanya Drake - Work: (612) 789-2642 ..... Home: (763) 383-6956
Bob Gilmore, CIH - Work: (425) 820-4669 ..... Home: (425) 864-0507
Ric Cook – Work (785) 842-9013: .... Home:
David L. Welch - Work: (425) 861-4561 ..... Home: (425) 337-9124
Scott Rhen – Work (817) 371-5946... ..... Home:

Water Supply Source: BNSF water supply, City of Libby water supply, or Kootenai river water will be utilized for dust suppression.....

Hospital Address: St. Johns Lutheran Hospital, 350 Louisiana Avenue

Directions: To be attached to each "tailgate" safety meeting sign-off sheet.

Emergency Egress Routes for Site Evacuation: North access road off Highway 37 overpass. (See attached pages)

4.0 TRAINING REQUIREMENTS

Different training requirements are required depending on tasks within the work area. All personnel conducting work related to the Order will be required to have 40 hour Hazardous Waste Operations (HAZWOPER) training and On-track Safety Training (www.contractororientation.com); this includes individuals conduction soil removal, rail or tie removal, soil excavation, and transportation of soils containing LA. All workers and equipment operators entering the EZ and conducting or assisting in rail, tie or soil removal will be required to have 32 hour EPA asbestos worker or 40 hour EPA asbestos supervisor training. The contractor will be required to have one 40-hour asbestos supervisor on site.

Any project management personnel entering the EZ but not conducting or assisting in rail, tie or soil removal will be required to have two hour OSHA asbestos awareness training, respirator training and fit test, and 40 hour HAZWOPER training.

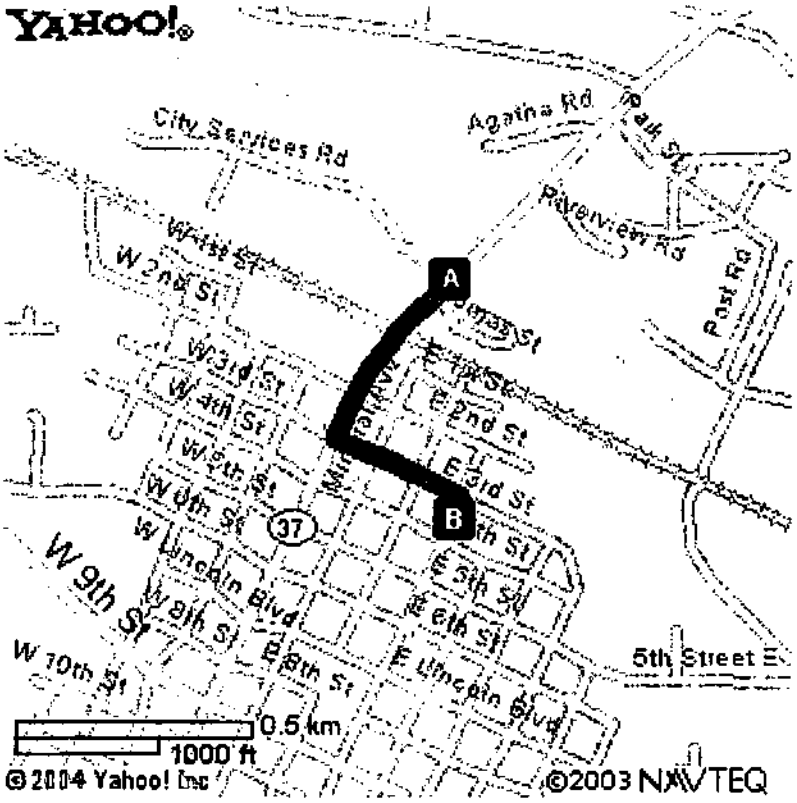
Air monitoring personnel working outside the EZ are required to have 40-hour asbestos supervisor training, and NIOSH 582 equivalent course training. Soil sampling personnel working inside the EZ are required to have 24-hour EPA asbestos building inspector training and Montana certification.

On-track safety training is a requirement of BNSF and Federal Railroad Administration (FRA) for all personnel on BNSF property or within 25 feet of railroad track. 40 hour HAZWOPER Training is a requirement of 29 CFR 1910.120. EPA asbestos training is a requirement under the Asbestos School Hazard Abatement Reauthorization Act (ASHARA). The EPA regulations for implementing ASHARA are under the Model Accreditation Plan (MAP) contained in the Federal Register, dated February 3, 1994 (40 CFR 763 Appendix C to Subpart E). The MAP went into effect October 4, 1994. The asbestos training is also required under the OSHA Asbestos in Construction Industry Standard (29 CFR 1910.1101).

Each worker will be required to submit records of a current respirator fit test and physical exam. A daily sign in sheet will be maintained at the entrance to the decontamination trailer. Each worker shall sign in and out each time they enter and exit the site.

ROUTE TO HOSPITAL

ROUTE TO HOSPITAL



APPENDIX A

DAILY TAILGATE SAFETY FORM

DAILY TAILGATE SAFETY MEETING FORM

Date: _____ Time: _____ Project Number: _____

Project Name: _____

Specific Location: _____

Type of Work: _____

Chemical Present: _____

Safety Topics Discussed

Protective Clothing/Equipment: ☐ Emergency Procedures: ☐

Hospital/Clinic: ☐

Hazards of Chemicals Present: ☐

(List others not in HASP) _____

_____

Physical Hazards: ☐

(List others not in HASP) _____

_____

Special Hazards: ☐

(List others not in HASP) _____

_____

Other Topics:

_____

_____

Name (Printed)	Signature

APPENDIX B

DOCUMENT SIGNATURE PAGE

HEALTH AND SAFETY DOCUMENT SIGNATURE PAGE

I have read and understand the safety rules described in the Health and Safety Plan.

NAME	SIGNATURE	COMPANY	DATE

APPENDIX C

BNSF EMPLOYEE SAFETY RULES

BNSF Safety Vision

We believe every accident or injury is preventable. Our vision is that Burlington Northern Santa Fe will operate free of accidents and injuries. Burlington Northern Santa Fe will achieve this vision through:

A culture that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance ...

A work environment, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded ...

Work practices and training for all employees that make safety essential to the tasks we perform ...

An empowered work force, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.

Introduction

This version contains the following revised or added pages:

Oct. 10, 1999: 4a, 4b, 9, 10, 11, 12, 15, 16, 17, 18, 23, 24, 27, 28, 29, 30.

Feb. 1, 2001: 7, 8, 24a, 25b, 37, 38, 39, 40.

June 25, 2001: 5, 6.

October 30, 2003: 3, 4, 21, 22.

March 7, 2004: Title Page, 2, 47, 48.

BNSF

Employee Safety Rules

IN EFFECT AT 0001
Central, Mountain and Pacific
Continental Time

Sunday, January 31, 1999 (including revisions up to Sunday, March 7, 2004)

These rules are for all employees of Burlington Northern Santa Fe who do not fall under the jurisdiction of the TY&E Safety Supplement, the Mechanical Safety Rules or the Maintenance of Way Safety Rules.

This version contains revisions to the following rules: S-28.2.3

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S-1.0 Core Safety Rules

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

S-1.1 Job Safety Briefing

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

S-1.2 Rights and Responsibilities

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

S-1.2.1 Sufficient Time

Take sufficient time to perform job tasks safely.

S-1.2.2 Authorized and Trained

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

S-1.2.3 Alert and Attentive

Assure that you are alert and attentive when performing duties.

S-1.2.4 Co-Workers Warned

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

S-1.2.5 Safety Rules, Training Practices, Policies

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

S-1.2.6 Warning Signs

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

S-1.2.7 Two or More People

Do not perform a task alone that can only safely be performed by two or more people.

S-1.2.8 Reporting

Make reports of incidents immediately to the proper manager.

S-1.2.9 Horseplay

Conduct yourself in a way that supports a safe work environment-free of horseplay, practical jokes, and harassment.

S-1.2.10 "Bill of Rights" Relative to Employees Riding in Transport Vehicles

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

A large percentage of our employees are transported to and from various locations on the BNSF daily. Safety is not only something for which we are each responsible, but we are also empowered to take those steps which make a safe workplace for ourselves and our co-workers. Please accept this challenge to exercise your rights with regard to riding in transport vehicles.

Right 1
Expect transport vehicles to be properly serviced, maintained, and in good working order. In addition, contract vans must be clean with all seat belts and all safety appliances working,.

Right 2
Expect a safety briefing regarding movements to be made, route to be taken, location of safety appliances, i.e. fire extinguisher, first aid kit, emergency response plan in the event of a medical emergency, etc.

Right 3
Expect the vehicle to be parked in the most accessible location closest to the pickup/drop-off point. The driver will take into consideration walking conditions and surfaces when positioning the vehicle. When possible, stop the vehicle off any public roadways.

Right 4
Expect the vehicle to be secured against movement after it has stopped for loading or unloading passengers and baggage, by placing the vehicle in park, securing the parking brake and shutting off the engine.

Right 5
Expect the driver to request assistance when backing where required due to vision limitations.

Right 6
During hazardous weather conditions, expect the driver not to use cruise control, and have the necessary traction devices, studs or chains, when weather requires.

Right 7
Our employees can expect that the driver will not be distracted from paying attention to the road while driving, by such things as eating and drinking.

Right 8
Our employees can expect every van used to transport employees between stations to have a functional two-way radio, which could be a pack-set, tuned to the appropriate railroad frequency. In addition, when equipped with a cellular phone, it must be in working order.

Right 9
Our employees can expect assistance with baggage as requested.

Right 10
Our employees can expect that the driver will demand all employees to have seat belts on before the vehicle is moved, and will stop the vehicle when the driver is aware that seat belts are removed by any occupant.

Right 11
Expect that all doors are securely closed prior to departure.

Right 12
Expect to be reminded of the BNSF No Smoking Policy, as necessary.

Right 13
Our employees are empowered with the right to refuse to be transported in an unsafe vehicle, or be driven by a driver who does not meet the aforementioned criteria. However, in the same vein, all employees are responsible to abide by all rules, processes, and procedures that govern their working environment. No matter what we may think, these rules have been placed into effect for the continued safety and well-being of all employees.

The sole responsibility of our safety cannot rest on just the driver. We cannot safely rely on the driver assuring that all employees remain buckled up after the vehicle is in motion. As co-workers, we are obligated to constantly remind each other to wear seat belts where required and to follow all rules that pertain to our work place.

S-1.3 Personal Protective Equipment and Clothing

S-1.3.1 Requirements

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

S-1.3.2 Finger Rings

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

S-1.4 Tools and Equipment

S-1.4.1 Inspection

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

S-1.4.2 Use as Intended

Use tools and equipment for the purposes intended.

S-1.4.3 Manufacturer Specifications

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

S-1.4.4 Manufacturer Approval

Secure manufacturer approval for any changes made in the recommended use or design before using.

S-1.4.5 On or Off Moving Equipment

Do not get on or off moving equipment, except in emergency to avoid injury.

S-1.4.6 Three-Point Contact

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

S-1.4.7 Physical Exertion

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

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

S-1.4.8 Passengers

Transport passengers in vehicles equipped to transport passengers.

S-1.4.9 Seat Belts

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

S-1.5 Work Environment

S-1.5.1 Housekeeping

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

S-1.5.2 Inspection

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

S-1.5.3 Footing

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

S-1.5.4 Confined Spaces

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

S-1.5.5 Hazardous Materials

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

S-1.6 Working On or About Tracks

S-1.6.1 Movement of Equipment

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

S-2.0 Chemical Safety

S-2.1 Environmental Safety

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

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

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

S-2.2 Chemical Spills and Chemical Releases to Air

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

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

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

Do not take any further action unless you are specifically trained to do so, using appropriate protective gear and work practices.

Do not re-enter the affected area until given the "All Clear" by incident response personnel.

S-2.3 Labeling Chemical Containers

At the time you place a chemical in a container, affix to that container a label identifying the chemical and appropriate hazard warnings.

S-2.4 Ventilation for Maintaining Safe Atmospheres

Provide mechanical ventilation to enclosed areas when:

- Applying solvents, paints, and other chemicals.
- Welding, torch cutting, or burning.
- Emissions from combustion engines, stoves, or heaters (especially in enclosed areas) may cause concentration of excessive airborne contaminants.
- Recommended in product instructions or MSDS.

S-2.5 Skin Cleaning

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

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

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

S-2.6 Containment and Spill Prevention

When dispensing petroleum products or other materials such as soaps and solvents from drums or containers:

- Whenever possible, place drums in a vertical position and use an appropriate pump for dispensing the product. Place an absorbent mat or dike on top of the dispensing drum or container.
- If drums must be placed in a horizontal position, use self-closing dispensing valves.
- Place the drum or container in a dike or other containment.
- Place containment devices such as drip pans under drums and valves.
- Properly label receiving container.
- When dispensing flammable liquids, ground and bond all containers.
- Properly dispose of contaminated absorbent material and mats.

S-2.8 Protection from Asbestos Exposure

Conduct all work involving asbestos in accordance with BNSF's Asbestos Control program.

S-2.8.1 Repair and Maintenance

When providing any repair or maintenance where Asbestos Containing Materials (ACM) or Potential Asbestos Containing Materials (PACM) will likely be disturbed, or where ACM or PACM will be removed, implement the Asbestos Control program.

S-2.8.2 Training

Before working with ACM or PACM, complete asbestos training. Complete additional asbestos training on an annual basis as long as you continue to work with ACM or PACM.

S-2.10 Protection from Silica-Containing Dust

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

S-2.11 Chemical Approval

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

S-3.0 Electrical Safety

S-3.1 Requirements

S-3.1.1 General

- Use ground fault circuit interrupters (GFCIs) on electrical circuits when working in damp areas or outdoors.
- Do not use portable metal ladders for electrical work.
- Do not use electrical cords for hoisting or lowering.
- Test structures (metal buildings, flood light towers, etc.) with five power circuits, before touching them, to make sure they are not energized.

S-3.1.2 Authorized Employees

Only authorized and trained employees are permitted to work on electrical apparatus or equipment. Wear a dielectric hard hat when working where you could contact power lines or high-voltage equipment.

S-3.1.3 Warning Signs

Place danger signs near exposed energized circuits.

S-3.1.4 Flashlights

Use only an approved flashlight with a nonmetallic case around electrical equipment.

S-3.1.5 Contacts

Do not use flag sticks or other objects to close or open contacts on engines under electrical load.

S-3.1.6 Lockout/Tagout

Follow approved lockout/tagout procedures:

- Assume all wires, conductors, and other electrical equipment are energized, unless known to be locked out.
- Do not alter safety features of fuses, circuit breakers, or other electrical equipment.
- Do not open secondary circuits of energized current transformers.

S-3.3 Charging and Jumping Batteries

S-3.3.1 Precautions for Servicing Batteries

Follow these precautions when servicing batteries:

- Do not smoke in battery-charging areas.
- Do not allow open flames, sparks, or electric arcs in battery-charging areas or around exposed batteries.
- Make sure charging area is adequately ventilated.
- When charging a battery, keep the vent caps in place to avoid electrolyte spray.
- Leave the battery compartment doors open when charging an engine battery from an external source.
- Wear face shield over splash goggles and other protective equipment as required by the job when filling or charging a battery.

- Do not permit battery electrolytes (acid) to contact eyes, skin, or clothing. Wash battery electrolytes from your eyes or skin with cold water immediately.
- Remove any leads from terminal posts when scrapping batteries.

S-3.3.2 Battery Flushing

Use insulated funnels for flushing batteries.

S-3.3.4 Metallic Objects

Keep tools, metal jewelry (including watches), and other metallic objects away from the top of uncovered batteries.

S-3.3.5 Jumping Batteries

Do not use a welding machine to jump-start a battery.

S-5.0 Fire Prevention, Response, and Hazards

S-5.1 General Requirements

Know and understand area emergency plans and special instructions related to fire protection.

In case of smoke or fire, notify all individuals who may be affected, supervisors, and appropriate emergency responders.

Keep exit aisles, emergency exits, and fire doors clear. Keep areas around buildings, structures, and equipment free of fire hazards.

S-5.2 Emergency Procedures

Fight a fire only if properly trained and equipped and if your personal judgment dictates you can do so safely.

S-5.2.2 Right-of-Way Fires

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

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

S-5.3 Fire Extinguishers and Protection Devices

S-5.3.1 Defective Fire Extinguishers

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

S-5.3.2 Access to Fire Extinguishers and Protection Devices

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

S-5.5 Fueling Vehicles, Machinery, and Equipment

While fueling vehicles, machinery, power tools, and other equipment:

- Stop engines (diesel locomotives excluded).
- Do not smoke.
- Avoid open flames.
- Do not leave fueling hose unattended when fueling.

Fuel gasoline-powered tools before use. If refueling is necessary during use, be careful to avoid spills and allow the engine to cool before refueling, since hot engine parts may ignite fuel.

While fueling, make sure the safety can spout or hose nozzle touches the side of the tank opening to prevent static electricity discharge. Only use safety cans to transport fuel.

S-5.6 Electrical Circuits

If you are not experienced in handling energized electrical circuits, do not attempt to extinguish fires on power line poles or directly connected equipment.

Never use water to extinguish fires on energized power line poles or electric equipment.

S-5.9 Refrigeration Systems

S-5.9.1 Qualified Employees

Only qualified employees may work on refrigeration systems.

S-7.0 Hand Tools

S-7.3 Precautions During Use

When using tools such as knives, chisels, and screwdrivers, direct sharp edges away from your body or hands.

S-7.5 Banding Material

Carefully handle banding material and tools as follows:

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

S-7.7 Correct Tool Use

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

S-8.0 Intermodal Facility Safety

S-8.1 Gate Inspection

The gates at hub centers have concentrated movement of traffic. Gate inspectors need to be especially alert to equipment movement from all directions.

S-8.1.1 Inspection

Only qualified people may inspect equipment.

S-8.2 Hub Track Access Protection

Prevent access to the intermodal loading tracks using positive protection, where installed, in the form of a derail or switch lined away from the track and locked out. At locations where positive protection is not available, use approved systems and procedures to provide an indication of restriction to loading tracks.

Do not remove track access protection until all personnel and equipment are clear.

S-8.3 Power Rack Units

Do not plug or unplug cords while power rack is running.

S-8.3.1 Securing and Routing Cables

To prevent tripping, route cables under or around end sill platforms. To prevent whipping, chafing, or drooping, use clamps or nylon cable ties to secure power cables. When running cables between wells, leave sufficient slack to allow for drawbar movement.

S-8.4 Tractor/Trailer Operations

S-8.4.1 Protection

If trailer is protected, do not couple this equipment until protection has been removed. Provide visible protection for bare chassis at the end of trailer rows.

S-8.4.2 Signaling

Make sure all crew members understand all signals you may use.

S-8.4.3 Coupling Tractors to Trailers

Adjust trailer/chassis to proper height before attempting to connect trailer and tractor. Connect air line to trailer/chassis and set brakes before coupling.

S-8.4.4 Entering or Exiting Trailers

Use suitable ladder when entering or exiting trailer. Do not use ICC bumper as a step.

S-8.5 Trailer, Chassis and Container Repair

S-8.5.1 Protection

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

When working in or on equipment **in other locations**, protect it and equipment on each side and directly behind, so they cannot be coupled into.

S-8.5.2 Jacking and Supporting Trailers

- Verify that jacks being used are stenciled with rated capacity.
- Check that jack has had current internal inspection every six months per OSHA requirements.
- Chock wheels securely on end opposite of end to be jacked.
- Make sure jacks are adequate for weight to be lifted.
- Use cushioning material between jack and equipment to prevent slipping. Do not allow metal-to-metal contact.

S-8.5.3 Repairing Trailers, Chassis and Containers

- Do not apply open flame to air lines, reservoirs, brake chambers, or valves when working on equipment brakes.
- Only authorized/qualified people may service, install, or remove refrigeration on air-conditioning systems.
- Do not put any substance other than air into brake lines when working on equipment brakes. (This includes antifreeze, alcohol and oil.)
- Support equipment on work stands or couple to a tractor when working on equipment with landing leg problems.
- Make sure tractor is turned off, brakes are set, and driver is out of cab when working on equipment coupled to a tractor.
- Do not use welder, cutting torch, or heating torch on loaded equipment unless a proper authority directs you to do so.

S-9.0 Ladders, Platforms, Scaffolds, and Aerial Baskets

S-9.1 Inspection

Before using a ladder, scaffold, platform, or elevated board, inspect it to make sure it is securely placed and capable of supporting a load. Do not use cross-grained or knotty lumber in any part of the device.

Before using ladders, inspect them for:

- Broken, cracked, or missing steps, rungs, or cleats.
- Broken side rails.
- Other defects.

Never use a defective ladder. Tag and mark it for repair or replacement. Do not paint wooden ladders or splice side rails.

S-9.2 Storage

Store ladders (except vehicle-carried ladders) where they will not be exposed to the weather.

S-9.3 Stage Boards

When using stage boards not securely fastened to the supports, do not let them extend more than 6 inches beyond the last support. Use stage boards equipped with end stops or drop pins to keep them in place on the supports.

S-9.4 Safety Feet

Use only portable straight ladders equipped with grippers, cleats, or nonslip safety feet suitable to the surface on which the ladder is placed.

S-9.5 Ladder and Scaffold Placement

Place a straight ladder so that the distance from the base of the ladder to the vertical plane of the support is approximately 1/4 the ladder length between the supports and ladder base.

When setting ladders or portable scaffolds:

- Extend the ladder side rails at least 3 feet above the surface you will be stepping onto.
- Place the legs on firm footing and secure them against movement.
- Do not lean legs against an unstable object.
- Do not place legs on boxes, barrels, or blocks for additional height.
- Secure the ladder or scaffold in position if it could move.
- Do not use ladders in a horizontal position as runways or scaffolds.
- Secure ladders used near a door, aisle, pathway, or roadway, or have a co-worker guard the ladder base. When using a ladder within the swing of a door, secure the door or have employee guard the ladder base.

S-9.6 Ladders for Electrical Work

Do not use metal ladders or scaffolds while working on energized electrical circuits. Use approved fiberglass or other type of approved nonconductive ladders.

S-9.7 Instructions for Climbing

When climbing:

- Always face ladders or scaffolding.
- Do not stand higher than the manufacturer's specifications dictate.
- Have only one person on a ladder at a time.
- Do not jump or slide from a ladder, scaffold, platform, or other elevated position.
- Do not move laterally from one ladder to another.
- Never overreach or attempt to "walk" a ladder.
- Keep the center of your body within the outside rails of the ladder.

S-9.7.1 Climbing with Tools or Materials

Do not climb ladders with tools or materials in your hands; use a hand line.

Position tools or materials on a scaffold or platform where they will not fall or be knocked off.

S-9.8 Performing Work

Do not work under a ladder.

S-9.9 Extension Ladders

Use only approved extension ladders, and use them as follows:

- Carefully raise them so that the top of the ladder safely overlaps the support by 3 feet minimum.
- Make sure guides and hooks are properly engaged.
- Do not splice short ladders together to make a longer one.

S-9.10 Step Ladders

Follow these instructions when using step ladders:

- Use only a fully open step ladder with spreaders properly set.
- Do not use step ladders taller than 10 feet unless another employee holds and steadies the ladder.

S-9.11 Construction Scaffolding

Use only scaffolds and suspended platforms constructed and maintained according to departmental instructions.

Do not stand on the handrails of any scaffold or platform to gain additional height.

S-9.11.1 Sectional Metal Scaffolds

Erect sectional metal scaffolding according to the manufacturer's instructions and adequately brace. Maintain outriggers in good working condition and protect from damage.

S-9.12 Non-Powered Mobile Scaffolding

When using non-powered mobile scaffolding:

- Do not ride rolling scaffolds.
- Secure or remove all material and equipment from the platform before moving the scaffold.
- Apply caster or wheel brakes at all times when a scaffold is stationary.
- Do not try to move the scaffold without help.

- Watch out for holes in the floor and for overhead obstructions when moving the scaffold.
- Follow the manufacturer's guidelines for adjusting screws.

S-9.13 Aerial Work Platforms

When working from aerial platforms, including scissor lifts and boom-mounted baskets or buckets:

- Check pathway and overhead for obstructions before moving the platform.
- Always stand firmly on the floor and do not sit or climb on the edge of the platform or use planks, ladders or other objects to increase reach.
- Do not exceed the manufacturer's rated safe load.
- Maintain a safe distance from high-voltage power sources.
- Do not modify the equipment without prior written approval from the manufacturer.

S-9.13.1 Scissor Lifts

When working from a scissor lift:

- Platform must be equipped with a guardrail and toeboards. Guardrails must be completely installed, in good condition and with gates fastened.
- Never climb or stand on toeboards or guardrails. Never hang outside the guardrails.
- If required by local or state law, a safety belt or harness must be worn that meets the same requirements as stated below in S-9.13.2. Safety belts may only be used for fall restraint in scissor lifts.
- Personnel using fall protection or restraint equipment must attend appropriate training.

When working from elevated platforms or scissor lifts, use only elevated platforms or scissor lifts equipped with a guardrail and toeboards.

S-9.13.2 Boom-Mounted Baskets or Buckets

When working from a boom-mounted basket or bucket:

- A safety belt or harness equipped with a lanyard that restrains personnel within the platform must be worn to prevent personnel from being ejected out of the platform.
- The lanyard must be secured to an anchor point designed and designated by the manufacturer for this use.
- Do not attach the lanyard to a pole, piece of equipment, or any other structure.
- Do not allow the platform to rest on or against any structure or equipment while working from the platform.
- Do not climb in or out of an elevated basket or bucket unless it is equipped with a door or a gate and the lift is positioned to provide safe access.
- On equipment designed primarily as personnel carriers, use only equipment with upper and lower platform controls where the lower controls can override the upper controls.
- Personnel using fall protection or restraint equipment must attend appropriate training.

S-11.0 Material Handling

S-11.1 Material Storage

S-11.1.1 Stacking Material

Store material neatly, interlocking it where possible to prevent shifting or falling. Do not store heavy materials on top of fragile or crushable materials. Material should be stored only on shelving or racks with sufficient rated capacity.

S-11.1.2 Overhead Clearance

Maintain a minimum of 18 inches of clearance below sprinkler heads so they can operate effectively in the event of a fire.

S-11.1.3 Storing Combustibles

Keep combustible materials away from a source of ignition.

S-11.1.4 Storage Racks

Secure material storage racks to the floor or a wall where there is a height-to-depth ratio greater than 3 to 1. If racks can be fastened together to achieve a 3-to-1 ratio, no securement is required. Inspect pallet racks and shelving on a regular basis.

S-11.2 Hand Trucks

When possible, push a hand truck rather than pulling it. However, if assisting someone, push the hand truck from the rear, not from the side, and stand where you can see ahead clearly.

When pulling a hand truck, do not jerk it to get over an obstruction; pull with a steady force. Do not walk backward while pushing or pulling a hand truck or wagon. Do not ride on hand trucks or wagons.

S-11.3 Pallet Use and Stacking

When stacking loaded pallets:

- Determine how much the material and packaging can support.
- Stack pallets only as high as the material on the bottom of the stack can support.
- Inspect pallets for damage and stability.

The forklift operator must warn others working near the stacking operations.

S-11.4 Loading and Unloading Cars, Trucks, and Trailers

When loading and unloading cars, trucks, and trailers:

- Chock wheels of cars, trucks, and trailers spotted at doors and platforms before loading or unloading.
- Use truck jacks at the front of trailers, in addition to chocking, where trailers are not attached to tractors.
- Make sure all transfer equipment (gangplanks, transfer plates, etc.) is properly secured before using it.
- Do not place gangplanks, transfer plates, or skids in doorways of cars coupled to a locomotive unless there is protection against movement.
- Do not load and unload a trailer truck while the tractor is being coupled or uncoupled.
- Trucks and trailers secured by an automatic locking bar hooked to the ICC Bar do not require chocks.

S-11.5 Sharp Edges

Eliminate sharp or ragged edges and nails on drums, cans, and kegs when using them as shipping containers.

S-11.5.1 Banding Material

Carefully handle banding material and tools as follows:

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

S-11.6 Wheelsets

To stop mounted freight car or locomotive wheelsets:

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

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

S-11.7 Hazardous Material Handling

S-11.7.1 Complying with Regulations

Handle all hazardous materials, wastes and substances as defined by the DOT and EPA, according to federal, state and local regulations and company policy. An authorized employee must supervise the task.

S-11.7.2 Loading or Unloading Tank Cars

When loading or unloading tank cars:

- Make sure cars are protected against movement when loading or unloading material.
- Set hand brake and chock wheels before loading or unloading.
- All tank cars must have a railing around the platforms where workers stand.
- Make sure the outlet valve is shut off.
- If material is flammable, use non-sparking wrenches. Do not smoke or generate sparks or open flames.
- Properly ground tank cars containing gasoline or other flammables.

S-11.7.3 Handling Fluorescent/Neon Tubes

Handle fluorescent or neon tubes carefully. If they break, do not inhale the dust and vapor. Dispose of in accordance with BNSF policy.

S-11.7.4 Disposing of Spray Containers

Carefully store and dispose of pressure spray containers. Do not expose them to excessive heat. Dispose of them per state law.

S-11.8 Forklifts

S-11.8.1 Parking Requirements

Do not park a forklift on a ramp or incline. When parking a forklift:

- Park the forklift clear of obstructions.
- Set the hand brake.
- Lower the forks.

S-11.8.2 Dismounting Forklift—Attended and Unattended Forklifts

When dismounting forklift and still in attendance of the equipment (within 25 ft. and forklift in sight):

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

When leaving a forklift unattended:

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

S-11.8.3 Passengers

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

S-11.8.4 Tool Storage

Do not place tools, material, or other objects on a forklift that may interfere with its operation.

S-11.8.5 Seat Belts

Use seat belts where provided.

S-11.9 Forklift Operation

S-11.9.1 Speed and Movement Restrictions

When operating a forklift:

- Reduce speed and sound the horn when rounding corners or passing doorways or congested areas.
- Watch for and avoid contact with overhead and side obstructions and high-voltage wires.
- Make sure the way is clear before moving in any direction.
- Bring a forklift to a complete stop before reversing direction.
- Look in both directions before crossing tracks. Where possible, cross diagonally.
- Operate the forklift backwards if the load obstructs your view.

S-11.9.2 Getting On or Off

Do not get on or off a moving forklift. Maintain a three-point contact when getting on and off forklifts.

S-11.9.3 Operation On Ramps

Back a loaded forklift slowly down ramps or inclines.

S-11.9.4 Gates/Doors

Do not use a forklift to open or close doors or gates on buildings.

S-11.9.5 Load Limits

Do not pick up loads that exceed the forklift's marked load capacity. Do not move the machine until the load is secured.

S-11.9.6 Unloaded Fork Position

When moving an unloaded forklift, keep the forks 18 inches or less from the floor or ground to avoid obstructions.

S-11.9.7 Personnel Baskets

When using personnel baskets:

- Use a forklift only as an elevator for employees (for example, to service light fixtures) when it is equipped with an approved work platform that meets OSHA standards.
- Always secure the approved basket to the mast guard when using forklift to lift personnel.
- Ensure that passengers stand only on the floor of the basket.
- Fork lift operator must stay at controls while basket is occupied.

S-11.9.8 Inspections

- Always do a safety inspection of a forklift before operating it the first time.
- Complete safety inspection records as required.
- Promptly report all defects for needed repairs to the proper authority.
- When defects are found, which affect the safe operation of a forklift, the forklift is to be red tagged, the key is to be removed and the defect immediately reported to the proper authority.

S-11.9.9 Fueling a Forklift

- Turn off the engine.
- See Rule S-5.8 for requirements regarding LPG tanks.

S-12.0 Motor Vehicles and Trailers

S-12.1 Operation of Motor Vehicles

S-12.1.1 General Requirements

Every company driver must:

- Know and obey local, state, and federal laws and regulations for operating vehicles, both on and off company property.
- Carry a required driver's license.
- Complete a vehicle log and inspection form, if applicable.
- Ensure that necessary emergency equipment, tools, and a fire extinguisher are in the vehicle and in good conditions.
- Use headlights any time the vehicle is moving.
- Do not exceed the manufacturer's specifications for speed.

S-12.3 Motorcycle Use

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

S-12.4 Utility Vehicles

Complete a Utility Vehicle Safety Training Course prior to operating a utility vehicle.

When operating a utility vehicle:

- Wear seat belts where provided.
- Ensure that the utility vehicle is modified to limit maximum speed to 15 MPH or less.

S-12.5 Seat Belts

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

S-12.6 Passengers

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

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

S-12.7 Maintenance/Inspections

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

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

S-12.8 Backing

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

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

When backing vehicles other than automobiles and pickup trucks:

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

S-12.9 Parking

When parking vehicles:

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

S-12.9.1 Fouling Tracks or Roadways

Except when necessary to perform duties, do not park vehicles or trailers where they foul tracks or roadways. If they do foul tracks or roadways, never leave them unattended without the proper protection.

S-12.10 Work Under Vehicles or Trailers

Do not sit or lie underneath vehicles or trailers, except when inspecting or repairing them, and then make sure that the:

- Brakes are set.
- Wheels are blocked.
- Engine is stopped.
- Proper support stands are in place.

Do not sit or lie under a raised vehicle or trailer supported only by a jack.

S-12.11 Transporting Tools and Material

Properly secure tools, equipment, material and freight. Do not transport hazardous materials, such as gasoline and solvents, in passenger compartments. Transport gasoline or other flammable material in a DOT-approved container. When transporting hazardous materials, follow federal and state placarding and shipping document regulations.

S-12.12 Special Equipment Mounted on Vehicles or Trailers

Only qualified personnel may operate special equipment, such as winches, cranes and hoists, mounted on vehicles or trailers. When operating vehicles with special equipment:

- Inspect the equipment frequently.
- Do not exceed load limits.
- Make sure outriggers are in place.
- Secure the equipment in the proper position before moving the vehicle.
- Comply with the manufacturer's instructions.

S-12.13 Trailers

S-12.13.1 Required Equipment

Trailers must be equipped with:

- Safety chains (except fifth-wheel or gooseneck trailers).
- Required stop, tail, directional, and clearance lights.
- Electrical connectors that are compatible in size and design with those on the designated towing vehicle.

S-12.13.2 Inspection

Before towing trailers, inspect equipment and material loaded on the trailer, and inspect the following to make sure they are operable:

- Tires.
- Brakes (if equipped).
- Hitches and locking devices.
- Safety chains (if equipped).
- Electrical connections and lights.

If the vehicle and trailer hitch are not compatible in size and design, or if locking devices are defective, do not tow the trailer.

S-12.14 Accidents/Incidents

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

S-12.15 Clerical Instructions for Transporting BNSF TY&E Crews

These requirements shall apply when operating a vehicle both on and off company property unless specifically stated otherwise.

S-12.15.1 General

1. New drivers must view the defensive driving and Operation Lifesaver videos before transporting crews. Within 60 days of accepting an assignment transporting crews, drivers must complete a state-certified defensive driving course and an Operation Lifesaver class. All drivers already transporting crews must view the defensive driving and Operation Lifesaver videos immediately and attend a state-certified defensive driving course and an Operation Lifesaver class within 60 days.
2. Contact the State Highway Authority before departure if there is any possibility of inclement weather. If either the driver or passengers feels that conditions may be unsafe for travel based on reported or actual weather conditions, they may immediately terminate the trip. Immediately notify the dispatcher and your supervisor if the trip is canceled or delayed.
3. All vehicles used to transport passengers shall be maintained in good repair, and shall be clean and in safe operating condition.

S-12.15.2 Before Operating the Vehicle

1. Inspect the vehicle daily before leaving the parking area, using the Crew Hauler Vehicle Checklist. If any item is not satisfactory (NS), correct the problem immediately and note it in the comments section. If the problem cannot be corrected or protected, notify your supervisor and do not drive the vehicle.
2. Restock any missing safety equipment.

S-12.15.3 When Picking Up Employees

1. Park the vehicle in a secure and accessible location. Park off public roadways whenever possible.
2. Secure the vehicle against movement by placing the vehicle in park (low gear if it is a manual transmission), engaging the parking brake, and shutting down the engine. If vehicle is not parked in a designated loading zone or parking lot, activate the vehicle flashers and place high visibility devices (flares or reflective triangles) in front of and behind the vehicle.
3. Assist passengers with baggage as requested. Make sure baggage is securely stowed against movement in the designated storage area.

4. Conduct a job safety briefing. The briefing must include, at a minimum, the location of emergency equipment, the results of the vehicle inspection, the route of travel, expected weather/road conditions, and how to obtain emergency assistance. Ask if anyone is First Aid/CPR qualified. Remind passengers of the no-smoking policy. If provided, the Division Superintendent's Job Safety Briefing audiocassette will be played to supplement the driver's trip-specific job safety briefing.
5. Do not move the vehicle until all luggage is stowed, doors are closed and locked, passengers are seated, and seat belts are fastened, properly securing passengers in an upright position.

S-12.15.4 When Traveling

1. Request assistance to direct the vehicle movement when backing if visibility is limited.
2. Do not play loud music or engage in conversation that would be a distraction from driving. Do not eat or drink while the vehicle is moving.
3. During inclement weather:
   - Slow down.
   - Do not use the cruise control.
   - Apply traction devices as needed (for example, snow chains).

   If requested, or if in your opinion it is unsafe to proceed, pull off the road at a secure location until the weather clears sufficiently to drive.
4. Proceed directly to the destination without any other stops unless directed by the train dispatcher or other designated railroad authority.
5. If any passenger removes any part of his or her seatbelt or lies back, stop the vehicle until the seatbelt is being worn correctly.
6. Crossings within yard facilities: Move at a speed that allows the vehicle to be stopped within 50 feet of and no closer than 15 feet (where possible) to the rail at any crossing. Listen and look in each direction for an approaching train or on-track equipment before proceeding over the crossing. Stop signs or other traffic control devices take precedence over these directions.

   Crossings outside yard facilities not equipped with automatic warning devices (lights, gates, bells or any combination thereof): Stop within 50 feet, but not less than 15 feet from the nearest rail. Look in both directions and listen for an approaching train or on-track equipment before proceeding over the crossing.

S-12.15.5 Crew Hauling On-Duty Time

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

1. **Long Haul**—Hauling employees from one city to another.

   Employee will adhere to the BNSF policy prohibiting drivers from transporting railroad employees at any time when:

   a. The driver has completed a total of ten (10) hours of driving since last obtaining eight (8) consecutive hours of off-duty time; or

   b. The driver's combined on-duty and drive time hours equal fifteen (15) hours since last obtaining eight (8) consecutive hours of off-duty time; or

   c. The total number of hours of on-duty and drive time exceeds seventy (70) hours in any period of eight (8) consecutive days.

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

2. **In-Terminal**—Hauling employees within a city and driving on roads with posted speed limits below 55 mph.

   When hauling employees in-terminal, the above railroad policy shall not apply.

3. **Combined Long Haul and In-Terminal**—In calculating the total hours of on-duty and drive time as required for adherence to the BNSF Policy for Long Haul drivers, both long haul and in-terminal on-duty and drive hours will be counted to determine whether a driver may be permitted to perform long haul service. When an employee goes from long haul to in-terminal service, the on-duty and drive time will not apply.

Crew Hauler Vehicle Checklist

Vehicle ID No. _____ Mileage _____ Date & Time _____

Inspected by _____ Signature _____

Vehicle shall be inspected daily by the driver and the inspection documented on this form. ALL ITEMS SHALL BE APPROPRIATELY MARKED (S, NS, or NA) FOR THIS INSPECTION TO BE COMPLETE. For any item marked NS, correct or protect the problem if possible and describe it and the action taken in "COMMENTS." If the problem cannot be corrected or protected, do not use the vehicle, and immediately notify your supervisor. This form is to be filed upon completion of the driver's shift and retained for 12 months.

__ Tire tread and inflation	__ Mirrors and windows clean	__ Clean and orderly
__ Door handles and locks	__ Windshield wipers and blades	__ First Aid kit
__ Trunk lock	__ Dash gauges working	__ Comm. equipment
__ Spare tire (inflated)	__ Fuel level	__ Brakes
__ Emergency road kit	__ Battery	__ Parking brakes
__ Snow chains	__ Engine temperature	__ Horn
__ Fluid levels (oil, etc.)	__ Interior lights	__ Back up alarm
__ Head, tail and brake lights	__ Air conditioning/heating	__ Seat belts
__ Turning signals	__ Tools and jack	__ Fire extinguisher
__ Emergency flashers	__ Traction devices	__ Radio operational
__ Baggage area (restraints)		

S = SATISFACTORY NS = NOT SATISFACTORY NA = NOT APPLICABLE

Comments: _____

_____

REMINDER: Always conduct a job safety briefing with passengers prior to departure.

S-13.0 On or Near Tracks, Locomotives and Rail Cars

S-13.1 General Requirements

S-13.1.3 Tracks

A. Crossing Tracks

When crossing tracks:

- Do not cross within 25 feet of the end of standing equipment.
- Do not cross in front of approaching equipment, unless you are sufficiently ahead of the equipment to cross safely.

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While within the limits of a designated mechanical facility, when crossing between standing equipment that is not under blue signal protection:

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

1. Speed limits for all equipment on the track is 5 MPH or less, and;
2. Check for movement is made prior to crossing track, and;
3. Distance is sufficient to allow safe passage should there be unexpected movement, and;
4. Designated walkways are used, when available.

B. Stepping On Rails

Step over, not on:

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

Watch for conditions that could interfere with footing.

C. Fouling Track

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

S-13.1.4 Sitting or Standing

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

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

S-13.8 Fusees and Torpedoes

S-13.8.1 Storing Fusees and Torpedoes

Store fusees and torpedoes as follows:

- Store them in approved metal containers in motor vehicles and other designated equipment.
- Store them in flagging kits or racks in engines and cabooses.
- Do not leave them on floors, seats, or walkways.
- Keep them away from high temperatures, open flames, combustibles, and locations where they may become wet.
- Store them, when possible, in a locked compartment not intended for passenger occupancy where unauthorized persons cannot obtain them.

- At fixed facilities, keep fusees and torpedoes in original shipping containers, and store in a flammable storage cabinet meeting NFPA standards. Do not store other flammable or nonflammable material in the same cabinet. Store the minimum amount needed, but no more than a 60-day supply.

S-13.8.2 Disposing of Damaged Fusees and Torpedoes

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

S-15.0 Oxygen and Fuel Gas

S-15.1 Storing Gas Cylinders

Follow these requirements for storing gas cylinders:

1. Store oxygen, acetylene, and fuel gas cylinders with the valve end up.
2. When oxygen, acetylene, and fuel gas cylinders are not in use or when they are empty, close their valves tightly and put the protective cap in place.
3. Secure gas cylinders to protect them from damage. No more than three cylinders may be chained together.
4. Store gas cylinders in a well-ventilated area away from elevators, stairs, and gangways.
5. Separate oxygen cylinders from acetylene and other fuel gas cylinders as follows:
   - Separate them by at least 20 feet.

     or
   - Separate them with a noncombustible barrier at least 5 feet high with a fire resistance rating of at least a 1/2 hour.

     Exception: This does not apply to cylinders in use or ready for immediate use. Secure these cylinders in suitable racks or cabinets on trucks or in fixed locations.
6. Store oxygen cylinders at least 20 feet away from flammable material, especially oil, grease, paint, or any substance that could cause or intensify a fire. Do not store, use in, or convey oxygen through a paint shop or any paint storehouse.
7. Do not store gas cylinders near heat sources such as furnaces or boilers. In locations with extreme temperatures, screen gas cylinders stored outdoors from the sun.
8. Store empty and full gas cylinders separately. Mark empty cylinders as EMPTY or MT.

S-15.2 Testing for and Handling Leaks

S-15.2.1 Testing for Leaks

When testing for leaks, use soapy water with a nonfat base. Do not use an open flame.

S-15.2.2 Handling Leaks

If a welding gas cylinder is leaking:

1. Remove the cylinder to an open area away from possible ignition sources.
2. Allow the cylinder to drain completely.
3. Close the valve.
4. Tag the cylinder indicating the defect.
5. Return the cylinder to the supplier.

S-15.3 Mixing Gases

Do not mix gases in a cylinder or refill a cylinder.

S-15.4 Handling and Transporting Gas Cylinders

When handling or transporting gas cylinders:

1. Do not handle oxygen cylinders with oily or greasy hands or gloves.
2. Securely chain or clamp gas cylinders with valve ends up.
3. Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand-tight, except when cylinders are in use or connected for use.
4. Do not remove or change numbers or marks stamped on gas cylinders.
5. Gas cylinders may be difficult to carry by hand because of their shape, smooth surface, and weight. Gas cylinders may be rolled on their bottom edge but never dragged.
6. Follow these lifting restrictions:
   a. Do not lift a compressed gas cylinder with an electromagnet.
   b. Do not lift a gas cylinder by its valve cap.
   c. When using a crane or derrick to lift a gas cylinder, secure it to the crane hook with a cylinder sling or place it in a cradle or suitable platform.
7. Contact the gas supplier when you are unsure of how to properly handle a compressed gas cylinder or its contents.

When transporting compressed gas cylinders in a company vehicle on other than BNSF property:

1. Secure cylinders tightly with a chain, strap or equivalent device, and close cylinder valve.
2. Always secure cylinders in a closed compartment when available. Cylinders must not be placed or transported in a passenger-carrying compartment.

S-15.5 Changing Gas Cylinders

Before changing or disconnecting a gas cylinder, close the cylinder valve and individually drain hoses to remove any gas mixture. Do not open a cylinder valve unless the cylinder is secured.

S-20.0 Work Environment

S-20.1 Protection for Openings

Keep covers on drop pits, manholes, or similar openings. When necessary to remove the covers, use the proper barricades or guard rails to protect the opening.

Do not step or jump across pits, manholes, or similar openings.

S-20.2 Clearances and Obstructions

S-20.2.1 Overhead and Side Obstructions

Do not contact overhead or side obstructions on or near the right of way.

S-20.2.2 Communication/Signal Wires

Do not touch broken or sagging communication and signal wires, power lines, and guy wires. Repair wires and power lines only if you are qualified to do so. Do not use metal or metal-reinforced tape near wires.

S-20.3 Confined Space

Consider all confined spaces hazardous unless proven otherwise. All employees and subcontractors must have a permit before entering a permit-required confined space.

S-20.4 Machine Operation

Unauthorized persons must not be on hoists, machines, or any shop machinery, or distract employees operating such equipment.

S-20.5 Office Environment

S-20.5.1 Office Equipment Arrangement

Arrange office equipment to keep aisles and emergency exits clear.

S-20.5.2 Filing Cabinets and Desks

Arrange contents of filing cabinets to balance the cabinet.

Distribute contents throughout the cabinet rather than in the top drawer; place the heavier materials in the bottom drawer.

Arrange the material neatly and keep the cabinet and desk drawers closed while unattended.

Do not use the top of cabinets for storage.

S-20.5.3 Chairs

Do not scoot across floors or stand on chairs with casters. Keep all chair legs on the floor.

S-20.5.4 Cords

In walking areas, encase the telephone or electrical cords in cord protectors, or properly secure them.

S-20.5.5 Paper Cutters

Use paper cutters and other office equipment carefully, keeping body parts clear. Close and secure the paper cutter blade after use.

S-20.5.6 Reaching Overhead

Use a ladder or step stool to reach overhead objects.

S-21.0 Personal Protective Equipment and Clothing (PPE)

S-21.1 Personal Protective Equipment Requirements

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

- Hard hats with minimum six-point suspension.

  Exception: If the hard hat currently being worn has fewer than six points of suspension, it may continue to be used until it is worn out or damaged. The replacement hard hat must have a minimum six-point suspension.

- Safety glasses with permanently mounted side shields and authorized by BNSF. Authorized tints for safety glasses are Rose #1 and #2 and Grey #1 indoors; Rose #1 and #2 and Grey #1, #2 and #3 outdoors. No other tinting is permitted. Mirror-like lenses and amber ("shooters") lenses are prohibited.
- Safety boots.
- Hearing protection (ear plugs/ear muffs) when entering designated hearing protection areas, while performing designated jobs/activities, or in situations where the noise requires you to raise your voice during normal conversation at a distance of 3 feet.

- Hand protection when there is a risk of exposure to harmful substances, punctures, severe abrasions, lacerations or cuts, chemical or thermal burns, high voltage, vibration, temperature extremes, or infectious biological agents.
- Enhanced-visibility work wear (reflective lime green, yellow, or orange) when working at derailment sites, grade crossings, on work trains, or at intermodal facilities. At intermodal facilities, checkpoint employees must wear enhanced-visibility vests. Roadway workers, when working on or near track, must wear at least one item of high-visibility, orange work wear. (At night, the work wear must be retro-reflective.) The following items meet high-visibility requirements: radio waist belt/harness, radio belt, striping, welding jacket, hard cap/hat with reflective markings, and hard cap/hat with high-visibility cover.

Exceptions

- Personal protective equipment (PPE) is not required in offices, automobiles on paved surfaces, or passenger-carrying rail cars.
- Hard hats: Not required for Train, Yard, and Engine (TY&E) employees except when performing work service with Maintenance of Way, at derailments, or as directed by supervisor. Not required in vehicles or equipment with overhead protection.
- Safety boots and safety glasses: Not required when excepted by contractual agreements.

Off-the-Job-Use

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

Other

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

S-21.1.1 Approved Equipment

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

S-21.2 Personal Protective Clothing Requirements

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

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

S-21.2.1 Special Protective Clothing

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

S-21.2.2 Safety Boots

Safety boots must meet the following criteria:

- Leather or leather-like upper.
- Sturdy non-leather sole that will resist puncture.
- 3/8- to 1-inch defined instep.
- Rounded toe.
- Above ankle (5-inch height as measured from inside boot).

- Minimum ANSI Z41.1—75-pound (100 pounds in Canada) impact and compression class toe.
- Chemical resistant.
- Lace-up.

S-21.2.3 Protective Gloves

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

S-21.3 Respirator Selection and Use

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

S-21.3.1 Respiratory Protection Program

All BNSF employees who use a respirator must comply with the practices and procedures outlined in the Respiratory Protection program. If you use a respirator, even if such use is voluntary, you must:

- Be trained and fit-tested annually for the specific make and model of the respirator used.
- Be medically qualified annually.
- Be clean-shaven where the respirator seal meets the face.
- Inspect your respirator prior to use.
- Clean and properly store respirator following use.

S-21.4 Dark Lens Eye Protection

Except when welding or operating a torch, do not wear dark lens goggles or glasses at night or when working inside buildings/shops.

Photo-grey or transition lenses are not to be worn by personnel operating mobile equipment from outdoor to indoor locations, or by personnel who perform similar tasks requiring critical activity or fast reaction to visual stimuli.

S-21.5 Hearing Protection

Wear hearing protection if you work in the following areas:

- On a locomotive under load.

  Exception: When all doors and windows are closed, hearing protection is not required inside the control compartment of GE locomotives B40-8W, C40-8W, B40-8, and C44-9W, and EMD locomotives GP60M, SD60M, SD70M, and SD70MAC.
- Within 100 feet of humping or retarder operations.
- In a high-noise area required by posted notice or special instructions.
- In an area where continuous noise requires you to raise your voice to be heard at a distance of 3 feet.

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

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

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

S-21.31 Eye and Face Protection Chart (PPE)

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

S-21.32 Work Glove Chart (PPE)

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

S-21.33 Respiratory Protection Chart (PPE)

Respirators Used at BNSF X = see footnote 3 O = see footnote 4	Air Purifying Cartridges to Use with Reusable Half or Full Mask					
	Multi-Contaminant/ P100	P100-HEPA	Powered Air Purifying (PAPR)		Atmosphere Supplying	
			P100-HEPA	Multi-Contaminant/ P100	Supplied Air	Supplied Air Blasting Helmet
Asbestos (footnote 1)		X	X		X	
Ballast, sand, and taconite dust (visible)		X	X			
Dust or mist (nuisance)		O				
Pesticide/insecticide application	O					

1. Cutting, drilling, or otherwise disturbing asbestos-containing materials.
3. Required company-wide for operation or material. Specific selection will depend on protection factor of respirator, concentration of chemical agent, and individual's physical condition. Consult Industrial Hygiene for specific selection.
4. This would be an appropriate selection if a respirator is not required at a specific location but an individual would prefer to wear a respirator.
NOTE: This chart is for informational purposes only. It is NOT a guide for selecting respirator protection. Industrial Hygiene will determine the correct respirator configuration based on material, exposure, and task. Consult Industrial Hygiene for information on materials or operations not listed in this chart.

S-23.0 Railroad Radio Rules

S-23.1 Transmitting

Any employee operating a radio must do the following:

- Before transmitting, listen long enough to make sure the channel is not being used.
- Give the required identification.
- Not proceed with further transmission until acknowledgment is received.

S-23.2 Required Identification

Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following in this order:

For base or wayside stations:

- Name or initials of the railroad.
- Name and location or other unique designation.

For mobile units:

- Name or initials of the railroad.
- Train name (number), engine number, or words that identify the precise mobile unit.
- If communication continues without interruption, repeat the identification every 15 minutes.

Short Identification

After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

S-23.3 Repetition

An employee who receives a transmission must repeat it to the person transmitting the message, except when the communication:

- Concerns switching operations.
- Is a recorded message from an automatic alarm device.

  or

- Is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

S-23.4 Over

The employee transmitting must say, "Over" to the employee receiving the transmission when the communication is complete and a response is expected.

S-23.5 Out

The employee transmitting must give the required identification and say, "Out" to the employee receiving the transmission when the communication is complete and no response is expected.

S-23.6 Communication Not Understood or Incomplete

An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it was not sent.

Exception: An employee who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.

S-23.7 Monitoring Radio Transmissions

Radios in attended base stations or mobile units must be turned on to the appropriate channel with the volume loud enough to receive communications. Employees attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

S-23.8 Acknowledgment

An employee receiving a radio call must acknowledge the call immediately unless doing so would interfere with safety.

S-23.9 Misuse of Radio Communications

Employees must not use radio communication to avoid complying with any rule.

S-23.10 Emergency Calls

Emergency calls will begin with the words "Emergency," "Emergency," "Emergency." These calls will be used only to cover initial reports of derailments, collisions, storms, washouts, fires, track obstructions, property damage, or injury to employees or the public. Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not send any communication until they are certain no interference will result.

When monitoring marine radios to allow water traffic to pass under or through railroad bridges, the words "Mayday" will be used by marine traffic for distress calls and "Pan-Pan" for urgency signals. Absolute priority is to be given over other communications when heard.

S-23.11 Prohibited Transmissions

Employees must not transmit a false emergency or an unnecessary or unidentified communication. Employees must not use indecent language over the radio. Employees must not reveal the existence, contents, or meaning of any communication (except emergency communications) to persons other than those it is intended for, or those whose duties may require knowing about it.

S-23.12 Fixed Signal Information

Employees must not use the radio to give information to a train or engine crew about the name, position, aspect, or indication displayed by a fixed signal, unless the information is given between members of the same crew or the information is needed to warn others of an emergency.

S-23.13 In Place of Hand Signals

When the radio is used instead of hand signals, information must include the direction and distance to be traveled.

Movement must stop within half of the distance specified unless additional instructions are received.

S-23.14 Transmitting Track Warrants and Track Bulletins

When transmitted by radio, track warrants and track bulletins must be transmitted according to applicable operating rules and the following:

- The train dispatcher must state that a track warrant or track bulletin will be transmitted.
- The employee must inform the train dispatcher when ready to copy. An employee operating the controls of a moving engine may not copy track warrants or track bulletins. In addition, track warrants or track bulletins must not be transmitted to the crew of a moving train if the conductor, engineer, or train dispatcher feels that the transmission could adversely affect the safe operation of the train. Within ABS territory, when train is operating on a block signal indication requiring movement at restricted speed or prepared to stop short of next signal, the train must be stopped before a track warrant extending the existing main track authority is copied.
- The employee receiving track warrants or track bulletins must copy them in writing using the format outlined in the operating rules.

S-23.15 Phonetic Alphabet

If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial, except initial letters of railroads.

S-23.16 Assigned Frequencies

The railroad must authorize any radio transmitters used in railroad service. Radio transmitters must operate on frequencies the Federal Communications Commission assigns the railroad. Employees are prohibited from using other transmitters or railroad frequencies not assigned to that particular territory.

S-23.17 Radio Testing

Employees must test the radios at the beginning of each shift to verify that the radios are working.

The radio test must include an exchange of voice transmissions with another radio. The test must confirm the quality of the radio's transmission.

S-23.18 Malfunctioning Radio

Malfunctioning radios must not be used. As soon as possible, notify each crew member and the train dispatcher or other affected employees that the radio is not working.

S-23.19 Blasting Operations

Employees must not operate radio transmitters located less than 250 feet from blasting operations.

S-23.20 Internal Adjustments

Employees are prohibited from making internal adjustments to a railroad radio unless they are specifically authorized by the FCC or hold a current Certified Technicians Certificate. Employees authorized to make adjustments must carry their FCC operator license, Certified Technicians Certificate, or verification card while on duty.

S-23.21 Mobile Radio Access System (MARS)

MARS is a radio system. Employees using the system must avoid using the MARS for personal business, including:

- Phone calls home.
- Access to tape-recorded crew lineup information.

S-25.0 Job Tools

S-25.1 Job Safety Briefing

Who

All individuals involved in a task.

What

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

Why

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

When

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

Where

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

How

The following elements are essential to any job safety briefing:

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

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

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

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

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

S-25.2 Stretches

Overview

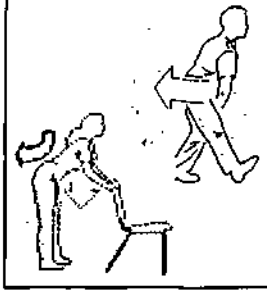
Check with your physician before beginning a new exercise program, or if you have had recent joint trouble, muscle problems, or surgery.

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

Benefits

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

Back of Leg



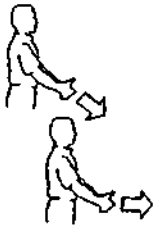
Put one foot forward, on heel. Bend back knee slightly. Bend forward at hips with straight back. Support upper body with hands on your bent knee. Arch your back slightly. Gently move your butt straight back to put tension on the back of leg.

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

Front of Hip

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

Upper Back



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

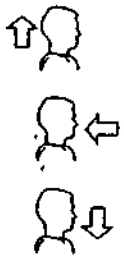
Foreman

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

Shoulder and Arm

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

Back of Neck

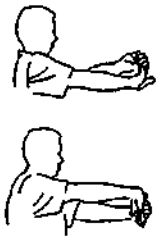


Stretch up as tall as you can through your spine. Tuck chin into neck. Lower your chin slightly until a mild stretch is felt. Hold until tension goes away.

Side of Neck

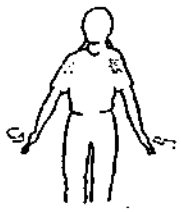
Stand or sit up with "Tall" posture. Tip ear toward shoulder. Hold mild stretch until tension goes away. Keep head tipped and rotate chin down towards shoulder. Hold until tension goes away. Lower chin towards shoulder. Hold until tension goes away.

Chest



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

Upper Arm and Lower Back



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

Tips for People Leading Stretches

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

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

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

S-26.0 Policies

S-26.1 Conflict of Interest

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

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

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

S-26.3 Medical Examinations

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

S-26.4 Sexual Harassment

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

1. An individual must submit to the conduct as a term or condition of employment.
2. If an individual submits to or rejects the conduct, that action is used to influence decisions affecting the individual's employment.

   or

3. The conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

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

S-26.6 Smoking

It is BNSF's policy to completely prohibit smoking on all enclosed properties by employees, customers, vendors, and guests. Outdoor smoking should not interfere with non-smokers' rights to clean air as they enter and leave buildings.

"Smoking" will mean inhaling, exhaling, carrying, or burning any lighted pipe, cigar, cigarette, or other item which emits smoke.

"Enclosed property" will mean all BNSF- owned or leased office space or buildings, shops, automobiles, rail or work equipment vehicles, locomotives, cabooses, and all other railroad rolling stock.

"Employee" will mean all exempt and scheduled employees and other persons working for BNSF as consultants, private contractors, temporary employees, or in similar capacities.

S-26.7 Telecommunication Usage

Objective

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

Scope

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

Policy

General

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

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

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

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

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

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

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

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

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

Public Telephone Network and Long Distance Service

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

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

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

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

800 Service

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

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

Cellular Phones

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

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

Telephone Calling Cards

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

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

Facsimile Machines

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

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

Modems

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

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

Foreign Equipment

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

Voice Messaging (Phone Mail)

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

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

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

Pagers

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

Audio and Video Teleconferencing

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

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

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

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

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

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

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

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

S-26.9 Equal Employment Opportunity Policy and Program

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

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

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

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

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

Signed by Robert D. Krebs
President and Chief Executive Officer

S-26.10 Vietnam Era Veterans and Disabled Veterans Policy

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

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

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

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

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

Signed by Robert D. Krebs
President and Chief Executive Officer

S-26.11 Qualified Disabled Individuals Policy

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

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

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

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

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

Signed by Robert D. Krebs
President and Chief Executive Officer

S-27.0 Programs

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

S-27.1 Asbestos Control

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

S-27.2 Back Conservation

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

S-27.3 Bloodborne Pathogens Exposure Control

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

S-27.4 Confined Space

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

S-27.5 Electrical Safety

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

S-27.6 Exposure Assessment

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

S-27.8 Forklift Safety

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

S-27.9 Hazard Communication

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

S-27.10 Hazardous Materials Training

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

S-27.11 Hearing Conservation

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

S-27.13 Lockout/Tagout (LOTO)

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

S-27.14 Policy for Employee Performance Accountability

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

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

S-27.15 Respiratory Protection

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

S-27.16 Safety Risk Evaluation

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

S-27.17 Temperature Extremes

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

S-28.0 General Responsibilities

S-28.1 Safety

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

S-28.1.1 Maintaining a Safe Course

In case of doubt or uncertainty, take the safe course.

S-28.1.2 Alert and Attentive

Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

S-28.1.3 Accidents, Injuries, and Defects

Report by the first means of communication any accidents; personal injuries; defects in tracks, bridges, or signals; or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

S-28.1.4 Condition of Equipment and Tools

Employees must check the condition of equipment and tools they use to perform their duties. Employees must not use defective equipment or tools until they are safe to use. Employees must report any defects to the proper authority.

S-28.1.5 Inspection After Derailment

After derailed equipment has been rerailed, employees must check the condition of the track to ensure that it is safe for the equipment to proceed.

S-28.2 Personal Injuries and Accidents

S-28.2.1 Care for Injured

When passengers or employees are injured, do everything possible to care for them.

S-28.2.2 Witnesses

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses, and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after. The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

The employee in charge must also obtain the license numbers of nearby automobiles. When necessary, other employees can assist in obtaining this information, which must be included in reports covering the incident.

Where signaling devices are provided or a flagman is on duty, the employee in charge and assisting employees must try to determine who, among the witnesses, can testify whether the signaling devices were functioning properly or if the flagman was performing his duties properly.

When possible, obtain the names of witnesses who can testify about the bell and whistle signals.

S-28.2.3 Equipment Inspection

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The person in charge must secure and maintain custody of the equipment involved, until the Claims Department is contacted and determines disposition.

S-28.2.4 Mechanical Inspection

When engines, cars, or other equipment are involved in an accident that results in personal injury or death, the equipment must be inspected before it leaves the accident site.

A mechanical department employee must further inspect the equipment at the first terminal. This employee must promptly report inspection results to the proper manager.

S-28.2.5 Reporting

A. Injuries to Employees

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

If after the initial report of an injury, employees seek medical attention for a work-related injury, they must contact the appropriate supervisor and update their status.

A personal injury that occurs while off duty that will in any way affect employee performance of duties must be reported to the proper manager as soon as possible. The injured employee must also complete the prescribed written form before returning to service.

B. Injuries to Non-Employees

All injuries to non-employees (passengers, trespassers, etc.) on company property that do not result from an on-track equipment accident must be immediately reported to the proper manager and the prescribed form completed.

C. Employees with Information Concerning Injuries

Employees with information concerning an accident or injury to themselves, another employee, or a non-employee must immediately report the information to the proper manager and complete the prescribed form.

D. On-Track Equipment Accidents

All accidents (collisions, derailments, rail-highway grade crossing accidents, etc.) involving on-track equipment must be immediately reported to the proper manager and the prescribed form completed.

E. Other Accidents Involving Damage or Loss

All other accidents (theft, vandalism, company vehicle accidents, fires, etc.) involving damage or property loss that do not result from on-track equipment accidents must be immediately reported to the proper manager and the prescribed form completed.

S-28.2.6 Statements

Except when authorized by the proper manager:

- Information concerning accidents or personal injuries that occur to persons other than employees may be given only to an authorized representative of the railroad or an officer of the law.
- Information about the facts concerning the injury or death of an employee may be given only to the injured employee, an immediate relative of the injured or deceased employee, an authorized representative of the railroad, or an officer of the law.
- Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may only be given only to an authorized representative of the railroad.

S-28.2.7 Furnishing Information

Employees must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violations.

S-28.3 Rules

S-28.3.1 Rules, Regulations, and Instructions

Safety Rules. Employees must have a copy of, be familiar with, and comply with all safety rules issued in a separate book or in another form.

General Code of Operating Rules. Employees governed by these rules must have a current copy they can refer to while on duty.

Hazardous Materials. Employees who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Employees must be familiar with and comply with these instructions or regulations.

Air Brakes. Employees whose duties are affected by air brake operation must have a copy of the rules and instructions for operating air brakes and train handling. Employees must know and obey these rules and instructions.

Timetable/Special Instructions. Employees whose duties are affected by the timetable/special instructions must have a current copy they can refer to while on duty.

Train Dispatchers and Control Operators. The train dispatchers and control operators must have a copy of the rules and instructions for train dispatchers and control operators. They must be familiar with and obey those rules and instructions.

Classes. Employees must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations.

Explanation. Employees must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

S-28.4 Carrying Out Rules and Reporting Violations

Employees must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor. They must also report any condition or practice that may threaten the safety of trains, passengers, or employees, and any misconduct or negligence that may affect the interest of the railroad.

S-28.5 Drugs and Alcohol

The use or possession of alcoholic beverages while on duty or on company property is prohibited. Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty, or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

S-28.6 Conduct

Employees must not be:

1. Careless of the safety of themselves or others.
2. Negligent.
3. Insubordinate.
4. Dishonest.
5. Immoral.

6. Quarrelsome.

   or

7. Discourteous.

S-28.6.1 Suitable Language

Employees on duty must refrain from using boisterous, profane, sexist, or vulgar language.

S-28.7 Altercations

Employees must not enter into altercations with each other, play practical jokes, or wrestle while on duty or on railroad property.

S-28.8 Appearance

Employees reporting for duty must be clean and neat. They must wear the prescribed uniform when required.

S-28.9 Respect of Railroad Company

Employees must behave in such a way that the railroad will not be criticized for their actions.

S-28.10 Games, Reading, or Electronic Devices

Unless permitted by the railroad, employees on duty, must not:

- Play games.
- Read magazines, newspapers, or other literature not related to their duties.

  or

- Use electronic devices not related to their duties.

S-28.11 Sleeping

Employees must not sleep while on duty. Employees reclined with their eyes closed will be in violation of this rule.

S-28.12 Weapons

While on duty or on railroad property, employees must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches. Employees may possess these weapons only if they are authorized to use them to perform their duties, or if they are given special permission by the designated manager.

S-28.13 Reporting and Complying with Instructions

Employees will report to and comply with instructions from supervisors who have the proper jurisdiction. Employees will comply with instructions issued by managers of various departments when the instructions apply to their duties.

S-28.14 Duty—Reporting or Absence

Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority.

Employees must not be absent from duty without proper authority. Except for a scheduled vacation period, authorized absence in excess of ten (10) calendar days must be authorized by formal leave of absence, unless current agreement differs.

S-28.15 Subject to Call

Employees subject to call must indicate where they can be reached and must not be absent from their calling place without notifying those required to call them.

S-28.16 Hours of Service Law

Employees must be familiar and comply with the requirements of the federal hours of service law. Employees are expected to use off-duty time so they are prepared for work.

If an employee is called to report for duty before legal off-duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off-duty time has not expired.

A. Notification

When communication is available, employees must notify the train dispatcher or another authority of the time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

B. Exceeding the Law

Employees must not exceed the hours of service law without proper authority. However, they must not leave trains, engines, or cars on the main track without proper protection. Employees must secure trains properly and, if possible, before they exceed the hours of service. Except as provided by this paragraph, employees are then relieved of all duties.

S-28.17 Unauthorized Employment

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

S-28.18 Care of Property

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use.

S-28.18.1 Company Vehicles

Drivers of company vehicles must:

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

S-28.19 Alert to Train Movement

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

Employees must not stand on the track in front of an approaching engine, car, or other moving equipment.

Employees must be aware of location of structures or obstructions where clearances are close.

S-28.20 Occupying Roof

Employees whose duties require them to occupy the roof of a car or engine must do so only with proper authority and when the equipment is standing.

S-28.21 Not Permitted on Equipment

Unauthorized persons must not be permitted on equipment.

S-28.21.1 Unauthorized People

When an employee sees someone who should not be on BNSF property, the employee should notify the railroad police or railroad supervisor.

S-28.22 Altering Equipment

Without proper authority, employees must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function of any device or equipment on engines, cars, or other railroad property, except in the case of an emergency. Employees must report to the proper supervisor changes made in an emergency.

S-28.23 Clean Property

Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced. Only information authorized by the proper manager or required by law may be posted on railroad property.

S-28.23.1 Avoid Littering

Do not throw articles from any of the following:

- Locomotives.
- Cars.
- Moving equipment.
- Company motor vehicles.
- Doors and windows of buildings.

S-28.24 Credit or Property

Unless specifically authorized, employees must not use the railroad's credit and must not receive or pay out money on the railroad account. Employees must not sell or in any way get rid of railroad property without proper authority. Employees must care for all articles of value found on railroad property and promptly report the articles to the proper authority.

S-28.24.1 Proper Use of Postage

Employees may not use company postage for personal mail.

S-28.25 Gratuities

Employees must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad unless authorized by the proper manager.

S-28.26 Divulging Information

Employees who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:

- Correspondence.
- Reports.
- Books.
- Bills of Lading.
- Waybills.
- Tickets.
- Statistics.

- Electronic mail.
- Any document marked as "Confidential."

Employees are to ensure that data on the company's financial performance and documentation supporting transactions are kept confidential.

S-28.26.1 Requirements for Disclosing Company Information

A. Definition of Company Information

Company information consists of all information concerning the company and its employees, customers and suppliers.

B. Proper Disclosure

Company information belongs solely to the company and is considered confidential. Employees may disclose company information externally only for legitimate business purposes and only if the supervisor approves. Employees must use the normal authorization channels to disclose company business.

Without proper authorization, employees must not:

- Access, use, retain, modify, or distribute company information.

  or

- Use company computing and telecommunications equipment.

Unauthorized users of company equipment or information may receive disciplinary or legal action.

S-28.26.2 Monitoring of Company Information

Without notifying the user, BNSF may at any time monitor or record access to company information or computing and telecommunications equipment.

Any information electronically collected, stored, processed, or transmitted on company computing and telecommunications equipment is the property of BNSF. BNSF may at any time monitor or record such information on BNSF equipment.

S-28.27 Fire

Employees must take every precaution to prevent loss and damage by fire.

Employees must report promptly to the train dispatcher any fires seen on or near the right of way, unless the fires are being controlled. If there is danger of the fire spreading to a bridge or other structure, crew members must stop their train and help extinguish the fire.

Cause of fire, if known, must be promptly reported.

S-28.61 Encroachment

Encroachment on railroad property, including building occupancy or the unauthorized dumping or storage of material, is prohibited.

When observing outside parties performing work that may encroach on the right-of-way, report the location and the nature of work to the proper authority.

S-28.61.1 Authorized on Railroad Property

Persons must be authorized to be on railroad property, which includes:

- Buildings.
- Facilities.
- Repair tracks.
- Team tracks.

- Other railroad property.

Persons authorized to be on railroad property must wear protective equipment where required.

S-28.62 Legal Summons

A. Requirement to Report Summons to Proper Authority

If an employee receives a summons, complaint, or any other legal papers that references the business of Burlington Northern Santa Fe or any of its subsidiaries, that person must immediately contact all of the following:

- The appropriate General Claims Department Manager for the area where the action originated.
- Vice-President Law.

B. Contents of Report

When contacting the above individuals, the person who received the legal papers must:

1. Submit a written report with the following information:
   a. Names of people involved in the action.
   b. Court where the action is filed.
   c. Brief statement of the case, when possible.
2. Mail the legal papers immediately to the Law Department and include his or her name, title, and date and time of service.

S-40.0 Glossary

As used in this book, the following definitions apply.

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

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

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

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

banding: Strap or straps used to secure material.

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

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

compliance: The act of obeying the rule or the law.

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

dust collector: A bag house system for controlling emissions.

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

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

fusee: A red flare used for flagging purposes.

hand truck: A small, rectangular barrow with a pair of handles at one end, a pair of small, heavy wheels at the other, and a projecting edge to slide under a load.

hazardous material: A substance or material which is capable of posing an unreasonable risk to health, safety, and the environment.

impact goggles: Safety eye wear that meets ANSI Z87.1 specifications.

incident: An undesired event that, under slightly different circumstances, could have resulted in personal harm or property damage. Any undesired loss of resources. Sometimes referred to as a "near miss," such as when a collision is avoided.

inspect: To examine officially in a critical, detailed manner.

intoxicants: Mind-altering chemicals including alcohol and drugs. Can also include some prescription and over-the-counter (OTC) medications.

job safety briefing: A communication tool used by professionals to make sure that everyone involved in a task knows what is to be done, how the task is to be accomplished, and how to mentally prepare to accomplish it. Job safety briefings must be conducted before beginning work activities and whenever there is a change in conditions or work activity.

Lockout/Tagout (LOTO): Procedures that involve tagging and locking systems so that no one can inadvertently activate the circuit, system, or equipment that is temporarily out of service.

Material Safety Data Sheet (MSDS): A form, provided by the manufacturer or supplier, describing the chemical and physical hazards of a substance.

motor vehicle: A motor-driven conveyance primarily designed for operation other than on rail. Some motor vehicles, such as hy-rails, are also equipped to operate on rail.

operator: The person who "runs" and so must maintain control of mechanized equipment or a motor vehicle.

Personal Protective Equipment (PPE): Any material or device worn to protect a person from exposure to or contact with any harmful substance or force.

Potential Asbestos-Containing Material (PACM): A material not yet tested for asbestos content, but, on visual inspection, similar to materials known to contain asbestos. Contact Industrial Hygiene for guidance on testing PACM.

proper authority: 1. Those individuals who are qualified by virtue of their expertise or their position of leadership to approve, certify, or sanction. 2. Having secured approval for acting in a particular manner.

qualified: A person who, by possession of a recognized degree, certificate, or professional standing, or who by knowledge, training, and experience, has successfully demonstrated his/her ability to perform the task or solve or resolve problems relating to the subject matter, the work, or the project.

three-point contact: Bodily contact consisting of two hands and one foot or two feet and one hand.

trained: Has participated in learning event(s) appropriate to the topic. Learning events include, but are not limited to, one-on-one coaching on the job, job safety briefings, tool box or marathon meetings, and formal programs.

transport: The movement of goods and materials in commerce.

unauthorized modification: Improper use of tools and/or equipment for the job task. Unauthorized modifications include actual physical alteration of tools or equipment and use of tools or equipment for other than their intended purpose.

unsafe condition: Any physical state which results in a reduction in the degree of safety normally present in an activity.

witness: An individual who has, from personal observation, knowledge of an event.

work environment: The physical location, equipment, materials processed or used, and the kinds of operations performed in the course of an individual's work, whether on or off the company's premises.

APPENDIX D

MATERIAL SAFETY DATA SHEETS

NOTE – THIS APPENDIX PROVIDES SPACE FOR INSERTION OF RELEVANT MSDS SHEETS INTO THE FIELD COPY OF THIS DOCUMENT