Transload Safety Rules and Work Guidelines

Effective May 1, 2010
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INTRODUCTION:

About this Rule Book
This book encourages change for improvement’s sake and values your safety and health both on and off the job. It supports the application of knowledge, encourages thinking, and promotes learning from one another. Because safety is everyone’s job, we must all promote safe job practices and protect fellow employees from daily job hazards.

Where no specific rules or procedure applies, we must rely on good judgment, following the safest course available. We may need to contact a supervisor, or other resources for guidance. No action should ever be taken until we are fully aware of the hazards involved and have a plan to proceed safely.

Our Creed
- Always take the safe course
- I am my brother or sister’s keeper
- No task needs to be completed before it can be done safely
- Compliance with safety and operating rules is required and essential to our own safety and that of others

Our Vision
Our vision is that WATCO Transportation Services is recognized as the safest transportation service provider in the world. This will be achieved through:
- A culture where safety is a value, not a priority subject to change
- An environment where employees look out for one another and actively participate in improving the safety of all work processes
- A culture rooted in mutual trust and respect where employees are encouraged to identify safety concerns and help in their resolution
- An environment where employees are empowered and are joint owners of the safety process

Our Safety Principles
- All injuries can be prevented
- All employees are responsible for their own safety and that of co-workers, preventing injuries and accidents, and displaying safe work behavior
- Employees are empowered and expected to discontinue any activity that involves unsafe practices or tools
- All employees are responsible to know and correctly apply the rules and safe job procedures for the work they perform
- Employees are provided with the training, tools, and resources required to support a safe workplace
- Working safely is a condition of employment

Remember: No job is so important, no service so urgent that we cannot take time to perform all work safely.
Job Briefings

Before beginning any task, be sure that a complete job briefing is conducted with all individuals involved in the task. The principles of the job briefing are as follows:

**What**
A communication tool used by professionals to ensure that every team member knows what is to be done, how it is to be done safely, and is alert and focused on the job.

**Who**
All members of the work group, including outside parties or contractors, are to be included and are responsible to participate in the briefing.

**Why**
To ensure that the job is done right the first time: No injuries, no damage, and meeting company standards.

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

**Where**
Hold Job Briefings at or near the work site, in a safe location where the entire work group is together.

**How**

*Plan the job:* Define the work to be done. How will it be done? What are the potential hazards? How will work assignments be made? What tools, equipment, and materials will be used?

*Talk it through:* Use “how” and “why” questions to communicate specifically who does what, when, where, why, how. What special precautions need to be taken? What if a hazard emerges?

*Ask questions:* All members of the work group are responsible to ask questions if they are unclear about work activities or have any safety concerns.

*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?

*Do it again:* If the job changes or a new task is begun, take time to talk it over and redo the plan. Whenever in doubt we are responsible to stop and conduct a job briefing.

*Follow-up:* We are responsible to follow the briefing plans and make sure others in our work group follow the plans.

**Why Bother?**
The individual who is typically alert and focused, but who is thinking of other things today, might be the same person to whom you are trusting your life.
Finding Information
This book is organized into 4 sections:

Section I: General Safety Rules and Guidelines
These are rules that are common to all departments.

Section II: Department-Specific Rules and Work Guidelines
This section establishes rules for department-specific work activities and also provides Recommended Work Guidelines department-specific practices that have been found to be safe and efficient for years. Rules must be complied with at all times. Work Guidelines are recommendations and must be followed unless another method is known to be as safe or safer after discussing and agreeing to the new procedure with a supervisor. These practices give us freedom to decide the safest way for us to work.

Section III: Policies, Practices, and Resources
This section describes company support programs and documents that enable employees to perform their duties in a safe manner that is compliant with Federal, State, and local requirements as well as company rules and policies:

- Health & Safety Program Guidelines
- Heat and Cold Stress – Symptoms & Treatment
- Chemical Hazard Communication Program
- Elevated Work/ Fall Protection Policy & Program
- Forklift Safety Program
- Control of Hazardous Energy – Lockout/Tagout Program
- Rail Car Jacking Procedure
- Contractor and Visitor Safety & Security Program
- Respiratory Protection Program
- Investigation & Reporting of Work-Related Injuries & Illnesses
- Waste Management Policy and Procedure
- First Aid/CPR Policy and Procedure
- Housekeeping Program
- Electrical Safety Work Practices Program
- Operational Testing Guidelines and Plan
- Cranes and Hoists Program
- Electrical Safety Work Practices Program
- Operational Testing Guidelines and Plan
- Hot Work Policy and Procedure
- Personal Protective Equipment (PPE) Program
- Bloodborne Pathogens Program

Icons and References to Other Resources
Icons are used in WATCO Companies, Inc. Safety Rules and Recommended Work Guidelines to indicate special relevance to the following issues:

Safety at Home: This icon reminds you that the rules and Recommended Work Guidelines can be applied at home.

PPE: Refer to Personal Protective Equipment (PPE) and Clothing.

Sprain, strains, exertion, and fatigue: Topics with this icon may have increased potential for risk of sprains, strains, postural discomfort, fatigue, or exertion injuries. These rules and recommended work guidelines can help reduce such risks.

Feedback on WATCO Companies, Inc. Safety Rules and Recommended Work Guidelines
WATCO Companies, Inc. welcomes feedback and suggestions on the rules and guidelines. Contact any supervisor, manager, or the safety department with your suggested changes.
Section I: General Safety Rules & guidelines

General Safety Rules:
The purpose of these basic rules is to help avoid injury to yourself and your co-workers.

1. We have the right and the responsibility to make decisions based on experience, personal judgment, and training. We must make certain that:
   a. A copy of the WATCO Companies, Inc. Transload Safety Rules and Recommended Work Guidelines is accessible to us while on duty.
   b. Sufficient time is allowed to perform all work safely.
   c. Job briefings are conducted prior to work and when activity changes. Before starting any work, be sure that you understand the instructions of your supervisor. Learn and follow safety rules.
   d. Co-workers are warned of known hazards.
   e. Warning signs, posted instructions, placards, or barriers marking restricted areas are displayed and complied with at all times.
   f. Our workplace is drug and alcohol free. You must not possess, use, or be under the influence of intoxicants or illegal drugs while on the plant site.

2. The behavior in our work place is civil and courteous.

3. Report every injury at once no matter how slight or trivial it may seem at the time. Never leave the plant without reporting the injury to your immediate supervisor or, in his absence, the Safety Coordinator. Disciplinary action may be taken for failure to report an accident.

4. One person does not engage in work activity that can only be done safely by two or more people.

5. Anyone performing an unsafe act is redirected to safe work practices.
   a. Only personnel with the proper authority and training will perform job tasks. Do not operate machinery or equipment unless authorized to do so. Only tested and qualified operators are permitted to operate mobile equipment.
   b. We must comply with all WATCO Companies, Inc. rules and policies and with local, state, and federal laws and regulations that relate to your job task(s).
   c. Comply with all posted warning and instructional signs.

6. Do not engage in horseplay.

7. Obtain proper authorization to leave your work area from your supervisor, including visits to First Aid, except in the case of an emergency.

8. Do not remove guards or deactivate safety devices unless required for adjustment or repair, in which case, machine must be shut off and switch locked out. Guards must be replaced as soon as possible and before the machine is put back in operation. Lockouts can only be removed by the party servicing the equipment.


10. Do not wear loose clothing loose or dangling jewelry, or carry exposed rags in pockets/belts when working around machinery or when climbing ladders or on railcars.

11. Use the right tool for the job and be sure it is in good condition. Report defective tools to your supervisor immediately.
   a. Use the approved tool(s) for the purpose(s) intended. Unauthorized modifications are prohibited.

12. Inspect all tools, equipment, and related safety devices for unsafe conditions before use. Remove from service if defective.

13. Use safety equipment associated with all tools and equipment.

14. Do not ride on moving machinery, railcar movers, railcars, cranes or fork lift trucks unless you are the operator or, in the case of the railcar mover, a member of the switch crew.

15. Motorized vehicles must be operated safely and in accordance with the manufacturers’ instructions.
16. Before riding in or operating a motor vehicle, confirm that the vehicle is safe to operate. Secure tools, equipment, and materials in designated areas. Report defects. If unsafe to operate, remove from service.

17. Wear seat belt at all times while operating or riding in motor vehicles operated off the rail. This includes company-owned motor vehicles, rental vehicles, or privately owned vehicles while on company business.

18. While being transported in motor vehicles, only ride in seats permanently installed and approved by the manufacturer.

19. Before backing, confirm area to the rear is clear to ensure that no persons or obstructions are in the path of movement.

20. Be alert when walking or working in areas where cranes or hoists are in operation. Stay away from the cables and from under the loads.

21. Do not drop material from above. Before lowering, be sure area below is clear.

22. Do not use plant chemicals, air, oxygen, or compressed gases to clean clothing or skin. Hoses must not be pointed toward anyone.

23. Do not tamper or play with fire or safety equipment.

24. Be alert for motor vehicles as you walk through the facility. Walk on the left side of two-lane roads facing traffic.

25. Running is prohibited except in an emergency.

26. Wearing shoes or overshoes untied, unbuckled, or unzipped is prohibited.

27. Remove or bend over nails or screws from lumber. Do not leave a board with protruding nails in a place where someone might step on it.

28. Keep hands off top of blocks, jacks and trestles when placing them under equipment.

29. When an incident occurs where an employee requires immediate attention such as in the case of fainting, heart seizures, etc., render aid as required. Immediately arrange to call the ambulance for help.

30. Do not place hands or body in the point of operation of a machine. Use tongs, hooks, or other tools for reaching into the machine.

31. Use three-point contact when getting on or off equipment or vehicles or when ascending or descending ladders.

32. Expect the movement of trains, engines, railcars, or other equipment at any time, on any track, and in any direction.
Section II: Department-Specific Rules & Work Guidelines

T-1 Operation of Railcar Movers (see Glossary) In or Around Facilities

1. When operating the railcar mover, keep headlights or warning lights on in both directions.
2. Sound horn and bell (if equipped) and ascertain that brakes are in proper working condition before moving the railcar mover, while moving in or out of building, and when passing locations where employees are working.
3. While operating the railcar mover, keep constant lookout in direction of travel and check railcars frequently as they are being moved. Confirm all personnel and equipment are clear of movement.
4. Before leaning beyond line of moving railcar mover, look in both directions for equipment on adjacent track and structure for obstruction alongside of track. Stop movement and dismount before passing close clearance and other side or overhead obstruction. Stay ahead of the movement when track cannot be clearly seen due to any obstruction or debris.
5. If the railcar mover is to be left unattended, the following precautions should be taken if the railcar mover is so equipped:
   a. Apply air brakes
   b. Apply hand brakes
   c. Place reverser in neutral position and remove
   d. Position the generator field switch to the off position
   e. (If equipped) Lock out control lever shaft. A hasp has been applied over the opening left by removal of the control lever. A padlock is used to lock out this opening so that the shaft cannot be turned by a screwdriver.
   f. Chock wheels.
6. Notify employees who might be injured and wait until they are out of danger before operating the any equipment.
7. Unless authorized and trained, tampering with adjustments, controls, etc., operating mechanical or electrical apparatus on the railcar mover or being on the railcar mover is prohibited.
8. While getting on or off, or moving about the railcar mover, use care to avoid striking head on low overhead clearances. Dismount only when it is known there is dry, secure footing and all movement has stopped.
9. Resting feet on valves, instrument panels, or glass surfaces is prohibited.
10. Keep clothing, hands, and other parts of body clear of moving parts of machinery while on the railcar mover.
11. An ABC all-purpose 20 lb. fire extinguisher should be located in the cab of all railcar movers.
12. When the railcar mover is pushing railcars around corners close to buildings or past doors of buildings where a hazard could exist, the bell and horn should be used to alert any pedestrians that might be in or near the right of way.
13. The railcar mover operator must not move the railcar mover until the switchman has informed him by signal, voice, etc., that all men and equipment are in the clear of the intended movement.
14. Railcar mover speed should not exceed safe operating conditions as specified by local instructions.
15. Moving railcars or railcar movers through obstructions that could derail or damage equipment is prohibited.
16. Riding the railcar mover or railcars except when required for performance of duty is prohibited.
17. Riding leading footboard or crossover platform of the railcar mover or railcar is prohibited.
18. Sitting on handrail, uncoupling rod or draw head of switch engine or railcar is prohibited.
19. Passing from one moving railcar to another or crossing over through moving equipment is prohibited.
20. Riding between railcars or between the railcar mover and railcar with one foot on one railcar or switch diesel and the other foot on the adjoining equipment is prohibited.
21. Operating a side-mounted handbrake of a moving railcar is prohibited.
22. Getting on or off moving equipment is prohibited except in an emergency.
23. Before getting off standing equipment, look in both directions for any movements on adjacent track or roadway.
24. While going up or down ladder on railcar, keep feet turned slightly sideways and place portion of balls of feet on ladder rungs. Keep body as close to ladder as possible.
25. When getting off standing equipment retain handhold until foot is firmly placed on the ground.
26. Jumping off end sill or swinging up or down between two railcars or other equipment with a hand on each one is prohibited.
27. Always secure railcars with sufficient handbrakes to prevent unintended movement. Chock the wheels if additional securement is needed.
28. When adding or picking up a railcar or railcars from a standing cut, the following steps must be taken:
   a. Prior to coupling the railcar mover to standing railcars, the groundman must first see that no one is on, under, in, between, or foul of the equipment and the railcars are secured.
   b. Giving signal to move railcar mover or railcars while an employee is in a position to be injured is prohibited.
29. When moving a railcar by use of chains or cables, the Supervisor must ensure the track is clear of all material and people. The railcar mover operator or brakeman must contact the Supervisor on duty when a movement is about to be made, in order to alert all employees of the intended movement. All employees working under railcars on the track where a shift is to be made must come out from under the railcar and be clear of the intended movement.
30. The railcar mover operator or brakeman must contact the Supervisor of the facility in which a shift is about to be made, in order to alert all employees of the intended movement.
31. All derail must be left in the derailing position, except to permit on-track movement.
32. When moving the railcar mover or railcars:
   a. Do not exceed five mph within the facility.
   b. Blue signal protection on the railcar mover must be removed only by the person or the department of the person that placed it. Equipment protected by a blue signal must not be coupled to or moved.
   c. Release brakes and remove wheel chocks before moving.
   d. Give and receive the proper signal before moving.
   e. When the railcar mover is in desired position, apply handbrakes and wheel chocks to prevent movement. Reestablish blue signal protection.
   f. Ring engine bell:
      • When an engine is about to move.
      • While approaching or moving into/out of facilities.
      • While moving over road crossings.

Signals
1. Keep signaling devices in working order and ready for use.
2. Position yourself so that your hand signal can be clearly seen.
3. If you lose visual contact with person giving the hand signal, stop all movement.
4. Use the appropriate signal for what you are communicating, and signal clearly.
5. For radio communications, if there is a break in radio contact, regard this as a stop signal.
6. Confirm everyone understands other signals you may use.
T-2 THREE-STEP PROTECTION (Also, see Glossary for definition of the RED ZONE)

1. Three-Step Protection is required before entering the RED ZONE on equipment coupled to an operator controlled railcar mover:
   a. Do not request Three-Step Protection until all movement has stopped and slack adjusted.
   b. When necessary to enter the RED ZONE an employee must request Three-Step Protection from the railcar mover operator.
      • The railcar mover operator must wait until a request has been made before providing Three Step Protection
      • The railcar mover operator MUST provide Three-Step Protection as follows:
        1. Apply the air brake.
        2. Center the reverser.
        3. Confirm with the employee that steps 1 and 2 have been completed.
       NOTE: If request to enter or release Red Zone is given by radio, respond by radio. If request to enter or release Red Zone is given by hand signal, respond with one short blast of the whistle.
       NOTE: The hand signal for Three-Step Protection will be as follows:
        o During the day;
          ▪ Point the hand furthest from the equipment toward the sky and point the other hand to the equipment
        o At night:
          ▪ The use of hand signals to request or release Three-Step Protection is prohibited
      • Only after confirmation is received from the railcar mover operator may the employee enter the RED ZONE
   c. Watch for slack adjustment if hand brakes are being released.

2. Releasing Three-Step Protection:
   • The railcar mover operator must not move or change the position of the controls of the railcar mover until Three-Step Protection has been released by the requesting employee(s), either by radio, or a hand signal (when hand signal is used to request Three-Step Protection) for movement
   • Three-Step Protection must be released only by requesting employee(s) before the railcar mover operator can release Three-Step Protection
   • The employee requesting Three-Step Protection will be responsible for maintaining that protection until all employees under his/her protection are in the clear
   • The railcar mover operator must acknowledge release of Three-Step Protection

T-3 Moving/Securing Railcars

1. Do not give the signal to move railcars or other equipment until all people and equipment are clear of the movement.
2. Use only a sound wooden chock or an approved chocking device when chocking railcars.
3. Use alignment device, or get help, if draw bar cannot be adjusted by pushing using moderate force. Do not overexert under any circumstances.
4. Do not open the angle cock on the leading end of a moving railcar or engine to control or stop movement.
5. Before attempting to operate, visually inspect switch or derail to confirm it is not:
   a. Damaged.
   b. Locked/tagged.
   c. Spiked.
   d. Fouled by ballast, ice, snow, or other debris.
   Remove from service if defective.

Handbrakes:
1. Do not use your feet to operate the hand brake, except to manipulate the pawl on horizontal wheel (staff) brakes.
2. Never apply or release a hand brake located at the end of a railcar while standing on the ground unless it is specifically designed at the edge of the end of the railcar for ground operation. When releasing this type of brake keep your body clear of the railcar and expect sudden movement.

T-4 Working on or about railcars
1. In the event you are assigned to work on equipment or railcar specialty items with which you are unfamiliar, you are to contact your Supervisor for instructions before proceeding.
2. Do not open or close a boxcar door that has been secured by cleats or wire until it is safe to do so. Boxcar doors must be secured prior to moving the railcar.
3. Watch for pinch points. Do not place hands, arms, or feet between two pieces of material where they may be pinched or crushed.
4. Sitting, lying, or crossing under or over railcars is permitted only when duties require and after proper protection has been provided.
5. Switchman and railcar mover operator must not wear ear coverings that interfere with hearing.
6. Keep clear of track (do not ride the railcar) and face moving railcar mover or railcar when making coupling.
7. Use lever to uncouple. If lever is inoperative, have proper understanding and full protection before lifting pin by other means.
8. Stepping between moving railcar mover or railcars to adjust drawbar, knuckle, or lock pin or using foot or hand to adjust them from any position when they are about to come together is prohibited.
9. Before uncoupling air hose by hand, have both angle cocks on air line closed; firm hold with both hands on hose; gradually break connection, if possible, to reduce pressure remaining in hose before completely uncoupling.
10. Before reducing brake pipe pressure using the angle cock, hold the air hose firmly at coupling to prevent it from flying around. Turn your face away from the exhausting air to prevent being struck by debris.
11. When stepping from between standing railcar mover or railcars, look in both directions to and stay clear of equipment moving on adjacent track.
12. Place Blue Flags on track (at the switch or near the last railcar) before performing any work on railcar or railcar mover outside of buildings and remove personally when work is completed. Supervisor is responsible, but individual worker can place flags when required and must personally remove.

T-5 Crossing Through Rail Equipment
1. Expect the movement of trains, railcar mover, railcars, or other equipment at any time, on any track, and in any direction.
2. Do not foul or stand on the track in front of an approaching railcar mover, railcar, or other moving equipment.
3. Do not cross through moving equipment.
4. Do not cross under couplers or underneath standing railcars unless you are making repairs and protection has been provided.
5. Do not step on the coupler or uncoupling lever.
6. Do not place hands, feet, or other parts of the body on the sliding sill or between the coupler horn and end sill of the railcar.

7. Do not climb over obstacles. Walk around on designated walkways and stairs. Do not climb over coupled railcars unless properly protected ("Blue Flagged").

**Recommended Work Guidelines**

- When crossing through a standing train or cut of railcars, cross only through or over railcars equipped with crossover platforms and handholds. However, employees may crossover empty (including empty stanchion portion) intermodal railcars not equipped with continuous handholds if the platform is wide enough to allow walking across in a safe manner.

**T-6 Coupling/Uncoupling Rail Equipment**

1. Use the hand nearest to the equipment to operate lever.
2. Use only the pin lifter when uncoupling railcars.
3. Use only your hand to operate uncoupling lever.
4. Do not adjust coupler or knuckle on a moving railcar mover or railcar.
5. Keep clear of area under coupler.
6. Use uncoupling lever to uncouple railcars. If lever is inoperative, have proper understanding and full protection before lifting pin by other means.
7. When adding or picking up a railcar or railcars from a standing cut, the following steps must be taken:
   a. Prior to coupling a railcar mover to standing railcars, the groundman must first see that no one is on, under, in, between, or foul of the equipment and the railcars are secured.
   b. Giving signal to move the railcar mover or railcars while an employee is in a position to be injured is prohibited.

**Work Guidelines**

- *Use mechanical device or seek assistance when drawbar will not move with moderate force*
- *Whenever possible, keep one foot outside the rail when connecting air hoses*

**T-7 Fouling Tracks**

1. Do not cross within 20 feet of the end of standing equipment unless proper protection has been provided.
2. Do not sit or step on rail, frogs, switches, or interlocking apparatus connections unless duties require.
3. Do not walk between rails or foul the track except when duties require.
4. Do not position yourself between any structure and standing or moving equipment without sufficient clearance to avoid injury.
5. Do not stand, sit, or walk on top of or on the sides of any open top railcar such as gondola, hopper, ballast, or air dump railcars.
6. Do not sit, lie underneath, or lean against standing equipment unless duties require and proper protection has been provided.
7. Do not stand or sit on handrails.
8. Do not sit on steps.
9. Sitting, lying, or crossing under or over railcars is prohibited unless duties require.
10. Keep clear of track and face moving railcar mover or railcar when making coupling.
11. Stepping between moving railcar mover or railcars to adjust drawbar, knuckle, or lock pin or using foot or hand to adjust them from any position when they are about to come together is prohibited.
12. When stepping from between standing railcar mover or railcars, avoid being struck by equipment in motion on adjacent track.
13. Working underneath or foul of railcars before chocking or otherwise securing against movement is prohibited.
T-8 Getting On and Off Equipment
1. Use side ladders, sill steps, designated or marked footings, and grab irons provided when getting on or off equipment.
2. Always maintain three points of contact until you are safely on or off of equipment.
3. Always face equipment and watch where each foot is placed to avoid hazards.
4. Do not board railcars or railcar movers that bear "bad order" cards without first knowing the nature of the defect so the defect can be avoided.
5. When the employee operating the railcar mover knows that another person is preparing to get on or off of the equipment, the movement must be stopped and any slack controlled.
6. Do not get on or off moving railcars, railcar movers or on-track equipment except in cases of emergency.
7. When getting on or off moving equipment in an emergency:
   a. Look where you are going to place your feet to avoid hazards.
   b. Face the equipment.
   c. Get on or off with your trailing foot in the direction of movement.
8. Do not get on or off equipment under the following conditions:
   a. When carrying any items that would prevent a secure handhold or proper balance.
   b. Areas of bad footing, close clearances, or in conditions that prevent visual inspection of footing area.
9. Jumping off end sill or swinging up or down between two railcars or other equipment with a hand on each one is prohibited.

Work Guidelines

- Use smooth motions and minimize use of arm power when climbing

T-9 Riding In or On Moving Equipment

Ride railcars or equipment only if necessary and if you have determined that you can do so safely.

1. Determining Whether to Ride
   a. If you are entering or working in an area with a limited side clearance and cannot clearly observe the track condition because of debris, snow, ice, water, grain, or mud, do not ride on the side of the railcar or engine exterior. Do not position yourself between or adjacent to the structure and a moving railcar or engine. When determining whether railcars or equipment should be ridden, consider:
      i. Alternatives such as repositioning railcar mover to pull instead of shove railcars, vehicle transportation, repositioning of crew members or utilizing other employees to complete the task without having to ride moving equipment.
      ii. Designs and configurations of railcars that may make them unsuitable to ride.
      iii. Selecting or repositioning other railcars to ride.
      iv. The different designs and configurations of the railcars and equipment.
      v. Your physical characteristics and capabilities.
      vi. The amount of slack in the train or switch cut.
      vii. Applicable operating and safety rules.
   b. When you determine an alternative will not be used and moving equipment will be ridden:
      i. Notify the railcar mover operator.
      ii. Proceed only after the railcar mover operator has acknowledged that you are going to ride.
      iii. Complete the coupling from the ground after the movement is stopped.
2. Riding In or On Railcars
   a. Do not ride on the crossover platform or end ladder of any railcar except to release or apply a
      hand brake during a gravity switch move. When determining if riding brake platform is
      necessary due to a gravity switch move, consider alternatives such as using another track with
      switches at each end to reposition railcar mover or separating the railcar movers when there are
      two or more in the railcar mover consist. When you determine an alternative will not be used,
      the best practice is to ride on the brake platform of the last railcar if it is on the trailing end in
      the direction of movement.
   b. Ride only if hand holds and stirrup configuration allow for a firm grip and erect and normal body
      position.
   c. When riding equipment, maintain a three-point contact with the equipment at all times.
   d. Do not ride on any part of the coupler apparatus, center sill, side sill, end sill, or framework.
   e. Do not ride inside a railcar loaded with lumber, pipe, or other materials susceptible to shifting
      upon slight impact. When a flatcar load of this is involved, do not ride between the end of the
      adjacent railcar and the load.
   f. When riding in or on moving equipment, protect against slack action. When duties require you
      to stand or move about, brace yourself and hold on firmly.
   g. When moving from one railcar to another, get down and walk to next railcar and then get on,
      unless engaged in maintenance activities that require movement from railcar to railcar such as
      rail loading and unloading, rail grinding, railcar top material handling, or loading and unloading
      wheeled equipment from flatcars.

3. Riding In or On Flatcars
   a. When any type of flatcar is involved:
      i. Ride the side of the flat car only if the car is equipped with hand holds extending high
         enough to maintain an erect body position.
      ii. Ride on the deck of an empty flatcar, or on a TOFC/COFC flatcar with an empty
         stanchion or table, only if you can:
            1. Mount the railcar safely and kneel or sit as near as possible to the center of the
               railcar or the empty space.
            2. Face the direction of movement.
            3. Maintain a kneeling or sitting position before the equipment moves and until
               the equipment stops and the slack has adjusted.

T-10 Interior/Exterior Railcar Doors
1. Doors
   a. Before opening or closing doors on a railcar, closely inspect all door parts to make sure they are
      intact and properly positioned.
   b. Do not open or close a railcar door that has been secured by cleats or wire until you know that it
      is safe to do so. Railcar doors must be secured prior to moving the railcar.

2. Load Dividers
   a. Before moving load dividers in railcars, make sure overhead carriage and gate hanger parts are
      intact and properly positioned.

Work Guidelines

❖ Do not remove or replace doors while the railcar is on jack stands
❖ Visually inspect door and supporting hardware before opening or closing doors
❖ Secure doors prior to making adjustments or repairs
❖ Be aware of operating mechanism and handles under tension. Mechanism or handle could move
  unexpectedly
❖ Pull doors open or closed in order to keep clear of door should it fall
T-11 Blue Flag Protection

1. Blue Signal Protection of Workmen

This rule outlines the requirements for protecting workmen who are inspecting, testing, repairing, and servicing rolling equipment. In particular, because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment.

2. What a Blue Signal Signifies

A blue signal signifies that workmen are on, under, or between rolling equipment and requires that:

a. Rolling equipment must not pass a blue signal on a track protected by the signal.

b. Other rolling equipment must not be placed on the same track so as to block or reduce the view of the blue signal.

i. However, rolling equipment may be placed on the same track when a derail divides a track into separate working areas.

c. Rolling equipment must not enter a track when a blue signal is displayed at the entrance to the track.

i. Protection Removed. Blue signals may be removed only by the department or group who placed them. When blue signal protection has been removed from one entrance of a double-ended track or from either end of rolling equipment on a main track, that track is no longer under blue signal protection.

3. How to Provide Protection

a. When workmen are on, under, or between rolling equipment and exposed to potential injury, protection must be provided. One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch, including any facing point crossover switch that provides direct access must be lined against movement onto the track and secured by an effective locking device. A blue signal must be placed at or near each such switch.

2. A derail capable of restricting access to the track where work will occur must be locked in derailing position with an effective locking device and positioned at least 150 feet from the rolling equipment to be protected where the track speed is in excess of 5 MPH.

   Or

3. Positioned at least 50 feet from the end of rolling equipment on a designated industry track where speed is limited to not more than 5 MPH. A blue signal must be displayed at each derail.
T-12 Jacking Railcars and Work Equipment

1. Verify that jacks being used are stenciled with rated capacity.
2. Confirm jacks are adequate for weight to be lifted.
3. Chock wheels securely on end opposite of end to be jacked. EXCEPTION: Electric locomotive or floor jacks must be chocked on jacking end.
4. Use cushioning material between jack and equipment to prevent slipping. Do not allow metal-to-metal contact.
5. Do not go under jacked equipment until jack stands, center sill stands, or blocking between truck side and railcar body is in place.
6. When jacking railcars, have a second safety factor in place (i.e. blocking, etc...)
7. Set jack securely being certain jack is in line and in vertical position with proper contact at top and bottom, when jacking railcars, crane, etc.
8. When foundation is insecure, place suitable blocking under jack.
9. Insert a piece of hard wood, preferably less than one (1) inch in thickness, between jack head and load when jacking against metal. Jacking metal against metal is prohibited.
10. Use sufficient number of heavy blocks under jack to make unnecessary the excessive use of heavy blocks between jack head and load. Use only sound wooden blocking. The use of steel block as a filler is prohibited. When jacking railcars, the grain of the wooden block on top of the jack should be crosswise with the railcar, not along the lengthwise direction.
11. Before jacking up end of railcar, crane, motor truck, etc., chock wheels front and back on other end of such equipment.
12. Use handle that is standard for type of jack being operated. Use of bar or handle which does not fit is prohibited.
13. Remove jack handle of ratchet type jack when it is not being operated.
14. When using ratchet jack, stand at side of handle in braced position and move handle slowly and uniformly, being sure that latches are fully engaged and that your head is clear of handle before releasing pressure on it.
15. Using jack of lower capacity than required for the job is prohibited. If in doubt as to capacity, consult supervisor.
16. When not in use, lower head of ratchet jack and lay jack on side where it will not constitute a tripping hazard. When jack is in tool room, it may be left standing with head lowered in space assigned.
17. When jacking against a side sill or other sections of railcar for straightening purposes, be sure the base of the jack is secure against a back up and the head of the jack cannot jump out of position. Use a piece of wood as described in Item 9.

Work Guidelines

♦ When using center stand other than at end of railcar, keep center as close to body bolster as possible
♦ Do not strike jack with tools to force it under object to be lifted
♦ Use only a lining bar or approved jack handle to operate track jack
♦ Never straddle, sit, or stand on the bar
♦ Keep clear of pinch points
♦ Remove the bar when not operating jack
♦ Confirm that all employees, tools, and materials are in the clear before tripping or lowering a load
♦ Do not set jacks for tripping until you are ready to release the load
♦ Set track jacks outside the rail if possible
♦ Place the jack base on an even and firm surface so the jack will not overturn under the load
♦ Stand beside the bar and pump it in an even rhythm, making sure the ratchet is fully engaged
Use jacks with metal and heated material as follows:
- When using a jack against metal, insert cushioning material (wood or rubber) between the jack head and the load. The material must be at least ½” thick, but no more than 1” thick. Use special rubber pads with stationary jacks
- When placing a jack directly on a heated area, secure the jack with a chain or by other means if you cannot place flameproof material between the ram and the work
- Where possible, place jacks and extensions perpendicular to the material being straightened.
- Secure jacks to prevent slippage
- Stand clear of jacking areas

T-13 Personal Protective Equipment and Clothing

1. Wear approved personal protective equipment and clothing as required for your job and/or work environment.
2. Confirm that personal protective equipment is in good working condition before use. Remove from service if defective.
3. Use the approved personal protective equipment for the purpose(s) intended. Unauthorized modifications are prohibited.

Clothing
- Wear clothing appropriate for your specific duties to perform work safely.
- Always wear a waist-length shirt with sleeves and ankle-length pants except when in office-type environments.

Eye and Face Protection (See Also Transload Eye and Face Protection Chart)
- Wear safety glasses with side-shields or goggles when on duty except when in office-type environments, parking lots, business railcars, or automobiles and trucks with closed windows.
- Shaded safety glasses may be approved by the Safety Coordinator.
  - When welding, safety glasses must be worn under the welder’s hood
  - When burning, safety glasses must be worn under the burning goggles or face shields
- When grinding, safety glasses must be worn under the grinding shield.
  - When performing chipping, wire brushing, buffing, or similar operation using electric or pneumatic tool, the employee so engaged must wear safety glasses under the grinding shield or welding hoods with flip-up lens
  - Never depend solely on safety glasses when welding, burning or grinding
- Follow additional requirements as designated in the Transload Eye and Face Protection Chart.

Footwear
- Wear footwear that conforms to the following criteria except while working in office-type environments, parking lots:
  - Lace-up work boot
  - Six inches high (minimum)
  - Safety toe
  - Near 90 degree heel notch
  - Leather or leather-like uppers

Work Guidelines
- Wear slip-retardant footwear or shoe accessories when icy conditions exist
- Do not wear shoe chains or metal-studded footwear when walking on exposed concrete or steel surfaces
Gloves *(See Also Transload General PPE Requirements and Glove Charts)*

a. Leather gloves with long cuffs, must be worn when welding and burning. No gloves should be worn around revolving machinery such as lathes, etc. Leather gloves with short cuffs must be worn for other transload operations.

Hair and Jewelry

a. Secure hair when working around machines or equipment in which hair could become tangled.

b. Remove loose or dangling jewelry when working in non-office environments.

c. Remove finger rings when working in non-office environments.

*Work Guidelines*

- Keep hair, clothing, or jewelry from becoming entangled in machines or equipment

Head Protection

a. Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by hard hats.

b. Hard hats for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.

c. Hard hats for the head protection of employees exposed to high voltage electrical shock and burns shall meet the specifications contained in American National Standards Institute, Z89.2-1971.

d. Hard hats must be worn at all times in prescribed areas.

Hearing Protection

a. Use hearing protection:
   - On locomotives under load or in motion except when inside the control compartment and all doors and windows are closed
   - Where posted, designated, or bulletined, ear protection must be worn
   - When you have to raise your voice to clearly communicate with anyone standing next to you

b. Follow additional requirements as designated in the Transload General PPE Requirements chart.

Respirator Selection and Use

a. Employees must be authorized and trained to use respirators.

b. Use only respirators you are qualified to wear through fit testing.

c. Use only respirators and cartridges approved by the Transload Division.

Welding Operations

a. Follow requirements as designated in the Transload General PPE Requirements and Welding Shade Charts.

T-14 Cranes, Hoists, & Rigging Equipment

1. Requirements

a. If you are the operator and you are leaving the crane, ensure that the:
   - Master clutch is off
   - Machine brakes are set
   - Load is lowered to the ground

b. Operators must document monthly inspection of cranes, repairing or removing from service those that fail inspection.

c. A log book, operator’s manual, and service manual must be readily accessible in the cab of cranes at all times.
2. Lifting
   a. When lifting:
      • Ensure that a designated employee will direct movement and give signals. This employee must
determine that all personnel are in safe positions before hoisting begins
      • The operator must stay at the controls when a load is suspended
      • Return cranes and hoists to neutral and secure positions when not in use
      • When lifting heavy loads, test the brakes when the load is suspended a few inches above the
floor or ground

3. Outriggers
   a. Comply with manufacturer’s requirements for deployment of crane outriggers unless a written
exception has been issued by the manufacturer. Manufacturer’s requirements can be found in the
operator’s manual and/or on the load chart(s) that are required to be on the crane at all times.

4. Load Clear of Persons
   a. Do not move a load until all persons are clear. Never move a load over people or occupied
equipment.
   b. Use a warning device to warn persons in the path of the approaching load.

5. Passengers
   a. Board a crane only if authorized by the operator. If you are a passenger, ride only in safe areas
designated by the operator.

6. Restrictions Near Hoisting Equipment
   a. Working Near Equipment
      • Do not walk, stand, or work under a suspended load. When possible, avoid walking, standing, or
working under crane booms, or in close proximity to pile driver leads
      • When working with or near lifting operations, keep clear of the swinging boom, counterweight,
or cab
   b. Guiding the Load
      • Use only tag lines, poles or load hooks to guide a load. Use guides or fixtures, where available,
for precision placement
      Exception: When necessary for precision placement and following risk assessment, gloved hand
or hands may be used to guide a load into final position, provided that no part of the body is
placed between the load and any obstruction that would create a pinch point.
   c. Crane and Hoisting Signals
      • Only a designated employee (groundman) will give signals to the hoisting machine operator.
Before work begins, the groundman must communicate with the operator to develop an
understanding of all signals
      • The crane operator must stop the move if a signal is not understood or if visual contact is lost
with the groundman
      • The groundman must continue to give signals until the move is complete
      • When two or more hoisting machines are lifting the same load, only one designated employee
will direct the movements
      • Accept signals for operating hoisting equipment only from the designated groundman, except in
an emergency. An emergency stop signal must be accepted from anyone
   d. Personnel Hoisting
      1. Material handling cranes must not hoist personnel, except with the authority of the supervisor
and only in compliance with the requirements stated in ANSI standard B30-5-1994 “Mobile and
Locomotive Cranes”
      2. Improper lifting, either by hand or by using mechanical equipment causes many injuries. The
following instructions and precautions will help prevent this type of injury
### e. Standard Crane Hand Signals

<table>
<thead>
<tr>
<th><strong>STOP:</strong></th>
<th>Arm extended, palm down, move arm back and forth horizontally</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGENCY STOP:</strong></td>
<td>Both arms extended, palms down, move arms back and forth horizontally</td>
</tr>
<tr>
<td><strong>USE WHIPLINE:</strong></td>
<td>(Auxiliary hoist): Tap elbow with one hand; then use regular signals</td>
</tr>
<tr>
<td><strong>DOG EVERYTHING:</strong></td>
<td>Clasp hands in front of body</td>
</tr>
<tr>
<td><strong>RAISE BOOM:</strong></td>
<td>Arm extended, fingers closed, thumb pointing upward</td>
</tr>
<tr>
<td><strong>LOWER BOOM:</strong></td>
<td>Arm extended, fingers closed, thumb pointing downward</td>
</tr>
<tr>
<td><strong>RAISE BOOM, LOWER LOAD:</strong></td>
<td>With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired</td>
</tr>
<tr>
<td><strong>LOWER BOOM, RAISE LOAD:</strong></td>
<td>With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired</td>
</tr>
<tr>
<td><strong>USE MAIN HOIST:</strong></td>
<td>Tap fist on head; then use regular signals</td>
</tr>
<tr>
<td><strong>SWING:</strong></td>
<td>Arm extended, point with finger in direction of swing of boom</td>
</tr>
<tr>
<td><strong>TRAVEL (One Track):</strong></td>
<td>Lock the track on side indicated by raised fist; travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body (For land cranes only)</td>
</tr>
<tr>
<td><strong>TRAVEL (Both Tracks):</strong></td>
<td>Use fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward (For land cranes only)</td>
</tr>
</tbody>
</table>
### Using A Hoist Or Crane

- You are personally responsible for the security of your lift. This includes inspection of cable and chains, hooks, cradles, and the manner in which they are attached to the load.
- Do not use a cable that is frayed or with U-bolts improperly applied. The U of the bolt should always be on the dead end of the cable.
- Be sure the hoist or crane is of adequate size and in safe operating condition.
- Test operation of limit switches and brakes on all cranes and hoists by slowly running the unloaded hook to the switch at the beginning of each tour of duty.
- Do not use the hook and cable on a hoist or crane to drag loads.
- With cranes, use the standard hand signals in this section.
- When hoisting or handling a lift, avoid sudden stops, starts, or changes in direction.
- Only authorized persons are permitted to operate hoisting equipment. Open circuit/turn off power when not in use.
- When two cranes or derricks are lifting the same load, one person must be designated to direct movements of both.
- Riding or hanging on hook or load on hoisting equipment is prohibited.
- Keep from between object or obstruction and load being handled to avoid being caught if load swings.
- Never attach hook or hoist block directly to object being lifted or moved. Always use approved chain, cable, or other lifting accessory.
- Be certain that load is well positioned and will not roll when chain or cable is removed. Watch your feet and hands to avoid being caught between material being handled and other objects.
- Repairing, splicing, or shortening chain by using bolt, wire, nail, or other such object in link, tying knots or twisting chain, are prohibited.
- The capacity rating shall be marked on all cranes and hoists.
Never use a crane for a side pull

7. Rigging Equipment
   a. General
      - A certificate of proof test from the manufacturer testing each chain sling shall be maintained at the location using the sling
      - Personnel responsible for rigging loads must determine the weight of the load, properly select the chain or sling and direct the operation
      - Each chain used for lifting overhead must be GRADE 8 or better and have a tag that states its size, grade, reach, working load limit, and serial number
      - If tag is missing the chain must be retested by a certified testing lab
   b. Inspections
      - All slings, chains, wire rope and hooks are to be inspected after every lift
      - Make regular inspection of chains, slings, and wire rope before, after and during each use and take out of service by placing a do not operate tag on the piece of equipment if any defects found
        1) Inspections Criteria for Wire Rope: Remove from service if these are present
           a. **Broken wires**: for single part slings, 10 randomly distributed broken wires in one rope lay or five (5) broken wires in one strand of one rope lay.
           b. **Distortion**: Kinking, crushing, birdcaging or other damage which distorts the rope structure. Look for wires or strands that are pushed out of their original positions in the rope.
           c. **Metal loss**: Wear or scraping of 1/3 the original diameter of the outside individual wires.
           d. **Heat Damage**: Any metallic discoloration or loss of internal lubricant caused by exposure to heat.
        2) Inspection Criteria for Chains:
           a. In addition to visual inspection required prior to use, a thorough periodic inspection of alloy steel chains in use shall be made at least once every 12 months and a written record of inspection maintained.
           b. Chains shall be cleaned and thoroughly inspected for corrosion, excessive wear, distortion of chain links, twists, bends, nicks, gouges, stretching, or marks. Each link should be inspected separately. If a link looks undamaged and hinges freely with adjoining links, it may be considered satisfactory for further use.

T-15 Forklifts

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

2. Dismounting Forklift—Attended and Unattended Forklifts
   a. 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 of or behind forklift, unless engine is shut off
b. 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 any part of the forklift to foul tracks (within 6 feet of the nearest rail)
   - Apply the parking brake, and if equipped with automatic brake, place in Park

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

4. Tool Storage
   b. Do not place tools, material, or other objects onto a forklift that may interfere with its operation.

5. Seat Belts
   - Use seat belts where provided. Only trained and qualified persons are permitted to operate a powered industrial truck (lift truck or forklift)
   - When operating a forklift:
     - Warn others when working near the stacking operations
     - Reduce speed and sound a warning when rounding corners or passing doorways or congested areas
     - Do not exceed posted or recognized speed limit
     - Watch for overhead and side obstructions and high voltage wires on or near the right-of-way
     - Confirm the way is clear before moving in any direction
     - Bring it to a complete stop before changing direction
     - Look in both directions before crossing tracks

Forklift Operation
   a. 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
   b. Getting On or Off
     - Do not get on or off a moving forklift. Maintain a three point contact when getting on and off forklifts
   c. Operation on Ramps
     - Back a loaded forklift slowly down ramps or inclines
   d. 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
   e. Unloaded Fork Position
     - When moving an unloaded forklift, keep the forks 18 inches or less from the floor or ground to avoid obstructions
   f. 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

g. 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

Work Guidelines
- Keep the height of the load as low as possible
- Ensure load is not loose or unstable before lifting
- Do not park a forklift on a ramp or incline
- Cross tracks diagonally
- Be prepared to stop short of objects or people

T-16 SCAFFOLDS/Aerial Lifts

Use
a. Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
b. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold’s structural integrity.
c. Any part of a scaffold damaged or weakened such that its strength is less than that required shall be immediately repaired or replaced, braced to meet those provisions, or removed from service until repaired.
d. Scaffolds shall not be moved horizontally while employees are on them.
e. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks shall not be used to support scaffolds, or planks. Lock and block scaffold prior to use.
f. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than four (4) feet above the ground. Guardrails should be two by four inches (2” x 4”) or equivalent, installed no less than thirty-six inches (36”) and not more than forty-two inches (42”) high with a midrail of one by four inch (1” x 4”) lumber or equivalent. Supports should be at intervals not to exceed ten feet (10’). Toe boards shall be a minimum of four inches (4”) in height.
g. Scaffolds and other devices mentioned or described in this section shall be maintained in safe condition. Scaffolds must not be altered or moved horizontally while they are in use or occupied.
h. Scaffold planks shall extend over their end supports not less than six inches (6”) or more than eighteen inches (18”). End blocks on bottom of planks are required to prevent planks from slipping and have cross bolts to prevent splitting. Bolts should be used — not screws — for attaching angles.
i. Tools, materials, and debris shall not be allowed to accumulate in quantities on scaffolds to cause a hazard.
j. Platform planks shall be laid with their edges close together so the platform will be tight with no spaces through which tools or fragments of materials may fall.
k. The area provided for planking at the work level shall be completely covered. If there is room for four (4) planks, four (4) planks must be in place.
l. All planking must be scaffold grade, knot free, or reinforced with steel if of a lesser grade.

Mobile Scaffolds
a. Scaffolds shall be braced by cross, horizontal, or diagonal braces, or combination thereof, to prevent racking or collapse of the scaffold and to secure vertical members together laterally so as to
automatically square and align the vertical members. Scaffolds shall be plumb, level, and squared. All brace connections shall be secured.

b. Scaffold casters and wheels shall be locked with positive wheel and/or wheel and swivel locks, or equivalent means, to prevent movement of the scaffold while the scaffold is used in a stationary manner.

c. Manual force used to move the scaffold shall be applied as close to the base as practicable, but not more than 5 feet (1.5 m) above the supporting surface.

d. Scaffolds shall be stabilized to prevent tipping during movement.

e. Employees shall not be allowed to ride on scaffolds unless the following conditions exist:
   - The surface on which the scaffold is being moved is within 3 degrees of level, and free of pits, holes, and obstructions
   - Outrigger frames, when used, are installed on both sides of the scaffold
   - No employee is on any part of the scaffold which extends outward beyond the wheels, casters, or other supports

f. Caster stems and wheel stems shall be pinned or otherwise secured in scaffold legs or adjustment screws.

g. Before a scaffold is moved, each employee on the scaffold shall be made aware of the move.

Gaining Access to Scaffolds

a. Working Employees:
   - Portable, hook-on, and attachable ladders will be positioned so as not to tip the scaffold
   - Cross braces on tubular welded frame scaffolds shall not be used as a means of access or egress
   - Fall Protection will be provided for any employee on a scaffold more than 10 feet above a lower level

Prohibited Practices

a. The following practices are prohibited:
   - Mixing scaffold components manufactured by different manufacturers unless the components fit together without force and the scaffold's structural integrity is maintained
   - Using unstable objects to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement
   - Using cross braces as a means of access
   - Using shore or lean-to scaffolds

Aerial Lifts

a. Anytime aerial lifts, including: (1) extensible boom platforms, (2) aerial ladders, (3) articulating boom platforms, (4) vertical towers, or (5) a combination of any such devices, are used to elevate employees to job-sites above ground, the following safety rules will apply:
   - No aerial lift will be 'field modified' for uses other than those intended by the manufacturer unless: (1) the manufacturer certifies the modification in writing, or (2) any other equivalent entity, such as a nationally recognized testing lab. The lift must be at least as safe as the equipment was before modification

Extensible and articulating boom platforms:

a. Test lift controls each day prior to use to determine they are in safe working condition.

b. Only authorized employees can operate an aerial lift.

c. A Safety harness must be worn and a lanyard attached to the boom or basket when working from an aerial lift.

Work Guidelines

- Check overhead area and pathway for obstructions
- Wear an approved safety harness and lanyard attached to the boom or basket when working from an aerial device. EXCEPTION: Scissor lift
Do not belt off to an adjacent pole, structure, or other equipment
Maintain a minimum of ten feet from high voltage power sources
Stand only on floor of basket
Do not climb in or out of elevated lift EXCEPTION: Scissor lift
Do not move an aerial lift device unless equipment is designed to be moved
Use only booms, platforms, or equipment designed primarily as personnel carriers and that have both upper and lower platform controls, with the lower controls overriding the upper controls
EXCEPTION: Scissor lift
Do not rest elevated platform or scissors on or against any structures
Protect area below the platform or scissors lift with cones, barrier tape, or equivalent

T-17 Ladders

Portable Ladders
a. For portable wood ladders, all wood parts are:
   • free from sharp edges and splinters and
   • sound and free from accepted visual inspection from shake, wane, compression failures, decay, or other irregularities.

b. Portable metal ladders must be:
   • designed without structural defects or accident hazards such as sharp edges, burrs, etc
   • of sufficient strength to meet the test requirements and
   • protected against corrosion unless inherently corrosion-resistant

Work Practices
a. When ascending or descending, the climber must face the ladder.
b. Portable ladders are designed as a one-man working ladder based on a 200-pound load and will be used accordingly.
c. Portable rung and cleat ladders will be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). For every 4 feet vertical the bottom is 1 foot horizontal.
d. The ladder will be so placed as to prevent slipping, or it will be lashed, or held in position. The ladder base section must be placed with a secure footing.
e. Employees will equip all portable rung ladders with no slip bases when there is a hazard of slipping. However, no slip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used on oily, metal, concrete, or slippery surfaces.
f. The top of the ladder must be placed with the two rails supported, unless equipped with a single support attachment.
g. The bracing on the back legs of step ladders is designed solely for increasing stability and not for climbing.
h. Ladders will not be:
   • used in a horizontal position as platforms, runways, or scaffolds
   • placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded
   • placed on boxes, barrels, or other unstable bases to obtain additional height
   • tied or fastened together to provide longer sections. They must be equipped with the hardware fittings necessary if the manufacturer endorses extended uses
   • used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support, at eave, gutter, or roofline

i. Ladders for which dimensions are specified should not be used by more than one man at a time.
j. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment must not be used. Employees finding ladders with any of these conditions must report them to their supervisor and tag them out of service. Improvised repairs may not be made.

k. Tops of stepladders will not be used as steps.

**Inspections and Maintenance**

a. Ladders will be inspected before each use by the person using the ladder to insure safety and serviceability.

b. Ladders will be maintained in good usable condition at all times.

c. The joint between the steps and side rails is kept tight, all hardware and fittings are securely attached, and the movable parts operate freely without binding or undue play.

d. Safety feet will be kept in good condition to insure proper performance.

e. Ladders which have developed defects will be withdrawn from service for repair or destruction and tagged or marked as *Dangerous, Do Not Use*.

f. If ladders tip over, the employee will:
   - inspect the ladder for side rails dents or bends, or excessively dented rungs
   - check all rung-to-side-rail connections
   - check hardware connections and
   - check rivets for shear

g. If ladders are exposed to oil and grease, equipment will be cleaned and kept free of oil, grease, or slippery materials.

**Work Guidelines**

- Use caution not to overextend your reach
- Extend ladder at least three feet beyond top plane
- Use fall protection systems on fixed ladders when provided
- Take precautions to prevent the tools or equipment from falling when people must walk underneath overhead work

**T-18 Welding and Cutting**

No person shall be permitted to do welding or cutting unless properly instructed and qualified. No unauthorized person shall be allowed to handle or adjust torch or regulators while they are attached to cylinder or pipe line.

Improper handling of gas cylinders can cause the cylinder to explode or become a missile. These cylinders are under high pressure. All cylinders must be handled with care.

The following rules are based on the use of oxygen and acetylene:

1. **RULES IN HANDLING CYLINDERS FULL OR EMPTY ARE:**
   a. Manually lifting full or empty cylinders is prohibited. In addition, they must not be lifted or transported with a crane, derrick or magnet.
   b. Cylinders must never be allowed near sources of heat such as furnaces, steam pipes, bonfires, etc.
   c. Never place a cylinder in a spot where it can be struck or fall since a heavy impact can cause rupture.
   d. Immediately upon removal or gauge, cover valves with the screw-on caps that accompany cylinder.
   e. Always close valves on cylinders, even though they are empty. They may not have any remaining pressure but combustible gas is still present in the cylinder and could explode if the valve is not closed tightly.
   f. Acetylene cylinders should always be stored in a vertical position. Acetone, which is a liquid in the cylinders, can be forced into the acetylene line and into the torch causing a dangerous situation if the cylinder is stored on its side.
   g. Oxygen and Acetylene cylinders must be stored at least 20 feet apart or have a two hour fire-proof separator between them at least 8 feet high.
h. Empty cylinders must be marked "Empty" or "MT" and returned to storage rack on same day that they are emptied.

i. Leaking cylinders must never be used. Place leaking cylinders in an open area away from buildings and any source of combustion.

j. Cylinders or cylinder valves must never be repaired by welding, soldering or any other way. Damaged cylinders should be marked and placed in a safe area. Report damage to supervisor immediately.

k. At end of each shift, operators must close valves carefully and check for leaks on cylinders or pipe lines.

l. Cylinders in use should be chained onto a cart or to a substantial upright post or support so that there is no chance that they might tip over.

m. When transporting cylinders, they must be in an upright position.

2. **Hose & Hose Connections, Regulators, Gauges, and Torches.**

a. Leaking hoses or connections must not be used; a small jet of oxygen striking a workman’s clothes may cause the clothing to ignite from a spark and result in a severe burn.

b. Never switch hoses. Never use an Acetylene hose for oxygen or vice versa.

c. In case of a backfire into hose, close the source valves immediately, shutting off the Acetylene valve first. Hose in which a backfire has occurred should not be used until it is carefully inspected and repaired, removing any burned or scorched hose.

d. Check torch for leaks before using.

e. Make sure the tip fits cleanly and snugly into the torch and the nut is tight. Never use a torch that leaks gas around the tip.

f. Never use a torch for a hammer.

g. Do not abuse a torch in any way.

h. Never oil the valves of a torch.

i. Regulators that have broken gauges or gauge glasses should be repaired immediately by a qualified repairman. Notify your Supervisor of any problem.

j. Never permit oil or grease to remain on gauges or pressure regulators.

k. Never use a wrench larger than 5 1/2” overall length to tighten hose and regulator nuts. Pipe and alligator wrenches should not be used.

l. When a hose or regulator is removed from the pipe line, the valve protecting a cap must always be applied.

m. Flash-back check valves must be located on each torch and regulator.

n. Protective caps must be applied to drop, or regulator fittings when hoses are not connected.

3. **Use & Care - Cutting and Welding in or around storage tanks, tank cars, drums, reservoirs, etc.**

a. Never burn or weld on a closed container unless the contents of the container are known and it is determined to be safe.

b. Never burn or weld on closed tank cars, covered hopper cars, and other closed containers unless the contents of the railcar/container are known and it is determined to be safe.

c. Never leave gas hoses, torches, or welding equipment inside a closed container during a break, lunch, overnight, or when not in use. A small gas leak can build up an explosive mixture.

d. Never permit heat from torch or welding to be exerted on a closed vessel that contains fluid regardless of whether or not the fluid is combustible.

4. **Setting Up and Preparing Cutting Equipment**

a. Inspect valves to be certain they are clean and free of dirt.

b. Connect regulators to cylinder valves. (Acetylene fittings have left hand thread.)

c. Open valve on oxygen cylinder very slowly to avoid damage to regulator and gauges.

d. Open oxygen cylinder valve to full aperture.

e. Open oxygen valve on torch and leaving this valve open, open the oxygen regulator valve slowly until low pressure gauge shows correct working pressure.

f. Close oxygen valve on torch.
g. Open Acetylene cylinder valve one and one-half turns (no more) and leave key on cylinder, so that in an emergency the valve may be quickly shut off.

h. Open the Acetylene valve on the torch, and leaving this valve open, open the Acetylene regulator valve until the low pressure gauge shows the correct working pressure (15 psi or less).

i. Light the torch with a File-Fling lighter (never use a match or cigarette lighter) holding the torch in a downward position and away from other employees.

j. IMPORTANT - ALWAYS ALLOW THE ACETYLENE TO FLOW THROUGH THE TORCH TWO OR THREE SECONDS BEFORE APPLYING LIGHT TO TIP TO AVOID BACKFIRING.

k. Open the oxygen valve on torch and adjust the flame.

l. If there is any indication of a gas leak in any part of the equipment DO NOT proceed until leak is properly eliminated.

m. To shut off torch, close the acetylene valve on the torch first.

n. While the torch is attached to a gas supply do not hang or lay the torch with the tips pointing toward the cylinder, pipe line, etc.

o. Hose connected to a gas supply must never be wrapped around any gas container as there is a possibility of hose or gas leak therein becoming ignited and overheating cylinder, causing fire or explosion.

p. When changing or adjusting pressure on regulators, always open torch valves alternately.

5. Oxygen-Acetylene Cutting Tips and Heating Assemblies
   a. Only approved cleaning tools supplied by the company should be used to clean tips. Never run tip with gas burning close to a piece of steel or rub it with your glove in an effort to clean it. This can result in backfires and explosions or serious burns.

   b. Care must be taken when heating with a multi-flame heating assembly. When the tip is permitted to get too close to the surface metal, a backfire will easily occur into the extension tube, which will quickly melt the tube. Burns and explosion can occur. When this happens, turn the acetylene off quickly followed by closing the Acetylene and Oxygen valves. Before using this type of torch, be sure to be acquainted with which valve is Oxygen and which one is Acetylene. When lighting this type of torch, turn on the Acetylene slightly and light the gas with a flint lighter. Turn on a little Oxygen. Turn up the Acetylene and again the Oxygen. Repeat this until you have a very hot flame but be sure not to have an excess of Oxygen since this will burn the surface to be heated when all you want to do is heat the material.

   a. Gas must not be used as a substitute for compressed air or as a source of pressure. It must be used only for prescribed purposes.

   b. When engaged in gas cutting or welding, operator shall keep hose in such position that sparks or molten metal cannot fall on it.

   c. Throwing, dropping, or otherwise roughly handling loaded or empty gas cylinders is prohibited.

   d. Allowing gas cylinder to stand near furnace steam pipe, or other source of heat is prohibited.

   e. Lighted gas torch must be kept within the operator’s field of vision at all times.

   f. Removing valve key on gas cylinder while in use is prohibited.

   g. Before making repairs to gas hose, torch gauge, or regulator, disconnect them from the tank.

   h. Changing or adjusting pressure on regulator with torch valve closed is prohibited.

   i. Close valve and remove key of gas cylinder when not in use.

   j. Using oil or grease on gas torch, gauge, regulator, or hose connection is prohibited.

   k. Laying object to be heated, cut, or welded across gas cylinder is prohibited.

   l. Before cutting through sheet, plate, or other part be certain that there is no person on other side who might be burned.

   m. Performing cutting, welding, or heating operation on container, cored casting, pipe, plugged holes, etc., unless properly vented or drilled to permit escape of gas, steam, or hot air, is prohibited.
n. Operating torch on or near receptacle where gas might be generated from oil, grease, gasoline, etc., or where fumes from torch might accumulate, is prohibited. (Scrap box, waste or rubbish can, tool bin, etc.)
o. Laying down lighted torch is prohibited.
p. Passing lighted torch from one employee to another or climbing with lighted torch is prohibited.
q. Use of defective gauges, torch, fittings, valve or hose to perform cutting, heating, or welding operation is prohibited.
r. Gas and air hoses and welding cable must be properly coiled or put away according to plant practice at the end of each shift.
s. Insulation of welding cable must be intact at all times. No repair to insulation cable is permitted within ten feet (10') of THE ELECTRODE HOLDER.
t. When cutting or welding, operator must wear proper protective clothing and shall position himself so as to avoid flame or molten metal from coming into contact with his person or falling into gloves, clothing, shoes, etc.
u. Leaving gas cutting or welding equipment under loads being handled by hoisting equipment or overhead cranes, is prohibited.
v. Allowing gas cutting or welding equipment to remain unattended with pressure on gauges and/or torch hose is prohibited.

Work Guidelines

◆ Only qualified employees or employees directly supervised by a qualified employee may perform welding, cutting, and thermite procedures
◆ Inspect item or equipment you are welding or cutting on for hazards
◆ Have fire extinguisher readily accessible
◆ Do not weld, heat, cut, or rivet tank cars, locomotive fuel tanks, barrels, pipes, or similar containers that have held gasoline, oil, or other flammable/explosive material until the containers have been thoroughly purged
◆ Do not weld, heat, or cut in areas with flammable vapors present until the vapors are completely vented or neutralized
◆ Do not weld, cut, or heat chains, hooks, rings, links, or coupling intended for lifting purposes
◆ Shield concrete when welding or cutting on or near it
◆ In case of flashback, shut off oxygen valve immediately and close fuel gas valve
◆ Do not lay down a lighted torch or pass it to another person
◆ On manifold fuel gas systems, install combination flashback arrestor/reverse flow check valves on the fuel gas and oxygen outlets in the piping system. Install flashback arrestors at the torch on both the gas and oxygen lines
◆ On portable systems, install reverse flow check valves on the hard piping at the gas and oxygen outlets at the regulators. Install flashback arrestors at the torch on both the gas and oxygen lines
◆ Follow thermite welding manufacturer’s recommendations
◆ Keep thermite portion, crucible, and molds dry before and during welding

Additional Work Guidelines

◆ When welding, wear natural fiber clothing such as cotton or wool under PPE and ensure all body parts are covered
◆ Remove combustible and flammable items from area before beginning work
◆ Weld and cut in a well-ventilated area
◆ Protect other people in immediate work area from intense light, radiation, and molten material
◆ Be alert for sudden movement of material when cutting rail or any material under stress
T-19 Wire Brush/Abrasive Wheels, Blades, and Stones

1. Do not use warped abrasive products.
2. Protect abrasive products from cracks and chips during storage and use.
3. Keep free from grease, oil, and solvents.
4. Use properly rated/RPM and properly sized abrasive product and wire brush wheels as specified by equipment manufacturer.
5. Perform ring test on abrasive product as recommended by manufacturer.
6. Inspect each wheel immediately after unpacking it from the shipping container and again just before mounting it on the grinder. If defective, remove from service.
7. Confirm protective guards are in place, secured, and properly aligned.
8. Run new wheels at full operating speed for at least one minute before applying work as most defective wheels break when first started. Do not stand or walk in the direct line of the rotating wheel.
9. Store abrasive disks and wheels in a dry area, without extreme temperature changes, especially below-freezing temperatures. Wet wheels may break or crack if frozen. Handle abrasive stones carefully to prevent dropping or bumping them.

T-20 Tools

1. Recondition tools and equipment according to the manufacturer’s instructions.
2. Do not carry tools in hands while getting on or off equipment.
3. Do not unload tools from moving equipment.
4. Confirm path is clear before unloading tools from standing equipment.
5. If a tool or other object falls to the bed of a machine, stop the machine before removing tool.
6. When cutting bands, keep clear of band(s) and out of the path of falling material.

Work Guidelines

* Stay clear of the arc of swinging tools. When using swinging tools (such as spike maul, sledge, axe, pick, brush hook, hand adz, etc.), warn others to keep clear. Stand so that the point is away from your body if the tool unexpectedly flies to the side.
* Remove oil, grease, and dirt from hands and handles before using swinging tools.
* Direct the cutting edge of sharp tools such as knives, chisels, and screwdrivers away from your body.
* Use band cutters to cut bands.
* When bands are being removed from items such as cartons, boxes, pallets, or ties, stay away from the direct line of bands under tension.
* Use tools defensively so that if they slip or move unexpectedly, you will not lose your balance or risk injury.
* Position tools or materials on a scaffold or platform where they will not fall or be knocked off. When people must walk underneath overhead work, take precautions to prevent tools or equipment from falling.

Hand Tools:

Wrench

a. Use properly sized wrench for the job.
b. Do not use extensions or "cheaters" unless approved by the original tool manufacturer.
c. In close spaces, brace yourself to avoid falling if the wrench slips or the bolt breaks.

Work Guidelines

* Pull on the wrench whenever possible. If necessary to push, do so with an open palm.
* In close spaces, position hands to avoid injury if the wrench slips.
Power Tools:
   a. Do not lie down power tool while tool is running or in a position where accidental start up will occur.
   b. Stand to one side of rotating saw blades except when operating a rail or chain saw.
   c. Do not use your hands to remove chips or shavings from drills or other machines. Use a brush, vacuum equipment, or special tools designed for that purpose.
   d. Do not place electric power tools on wet surfaces or in loose material.
   e. Disconnect the power source on electric and pneumatic power tools before cleaning, repairing, adjusting, or replacing accessories.
   f. Only use electric power tools with three-wire ground protection.

Work Guidelines
   ◆ When cleaning any machine or tool, ensure cloth or other materials do not get caught in the machine or tool
   ◆ Avoid using strong-grip force when using vibrating power tools

Air Hose Connections
   a. If air lines are connected and charged, do not uncouple until relieving line pressure.

Tools - (Hand, Portable, Electric, and Pneumatic)
   a. Sitting, standing on or straddling a timber or metal bar that is being used as a pry bar or lever is prohibited. Place it securely and be properly braced and alert to prevent injury by unexpected movement of bar or lever. Have all parts of body placed so that they will be neither caught between nor struck by bar or lever and other object.
   b. When using wrench, the following precautions must be taken:
      ● Use proper wrench, properly adjusted, to fit object on which it is to be used
      ● Place monkey or similar wrench so the turn will be toward open side of jaws
      ● Using any object as a shim between jaws of wrench and nut, bolt head or other object to make wrench fit is prohibited
      ● Confine stroke of wrench to space available to prevent fingers, hands, or any part of body striking against objects or being pinched
      ● Brace body to avoid overbalancing in case wrench slips or wrench, bolt, nut, or other object
      ● Before attempting to apply full force, make sure wrench has proper grip and then gradually increase force until nut, bolt, pipe, or other object turns. Jerking on the wrench is prohibited
      ● Using pipe or other object to extend length of handle, unless wrench is designed to be so extended, is prohibited
      ● When using a wrench, place hand on wrench handle to apply pressure to loosen or tighten pipe, nut, bolt, rod, etc. The other hand is to be placed over wrench head to avoid head from undesired slippage, etc
   a. Do not swing any tool without being sure your intention is known by any persons close by who might move into swing of tool.
   b. Standing on same side as person using sledgehammer when holding chisel, bar, punch or other similar tool that is being struck is prohibited.
   c. Use of pry bars or other tools made of tool steel after they have been arced with the welding rod is prohibited. Welding on tools of this type is prohibited.
   d. Using file as wedge or pry bar, striking file with metal or using without a handle is prohibited.
   e. Carrying file, ice pick, or other pointed or sharp edged objects in pocket unless point is protected is prohibited.
   f. Place shovel, fork, rake, hoe, or other pointed or sharp edge tool with point or edge down when not in use.
   g. The use of pneumatic or electric tools that will not completely shut off is prohibited.
   h. Operation of pneumatic or electric tool by employee who has not been instructed as to its use is prohibited.
i. Connecting or disconnecting pneumatic tool before closing valve at supply line and draining pressure from hose is prohibited unless equipped with a quick connect coupling.

j. Leaving pneumatic hammer lie, while not in use, with hose coupled up and air turned on, and with plunger inserted in barrel is prohibited.

k. While pneumatic hammer is being held, but not actually in use, place thumb or finger under trigger. Pointing a pneumatic hammer at a person is prohibited.

l. When carrying electric or pneumatic tools, use grips, handles, or guards provided. Carrying tools by power cables, cord, hose or bit, is prohibited.

m. Use a handline to raise and lower tools and equipment to or from a scaffold or elevated platform.

n. Laying down electric or pneumatic tools while they are in operation is prohibited. Place such tools where trigger valve or switch is shielded to prevent tool being accidentally started.

o. When using electric or pneumatic tools, secure or hold firmly and be prepared for jerk if reamer, drill, tap, or nut should stick or jam.

p. Attaching drill, reamer, tap, or other tool to electric or pneumatic motors while motor is running is prohibited.

q. Leaving unattended a drill, reamer, tap, or other tool in a hole with electric or pneumatic motors attached is prohibited.

r. Using electric or pneumatic portable grinders or saw without suitable hood guard over wheel is prohibited.

s. Turning air into hose of pneumatic tool while control valve or throttle is open is prohibited.

t. When the use of a tool is finished, clean the tool and put it in its proper place.

u. Inspect all hand tools, pneumatic or electric equipment, wrenches, air hose, cutting torches, welding equipment, gauges or other equipment or tools issued to you or received from Tool Room or from other employees. Such inspection must be made prior to using such equipment. If found damaged or defective, return same promptly to the party from whom the defective item was received. DO NOT USE DAMAGED OR DEFECTIVE EQUIPMENT AT ANY TIME.

v. Grinding on other than grinding face of emery wheel is prohibited. The tongue guard and tool rest must not be more than one-eighth inch (1/8") from wheel.

T-21 Compressed Gas

Improper handling of gas cylinders can cause the cylinder to explode or become a missile. These cylinders are under high pressure. All cylinders must be handled with care. See Rule T-17 Welding and Cutting for rules on handling gas cylinders (full or empty).

1. Keep sparks, flames, and other ignition sources away from where compressed gas cylinders are stored.

2. Keep all gas cylinders upright and secured against movement when being used, stored, or transported.

3. Store oxygen and fuel gas cylinders in an area that meets OSHA requirements, or separate them by at least 20 feet.

4. Remove gauges and apply protective caps per DOT requirement when transporting compressed gas cylinders on the highway.

5. Close cylinder valve when not in use.

6. Do not use oxygen as a substitute for compressed air or as a source of pressure.

7. Keep grease and oil away from oxygen or equipment through which oxygen passes.

8. Do not throw, drop, bump, or drag loaded or empty gas cylinders.

9. Use soapy water with a nonfat base when testing for leaks. Do not use an open flame.

10. Remove a leaking compressed gas cylinder to a safe area, close the valve, tag the cylinder, and return to distributor.

Recommended Work Guidelines

- Use approved mechanical devices to handle compressed gas cylinders. Do not lift by protective cap.
Use spark-free wrenches when loosening or tightening connections
Do not place a hose in use over any part of your body

T-22 Liquid Petroleum Gas (LPG)
1. Do not smoke when fueling LPG tanks.
2. Turn off valves on tanks of LPG when not in use.
3. Keep units powered by LPG away from extreme heat near ovens, furnaces, or other high temperature sources.
4. Notify the supervisor if a tank containing LPG leaks and stay upwind of the leak.
5. Do not use an open flame near the leak.
6. Refuel LPG tanks outdoors at least 50 feet from buildings and at least 15 feet from storage tanks at the end farthest from the relief valve.
7. Change portable tanks outdoors where possible. Stop the motor when placing LPG tanks on motor vehicles.

T-23 Compressed Air
1. Use air nozzle that meets OSHA requirements (less than 30 PSI with effective chip guarding).
2. Inspect hose before charging with pressure.
3. Direct airflow away from clothing, body, or closed containers.
4. Do not use plant chemicals, air, oxygen, or compressed gases to clean clothing or skin. Hoses must not be pointed toward anyone.

Work Guidelines
- Ensure that each hose has an easily accessible, separate supply valve
- Use vacuum rather than compressed air for cleaning when possible

T-24 Cell Phone and Radio Use
1. Do not use cell phones or radios when doing so would interfere with the safe performance of duties.

Work Guidelines
- When operating a motor vehicle, pull over and park before using cell phone or other electronic device
- Use hands-free cell phone while driving when necessary to use cell phone
- The use of any electronic device that requires a hand(s) to operate is prohibited while operating a moving vehicle

T-25 Lockout/Tagout

Introduction & Purpose
Watco companies, inc. recognize the dangers of hazardous energy and as such have established this program. Watco companies, inc. Has only a few energy sources that require energy control procedures.

This program establishes requirements for the lockout tagout of energy isolating devices. It should be used to ensure that the machine or piece of equipment is:

a. Isolated from all potentially hazardous energy,
b. Locked out or tagged out, and
c. Freed of all residual or accumulated energy

Before employees perform any servicing or maintenance activities, LO/TO must be used where the unexpected energizing, startup or release of stored energy could cause injury.

The Program complies with the requirements of Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.147.
Preparation for Lockout or Tagout

Obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out.

Identify all employees that may be involved in the impending lockout/tagout.

Lockout or Tagout System Procedure

Notify all affected employees that lockout or tagout system is going to be utilized and the reason thereof. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

Shutdown the equipment by using normal stopping procedures. Operate the equipment to be sure it is off.

Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

Lockout and/or tagout the energy isolating devices with assigned individual locks(s) or tag(s).

After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to “neutral” or “off” position after the test.

**NOTE:** Combination locks are prohibited for use of any lockout of machines or equipment.

The equipment is now locked out or tagged out.

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or energy-isolating device where it is locked or tagged out.

Restoring Equipment to Normal Operation

After service and/or maintenance is complete and equipment is ready for normal production operations, check the area to ensure that one is exposed.

Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.

Training

Employees are trained in the following:

2. Types and magnitudes of energy sources.
3. The limitations of tagout.
4. Lockout and/or tagout procedures for the isolation of energy sources.
5. Procedures for removing locks and/or tags.
6. Procedures for restoring energy.

Employees will be given training before any initial involvement in lockout/tagout procedures.

Retraining will be given whenever there is a change in job assignment, a change in equipment or processes that would create a new hazard or whenever a change would occur in this company’s Hazardous Energy Control Procedures.

A list of employees trained and dates of their training will be maintained by the Company General Manager and Site Supervisor.

Annual Inspection

The Safety Department will conduct the formal annual audit inspection of all WATCO Companies, Inc. authorized employees. The completed annual inspection will be kept on file.
Group Lockout/Tagout Procedures

1. This procedure will be reviewed with all personnel affected or authorized by the group lockout/tagout prior to implementation of any job.
2. One authorized employee will coordinate and act as the group leader for the lockout/ tagout procedure for all group lockout/tagout.
3. Each employee will affix his/her lock or tag to the equipment being serviced or having maintenance performed.
4. No employee will be allowed to remove another employee’s lock or tag.
5. Each employee will remove their own lock or tag when their part of the operation is completed.
6. When servicing or maintenance will involve more than one shift, the off going shift will remove their locks and/or tags as the oncoming shifts apply their locks and/or tags.
7. When equipment has only room for one lock the coordinator of the procedure will place the lock in the equipment and place the key in a cabinet or box to which each employee will affix their lock to the cabinet or box.
8. Do not work on energized circuits. Pull switch, remove fuses, and LOCK OUT. Do not open or close switches unless authorized to do so.
9. Removal of LOCKOUTS from switch by persons other than the person who placed it is prohibited.
10. Repairing, dismantling, or assembling motor driven machine without first opening power switch and LOCK OUT is prohibited.
11. LOCK OUT drive motor before changing blades or dies on shear, punch, or forging machine.
12. Do not remove guards or deactivate safety devices unless required for adjustment or repair, in which case, machine must be shut off and switch locked out. Guards must be replaced as soon as possible and before the machine is put back in operation. Lockouts can only be removed by the party servicing the equipment.
13. Before working on any electrically driven equipment, lock out the breaker and test the equipment using the start-stop buttons.

T-26 Elevated Work/Fall Protection

Working on Top of Railcars

1. The following policy applies to all employees who work on top of railcars:
   a. Each individual must observe for oily, icy, or slippery conditions and review the safety aspects of the work for any conditions that might create loss of balance or use of force.
   b. Each individual must use tools or equipment defensively, to avoid loss of balance if tool were to slip or disengage. Avoid over-reaching while working.
   c. Where possible, work in a kneeling or seated position.

Additional Fall Protection Procedures When Working Inside or Adjacent To Structures

1. All employees exposed to fall hazards of greater than 4 feet must be protected from a fall.
2. Safety belts are prohibited.
3. A full body harness with a shock-absorbing lanyard attached at the middle of the back, secured to a rope grab and lifeline or an object capable of supporting a 5,000 pound load, shall be worn by all employees where:
   a. They are not protected from a fall of more than 6 feet by other methods, such as guardrails, catch platforms, nets, etc.
   b. When working off a stage or suspended personnel platform.
   c. Any other instances where situations or conditions dictate the use of fall protection.
4. Full body harnesses and all hardware shall be inspected daily for broken or worn hardware, loose rivets, torn or rotted fabric. Broken or worn equipment shall not be used and shall be turned in to your supervisor for replacement.
5. The use of homemade or job-made hooks or attachment devices is prohibited.
6. Lanyards shall be a maximum of six feet long and should always be secured as high as possible to limit the maximum fall distance.
7. Lanyards must be capable of limiting the arresting force of an employee’s fall to a maximum of 900 pounds.
8. Except for positioning work, lanyards shall be attached to the harness in the center of the back.
9. Lifelines shall have a minimum breaking strength of 5,000 pounds.
10. Rope grab hardware shall be compatible with the size of rope being used.
11. All connecting hardware shall be double locking devices.

T-27 Electrical Safety Work Practices
1. All 120 volt, 15 & 20 amp temporary electrical receptacles, or permanent power receptacles where the attachment cord of a power tool is not directly plugged into the outlet, shall have ground fault circuit interrupters (GFCI) installed for personal protection.
2. All electrical tools and equipment must be grounded or double insulated.
3. Employees shall visually inspect their tools daily. Damaged or defective tools and/or cords shall be removed from service.
4. Splices and repairs in electrical cords must be as good as or better than the original insulation.
5. Temporary electrical cords must be covered or elevated in locations where they may be subject to damage.
6. Energized wiring in outlets, junction boxes, circuit breaker panels, etc, must be covered at all times.
7. If you loose power, do not randomly trip circuit breakers at the panel. Call an electrician for help.

Working On or About Electrical Circuits:
1. All electrical apparatus must be labeled showing its operating voltage. Switches should be labeled also with the equipment name to which they are connected.
2. Insulation on electrical wire, apparatus or equipment must not be depended upon for protection against shock.
3. Electrical protective gloves must be worn and insulated tongs or other approved devise must be used when removing or replacing fuses or energized circuits of four hundred (400) or more volts and must be done only by authorized person.
4. Do not work on energized circuits. Pull switch, remove fuses, and LOCK OUT. Do not open or close switches unless authorized to do so.
5. Removal of LOCKOUTS from switch by persons other than the person who placed it is prohibited.
6. When closing an energized circuit breaker by hand, close contacts as quickly as possible.
7. Precautionary measures when applying grounding devices should be taken as follows:
   a. Keep as far as practicable from the circuit, if possible, below and to the side to avoid any arc.
   b. Apply secure connection to the ground before placing other end of connection in contact with the line, apparatus or equipment.
   c. When removing the ground device, disconnect it from the line, apparatus or equipment before removing it from the ground connection.
8. Leaving tools, material, or other unauthorized items in switch boxes, relay cases, cabinets, etc., is prohibited.
9. Removing or renewing fuses of energized electrical circuits before switch to that circuit has been opened is prohibited.
10. Placing clothing, lunches, and tools in the power or control cabinets, switch boxes, or battery box, or on top of electrical apparatus is prohibited.
11. The use of flashlight with metal case within electrical cabinets and equipment, and the use of uninsulated tools with electrical apparatus are prohibited.
12. Keep all doors and covers of electrical apparatus closed and in place, except when necessary for inspection and repairs.
13. Hang up extension electric trouble lights when not in use, and arrange cord so it will not be a tripping hazard. Use of defective electric extension cords or lamps is prohibited.

**T-28 Work Environment/Housekeeping**

1. Keep work area and environment clean, orderly, and free from clutter, debris, and controllable hazards.
2. Handle, store, and dispose of contaminants, hazardous chemicals, and waste according to all applicable environmental regulations and WATCO Companies, Inc. policies.
   a. Arrange office equipment and work areas to keep aisles, emergency exits, and access to fire extinguishers clear.
   b. Arrange contents of filing cabinets to balance the cabinet. Keep cabinet and desk drawers closed while unattended.
   c. Keep body parts clear when using paper cutters. Close the cutting blade after use.
   d. In walking areas, encase telephone or electrical cords in floor molding, or properly secure them.
   e. Use ladder or approved lifting device to reach overhead objects. Do not stand on a chair, desk, or box.
3. Each employee is responsible for maintaining their work area in a neat, clean, and orderly condition. Scrap should be promptly put in scrap bins as it is generated, with overhanging pieces cut in half. Combustible materials should be placed in containers provided. Hoses and cables must be coiled and properly stored at the end of each shift. Materials should be neatly stacked away from fire extinguishers, electrical switches, stretchers, or any other area marked by lines on the floor, including walkways. Sanitary facilities should be kept clean and orderly.
4. Leaving open pits, manholes, or other excavations open and without protection is prohibited.
5. Do not put tools or materials in places from which they may fall. Where danger exists, the tools or material must be adequately secured.
6. Do not leave tools, jacks, or material standing or leaning in unstable positions where there is a danger of its falling or being knocked down.
7. Pick up weld rod stubs, huck bolts, etc. and deposit in appropriate container.
8. Keep aisle, stairways, and non-storage areas free of materials, tools and equipment.
9. Roadways shall be kept open, and clear of all blockage such as trash, equipment, material, etc.
10. Return tools and equipment to proper storage place after use.
11. Keep floors dry. Avoid spilling of liquids; wipe up spills immediately. Do not walk or drive through spills.
12. Stack materials properly.
13. Keep machines and equipment wiped off.
14. Do not permit items to accumulate on top of welding machines.

**Housekeeping**

Good housekeeping is a necessary requirement for maintaining safety at our facilities. Clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees that our company is complying with OSHA's housekeeping requirements, including:

- 29 CFR 1926.25 - Housekeeping, and
- 29 CFR 1926.151 - Fire Prevention

Many other regulations also lead to housekeeping procedures. Common sense and safety concerns encourage standardization of housekeeping measures in the workplace. Watco Companies Inc. has developed a set of written housekeeping procedures. In this way we have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at our company.
Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Increases production
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste

Outside the Facility
Our housekeeping procedures for keeping our grounds and building faces/sides neat and orderly include:

- Keep the parts of buildings that are visible to public roads cleaned by washing them at regular intervals
- Keep the other parts of buildings cleaned at regular intervals
- Keep all doors and loading docks completely free of debris, shrubs, or other obstructions
- Maintain visibility through all windows by washing at regular intervals
- Keep doors and windows properly maintained in good working order
- Repair any damage to doors and windows at regular intervals
- Provide any stairs or platforms adjacent to or leading into the building(s) with adequate rails, adequate treads to climb and an area clean and free of materials
- Keep grounds neat and orderly, free of refuse and unnecessary materials
- Store materials outdoors only in designated areas of the grounds
- Maintain a neat landscaping appearance--trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards

Work Guidelines

- Be prepared for hazardous footing conditions in your work environment
- Use hand holds where provided
- Use handrails when ascending or descending stairs or ramps
- Know the location of emergency exits and fire extinguishers
- Store sharp and pointed objects safely. Do not reach for them without looking
- Report any malfunctioning electrical equipment or other types of hazards to your supervisor. Do not wait for someone else to make the workplace safe
- Tools and supplies shall be maintained in a storage area when not in use
- Ice and snow should be cleaned off walkways around all company facilities
- Pointed or edged tools shall be placed with points or edges turned down when not in use
- The work area shall be kept in a clean, neat and orderly fashion. Spilled material shall be cleaned up immediately

T-29 Fire Safety

1. All employees shall be annually trained in the proper use of portable fire extinguishers and be aware of the location of each fire extinguisher at the facility.
2. Any employee using a fire extinguisher for any purpose shall immediately notify their supervisor of its location and why it was used.
3. Fire extinguishers, full and ready for use, shall be accessible in their proper location in shops, vehicles and on equipment.
4. Fire extinguishers, whether in the shop, in vehicles, or on equipment, are to be inspected monthly and a notation made on the fire extinguisher tag.

5. Water is not be used to extinguish electrical fires.

6. Gasoline or flammable liquids are not be used for cleaning purposes.

7. Appropriate signs shall be placed on or near fuel storage tanks, i.e., "NO SMOKING", "TURN ENGINES OFF", and/or other identification signs.

8. No source of ignition is allowed within 30 feet of any fueling operation.

9. All cans, drums, storage cabinets or other approved receptacles used for gasoline, naphtha, and paint thinner or flammable liquids shall be approved storage containers for FLAMMABLES and labeled with appropriate warning labels.

10. Fuel oil, lubricating oil or cleaning solvents shall not be stored within 20 feet of Oxygen cylinders or any source of ignition.

11. Portable fuel cans should be safety cans meeting NFPA requirements for such use.

12. Maintain unrestricted access to fire extinguishers, alarm boxes, exit aisles, and emergency exits.

13. Store flammable and combustible material away from ignition sources.

14. Use proper grounding and bonding techniques to prevent static electricity charge when dispensing or transferring flammable liquids.

**Fire Extinguisher Use**

a. In the event a fire breaks out, employees should remember the acronym **P.A.S.S.**

b. Use the following steps:
   - **P** - Pull the Pin
   - **A** - Aim the nozzle at the base of the fire
   - **S** - Squeeze the discharge handle
   - **S** - Sweep the base of the fire from side to side as you advance

c. Employees should always have an exit (a way to escape) at their back when using a fire extinguisher.

d. Once the fire is extinguished, employees should wait a few minutes before leaving the area in case the fire flares back up.

**Fire Protection:**

Know the location and operation of all types of portable fire extinguishers. All employees are to be instructed as to location and use of these extinguishers.

a. When a fire extinguisher is used, turn it over to your supervisor to be refilled or exchanged for a charged extinguisher.

b. Do not block or conceal fire-fighting equipment.

c. Clean up spills of flammable liquids or oils immediately.

d. Stop or report leaks of flammable liquids, gases, or oils at once.

e. Use specified containers for trash.

f. Use approved safety cans for handling flammable liquid.

g. When extinguishing or shutting down furnace, flare tower, or forge, shut off fuel supply before turning off air.

h. When dispensing flammable or combustible liquids from storage container to working container, dispenser must be grounded to container. Storage container must also be grounded.
   - All flammables must be stored in approved containers.

**Work Guidelines**

- *We may choose to fight a fire to protect life and company property, but only in those situations where we believe it is safe to do so*

- *Be familiar with the location and use of fire extinguishers, fire alarm boxes, fire exits, and evacuation areas in your work environment*
T-30 Chemical/Environmental Safety

1. Environmental Safety
   a. In compliance with WATCO’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.

2. Chemical Spills and Chemical Releases to Air
   a. In the event of a chemical spill or release of a chemical or unknown material to the air, evacuate the area.
   b. Report oil or hazardous material spills promptly to your supervisor. Include in your report:
      - Spill location
      - Material and amount of spill
      - Distance to the nearest public waters
      - Other important information
   c. Do not take any further action unless you are specifically trained to do so, using appropriate protective gear and work practices.
   d. Do not re-enter the affected area until given the “All Clear” by incident response personnel.
   e. Incidental spillage of known materials that do not present an inhalation hazard can be addressed by the employees in the work area.

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

4. Ventilation for Maintaining Safe Atmospheres
   a. 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

5. Skin Cleaning
   a. 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.
   b. If the skin has been exposed to corrosive agents (acids or bases), use plain water to flush continuously for at least fifteen minutes.
   c. Do not apply ointments, soaps, or creams to chemical or thermal burns.

6. Containment and Spill Prevention
   a. 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
Gravity flow values are not recommended for outdoor usage

Work Guidelines
- In the event of a chemical spill, avoid contact with materials and stay upwind of the site until the materials are identified and safe handling procedures are determined

T-31 Chemical Hazard Communication Program
Our company is complying with the requirements of OSHA’s Hazard Communication Standard by compiling a list of hazardous chemicals, using MSDSs, ensuring that containers are labeled, and training our workers present at a given Profit Center. In addition, we provide this same information to subcontractors involved in a specific project so that they may provide this information and train their employees.

This program applies to all work operations in our company where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Copies of the written program may be obtained from your General Manager or from the safety department.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from your General Manager. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

If after reading this program, you find that improvements can be made, please contact the Safety Department. We encourage all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Hazard Communication and Right To Know
If any employee has questions about something they are working with, they should contact their supervisor. Information may be in the form of a Material Safety Data Sheet (MSDS), or label.

Remember, if you have questions, contact your supervisor.

T-32 First Aid/CPR Program & Personal Hygiene
Watco Companies Inc. is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

This written First Aid Program is intended to ensure that Watco Companies Inc. meets the requirements of 29 CFR 1926.23, First Aid and Medical Attention, and 29 CFR 1926.50, Medical Services and First Aid.

Administrative Duties
Safety Director Transload Division, our First Aid Program Administrator, is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained from the Safety Director in his/her office. If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of this written program.

First Aid Personnel
The Safety Director for the Transload Division is readily available for advice and consultation on matters of workplace health.
First Aid Supplies and Equipment
It is important that our first aid supplies and equipment meet the specific needs of our workplace.
Safety Director: Transload Division has ensured that adequate first aid supplies are readily available, including:
- Variety of bandages
- Compresses
- Gauze pads
- Antiseptic
- Burn treatments
- Adhesive tape
- Latex or similar gloves

Training
Training is the heart of our First Aid Program. Employees should NOT attempt to rescue or treat an injured or ill employee unless they are qualified to do so. Instead, they should contact someone who is qualified.

Employees who are qualified to render first aid have completed Watco Companies Inc.'s first aid training program. Safety Director for the Transload Division is responsible for conducting training. His or Her qualifications include: Adult First Aid and CPR through the National Safety Council.
First aid training is done in house and could be provided through an outside agency. Our instruction includes lecture, discussion, videotape, demonstration, practical exercises and/or hands on instruction. Our training ensures that trainees are knowledgeable in:
1. The definition of first-aid.
2. Legal issues of applying first-aid (Good Samaritan Laws).
3. Basic anatomy.
4. Patient assessment and first-aid for the following:
   a. Respiratory arrest.
   b. Cardiac arrest.
   c. Hemorrhage.
   d. Lacerations/abrasions.
   e. Amputations.
   f. Musculoskeletal injuries.
   g. Shock.
   h. Eye injuries.
   i. Burns.
   j. Loss of consciousness.
   k. Extreme temperature exposure (hypothermia/hyperthermia).
   l. Paralysis.
   m. Poisoning.
   n. Loss of mental functioning (psychosis/hallucinations, etc.). Artificial ventilation.
   o. Drug overdose.
5. CPR.
6. Application of dressings and slings.
7. Treatment of strains, sprains, and fractures.
8. Immobilization of injured persons.
9. Handling and transporting injured persons.
10. Treatment of bites, stings, or contact with poisonous plants or animals.
**Training Certification**

After an employee has completed our training program, the trainer will determine whether the employee can safely perform first aid. The Safety Director is responsible for keeping records verifying certification of each employee who has successfully completed training. Each certificate is a valid certificate in first-aid training, and National Safety Council certificate includes the name of the employee, the date(s) of the training, and the signature of the person who performed the training and evaluation.

**Retraining**

Trained employees are retrained every three years for First Aid and every two years for CPR to keep their knowledge and skills current.

**Accident Reporting**

After the immediate needs of an injury or illness emergency have been met, we require our employees to report the event to their supervisor. Extremely minor injuries, like a small bruise, do not need to be reported. However, those injuries and illnesses involving professional treatment, time away from work, or a near miss of a more serious accident, must be reported to an employee's supervisor. Even injuries that do not become apparent until after the cause must be reported. For example, back pain that develops over a period of time must be reported.

**Program Evaluation**

Watco Companies, Inc. thoroughly evaluates and, as necessary, revises our program; we ensure our program's effectiveness and prevent or eliminate any problems. Program evaluation will be performed on an annual basis, involving: Evaluating the workplace or worksite to ensure that the program is being effectively implemented, and checking documentation of first aid activities.

**Personal Hygiene and First Aid:**

This section gives you rules that will be beneficial to your health as well as protect you from injury.

1. Personal cleanliness is the most effective way to prevent skin irritations.
2. Do not use personal protection items that have been used by someone else unless they have been adequately cleaned.
3. If you get irritating chemicals on any part of your body, flush immediately with large quantities of fresh clean water. Report to supervisor.
4. Do not store dirty clothing, rags, or any waste materials that are unsanitary, or a fire hazard, in lockers.
5. If a person's clothing is on fire, keep them from running and fanning the flames. Keep the fire away from their face and extinguish it by the quickest means available such as:
   a. Smothering with a fire blanket
   b. Quenching under a shower
   c. Rolling person on the ground
   d. Using a fire extinguisher containing water or CO₂. Do not use dry chemicals.
6. Obtain proper treatment for injuries, no matter how slight. If an employee is injured, call the nearest supervisor or Safety Coordinator. Do not move the person except to prevent further harm.
7. If there is any bleeding, and the victim is conscious, have them apply pressure to the wounded area to minimize the flow of blood. Do not touch blood or other bodily fluids from the victim. Put on a pair of fluid-proof medical latex gloves before treating the wound. Gloves can be found in all first-aid boxes. Apply digital pressure with your fingers at nearest pressure point or cover injured area with a pad or cloth and apply pressure. Do not use a tourniquet.
8. Keep the injured person warm to reduce chances of shock.
9. In case a person is in contact with live electrical equipment, shut off power if possible and if not, use a dry pole, rope, or belt which will not conduct electrical current in attempting to free them from the equipment. Be careful not to make contact yourself. Contact supervisor and/or maintenance department.

10. Persons under medical care for work related illnesses or injury must keep medical appointments for treatment, therapy, or follow-up as prescribed by the doctor. Failure to do so could be construed as willful impedance on the part of that person in their own recovery.

11. Clothing which is frayed or torn shall not be worn.

**T-33 Lifting and Body Mechanics**

**Lifting and Carrying**

1. Use the following principles of safe lifting:
   - Ensure good footing and a good grip on the materials
   - Keep the object close to your body
   - Keep your upper body erect
   - Lift smoothly – do not use jerky motions
   - Lift with legs, not back
   - Do not lift and twist at the same time
   - If load slips from your grip, let it fall
2. If the load is too heavy to lift safely, obtain assistance or lighten the load.
3. Before lifting, carrying, or lowering objects with two or more people, confirm everyone knows movements to be made and coordinates the work.

Improper lifting, either by hand or by using mechanical equipment causes many injuries. The following instructions and precautions will help prevent this type of injury.

**Lifting By Hand:**

1. When it becomes necessary to handle heavy, bulky, or cumbersome objects, obtain help from another employee or see your supervisor in order to obtain necessary assistance or use mechanical lifting equipment.
2. Assume a firm stance and lift with your legs, not your back. Lift straight up, do not twist, and lock back in. Keep the object as close to your body as possible.
3. Get a good grip, watch your fingers and hands. Inspect the object you are going to lift for sharp corners, nails, or other things that might cause injury.
4. If two or more persons lift an object together, see that all are agreed on a signal to pick up or let down. Avoid placing a strain on one person by an unbalanced load.
5. When lifting, do not hold breath, as this tends to cause internal stress, which can lead to rupture, hernias, etc.

**Recommended Work Guidelines**

- Use good lifting practices and body mechanics when lifting
- Use lifting and carrying equipment to lift and move heavy loads
- Avoid tripping and slipping hazards while lifting or carrying
- Estimate weight of any object you plan to lift by test-tilting the object
- If you are unaccustomed to lifting, use extra caution and get help, or do not lift
- Use only moderate force and do not overexert when lifting, pushing, or pulling
- Schedule tasks to provide breaks from continuous work
T-34 Heat and Cold Stress
During weather with potential for either heat or cold stress (e.g., a high heat index is >105ºF, or 90ºF if working in direct sunlight; for cold, temperatures as high as 10ºF during wind speeds above 20 mph can create risk to exposed flesh), appropriate steps will be taken to reduce the risk for heat or cold stress, including review and modification of work practices, awareness training of all employees, ready availability of fluids during high heat index, and review of 1st aid and medical emergency procedures for heat and cold stress. Awareness training for employees will be on recognition of symptoms and what to do if they or fellow employees exhibit such symptoms.

1. Employees must report to their Supervisor if they are beginning to experience such symptoms or if they suspect fellow employees are so that appropriate measures may be taken.

T-35 Respiratory Protection
Watco companies, inc. Considers the health and safety of its employees to be of the utmost importance. For that reason, we have developed a respiratory protection program to ensure all employees are protected from exposure to hazardous chemicals at work. The program complies with the requirements of the occupational safety and health administration (OSHA) regulation 29 CFR 1910.134 and American National Standards Institute (ANSI) Standard Z88.2 (current edition).

Responsibility:
1. The General Manager, has overall responsibility for the Program. The General Manager has the authority to make administrative and technical decisions for the Program.
2. Each manager and supervisor has direct responsibility to insure the Program is followed in their areas of jurisdiction.
3. Each employee has a responsibility to use the respirator issued to him or her in the manner consistent with his/her training and to adhere to the Program.

T-36 Visitors and Contractors
While on WATCO Companies, Inc. property, visitors and contractors must as instructed:
- Comply with all safety rules and policies
- Wear personal protective equipment
- Participate in job briefings

T-37 General Rules and Regulations
Every good organization must have standards of conduct in order to promote efficiency, harmony, safety and ethical behavior. Rules and regulations of the Company are based on the thought that each and every one of such rules is necessary and reasonable for the benefit of all the Company’s employees.

All employees must comply with the Company’s General Rules and Regulations as published and/or posted as a condition of employment.

The following Company Rules and Regulations are issued in order that all employees will be aware of the long-standing basic rules of conduct, which are applicable to all employees.

Any employee found responsible for any of the following offenses may be subject to discipline without prior warning or notice:
1. Conviction of any felony criminal offense.
2. Reporting to work under the influence of alcohol, drugs and any other substance, which affects the senses on the employer's premises, will not be tolerated.
3. Possession, ingestion, use, trafficking and being under the effects of drugs or any other substance which affects the senses on the employer's premises (premises includes all company property, facilities, buildings, storage areas, parking area, vehicles, etc.)
4. Fighting or attempting bodily injury or any conduct violating common decency or morality, while at work or while on the Company's premises.
5. Intimidation, harassment, threat or coercion of any other employee or group of employees.
6. Solicitation, sale of raffle, lottery, chances or other such tickets, coupons or games of chance or gambling in any form during working hours or while on the Company's premises.
7. Inability or unwillingness to work in harmony with other employees. Discourtesy to the Company's customers, their representatives or to other persons doing business with the Company.
8. Defacing, damage or destruction of the Company's customer's or fellow employee's property or equipment which in the opinion of the Company was caused by willful, careless, negligent or deliberate misuse of said items, by the employee.
9. Unauthorized removal or use of property, including tools, equipment, motor vehicles and items of personal property, belonging to the Company, its tenants, customers or any other employee. Must not be removed from site.
10. Carelessly losing, misplacing or not properly protecting against theft, items such as Company tools or equipment issued to the employee.
11. Sleeping or inappropriately resting during working time.
12. Loitering or unnecessarily leaving workstation or place of work.
13. Insubordination, including a refusal or failure to perform work assigned or the use of abusive or profane language toward supervisors or other officials of the Company or toward customers representatives of fellow employees.
14. "Moonlighting" or performing work for another employer where second job impairs efficiency.
15. Ineffective performance of duties, incompetence, failure or refusal to perform work as directed or as assigned or any other neglect of duty.
16. Failure to perform quality work to the best of the employee's ability or failure to keep work area reasonably clean and free from scrap, trash or debris.
17. Failure to report accidents or personal injuries immediately.
18. Refusal to cooperate when accidents or injuries are being investigated.
19. Negligence or failure, whether intentional or otherwise, to observe and practice Fire Prevention and Safety Regulations.
20. Excessive absence or tardiness or failure to report necessary and justified absence or tardiness, prior to start of shift.
21. Failure to sign and turn in to the proper individual any and all required reports.
22. Checking in for work, by time clock verification or other means, and/or checking out following close of work period for other than oneself.
23. Leaving plant work area during working hours, authorized rest breaks or lunch periods without checking out in the prescribed manner and checking in upon returning from such absence, unless directed or authorized by the immediate supervisor to do so in the performance of Company business.
24. Posting unauthorized notices, signs or announcements on Company premises.
25. Disloyalty to the Company or engaging in a competing business while working for the Company or disclosing trade or business secrets or customers lists to a competitor.
26. Engaging in horseplay, practical jokes or any indecent behavior, or any other violation of any safety rules or accident prevention procedure, or other written Company policy, which in the opinion of the Company impairs safety or customer relations.
27. Refusing to permit an inspection of packages taken to or from Company property.
28. A deliberate stoppage or slow-down of work.
29. Harboring a serious disease or sickness that could endanger the health of other employees.
30. Carrying any concealed weapon while at work or while on the Company's premises.
31. Dishonesty in any form or degree. Dishonesty would include: misappropriation or theft of Company's, customer's or other employee's property; falsification of information to the Company or it's Customers by altering or falsifying time or other records.

32. Failure to cooperate with the Company during investigations (i.e. theft, disloyalty, and other matters of importance to the Company) can lead to discipline up to, and including termination.

33. Failure to report to the company any unethical behavior or dishonesty, whether directed at the company, its customers or another employee, regardless of extent, are subject to discipline, up to and including termination.

**Note:** All employees have an obligation to adhere to ethical standards of conduct while employed by the Company. Employees who report any unethical conduct will not be reprimanded unless personally involved in such acts. If employees report unethical behavior or acts against another employee, the Company or its customers to their immediate supervisor and nothing is done to correct it, that same employee should report the same findings progressively to the General / Terminal Manager, Director, VP Operations, Department COO or Company President, Chairman/CEO until such actions are resolved.

The foregoing enumeration of offenses set forth in the aforementioned general rules and regulations constituting just cause for discipline are by way of illustration only and shall not be deemed to preclude the Company from disciplining employees for other reasons and shall not preclude the Company promulgating and/or enforcing other reasonable rules and regulations.

The aforementioned safety rules are subject to change. Facility-specific safety rules, which do not appear in this book, are valid and enforceable.
Section III: Glossary

**Authorized**
Given the right to act.

**Gravity Switch Move**
Railcars moving under their own momentum with movement not initiated by locomotive.

**Job 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. If an employee is to perform a task alone, a mental assessment of the task must be conducted.

**Mechanized Equipment**
Equipment without rubber tires, including but not limited to track equipment and steel-wheel equipment.

**Motor Vehicles**
Motor vehicles include:
- All rubber-tired equipment on or off the rail
- Privately owned vehicles used on company business
- Rented, leased, or hired vehicles

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

**Qualified**
A status attained by an employee who has:
- Successfully completed any required training or
- Demonstrated proficiency in the duties of a particular position or function and has been authorized by to perform those duties

**Railcar Mover**
For the purposes of applying the rules/guidelines in this rulebook, a railcar mover is any motorized vehicle used to move railcars. This includes, but is not limited to locomotives, forklifts, front-end loaders, trackmobiles, engines and similar equipment when used for the purpose of moving railcars.

**Red Zone**
The area occupied when an employee goes behind, on, under, or between railcars and/or railcar movers for the purpose of
- Coupling air connections
- Opening and closing angle cocks
- Applying or releasing handbrakes
- Inspecting or repairing equipment
- Adjusting mismatched couplers
- Opening knuckles

**Note:** If any part of your body can be injured if the equipment moves unexpectedly – you are in the Red Zone.

**Restricted Area**
A designated space (often marked with warning signs, posted instructions, or placards) requiring compliance with special safety requirements or briefings due to unique situations with potential hazard(s).
**Three-Point Contact**
Three-point contact consists of two hands and one foot or two feet and one hand.

**Trained**
Participation in learning event(s) appropriate to the topic. Learning events include but are not limited to, the following: one-on-one coaching on the job, job briefings, and formal programs.

**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 WATCO Companies, Inc. premises.
Section IV: Policies, Practices, and Resources
General description of written programs, policies, & procedures

**WATCO Companies, Inc. Back Safety program**
The **WATCO Companies, Inc. Back Safety program** training and support process fosters a healthy lifestyle and improved quality of life for WATCO Companies, Inc. people. The program's training component promotes an understanding of how the back and soft tissue system work, providing specific techniques that make physically demanding and fatiguing tasks easier and more comfortable to perform, on or off the job. It explains how nutrition, rest, activity, regular exercise, and stretching contribute to a pain-free back and reduce risks of sprains, strains, and discomfort related to the activities of daily life.

**Hazard Communication**
The WATCO Companies, Inc. Hazard Communication Program is designed to meet the requirements as outlined in OSHA regulations and to be consistent with our commitment to provide a safe workplace for all employees. The program informs employees of the potential hazards in the work place associated with chemicals, substances, and agents. It includes formal training, a written practice, access to MSDS sheets in the workplace, and container labeling. Employees may obtain copies of MSDS sheets from the hard copy MSDS files located throughout the WATCO Companies, Inc. system.

**Hazardous Materials Training**
In accordance with Subpart H, Part 172 of Title 49, Code of Federal Regulations, WATCO Companies, Inc. provides Hazardous Materials training to employees who have job functions that can either affect or be affected by the transportation of hazardous materials. Employees who handle and transport hazardous materials are provided job-specific training in addition to awareness and safety training. Contact a supervisor for additional information.

**Operational Testing**
The WATCO Companies, Inc. Operational Testing plan provides a system to observe and record the safe and unsafe work practices of employees. Supervisors are expected to communicate with employees who perform safe work practices to let them know their safe practices are appreciated. Supervisors are also expected to communicate with employees who are performing unsafe acts in an effort to coach them in the safe and proper way of performing the tasks.

**Personal Protective Equipment Charts**

The following pages contain four department-specific PPE charts for Transload that outline requirements for protective equipment. The PPE charts are designed to work in conjunction with the rules and recommended work practices under T-12 Personal Protective Equipment and Clothing.

**Transload General PPE Requirements:**
Requirements for hearing protection, protective hand-wear (refer to Mechanical Work Glove Chart), respiratory protection, disposable overalls, rubberized aprons, and welding apparel (refer to Welding Shade Chart). This main chart also refers to other charts as described below.

**Transload Eye and Face Protection Chart:**
Additional requirements are outlined beyond safety glasses for specific tasks according to the level of exposure.

**Transload Work Glove Chart:**
Establishes the requirement for the type of work glove required for specific tasks.

**Welding Shade Chart:**
Outlines welding shade requirements for specific welding operation.
## Appendix A:
### General PPE Requirements

<table>
<thead>
<tr>
<th>Transload General PPE Requirements</th>
<th>Hearing Protection</th>
<th>Protective Handwear</th>
<th>Respiratory Protection</th>
<th>Disposable Overalls</th>
<th>Rubberized Apron</th>
<th>Welder’s Sleeves</th>
<th>Welder’s Jacket</th>
<th>Welder’s Leathers/Suit</th>
<th>Spats/Leggings</th>
<th>Remarks / Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>R = Required equipment</td>
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<tr>
<td>X = May be required based on task and materials.</td>
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<tr>
<td>* = Recommended additional equipment.</td>
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<tr>
<td>Abrasive grinding/cutting (portable)</td>
<td>R</td>
<td>R</td>
<td>X</td>
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<td></td>
<td></td>
<td>Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</td>
</tr>
<tr>
<td>Abrasive grinding/cutting (stationary)</td>
<td>*</td>
<td>R</td>
<td>X</td>
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<tr>
<td>Banding materials</td>
<td>R</td>
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<tr>
<td>Batteries: Servicing/Storage</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Blowing/cleaning with compressed air, steam, water.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Boring, reaming, or drilling</td>
<td>R</td>
<td>X</td>
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<tr>
<td>Brakes, presses, shears, and lathes</td>
<td>X</td>
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<tr>
<td>Breaking frozen material (ice, ground, gravel, cinders, ballast, etc.) with hand tools</td>
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<td>R</td>
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<tr>
<td>Breaking or cutting concrete, stone, or asphalt</td>
<td>R</td>
<td>R</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Buffing and polishing with a wire wheel</td>
<td>X</td>
<td>R</td>
<td>X</td>
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<tr>
<td>Carbon-arc cutting and gouging</td>
<td>R</td>
<td>R</td>
<td>X</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</td>
</tr>
<tr>
<td>Chain saw</td>
<td>R</td>
<td>R</td>
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</tr>
<tr>
<td>Transload General PPE Requirements</td>
<td>Hearing Protection</td>
<td>Protective Handwear</td>
<td>Respiratory Protection</td>
<td>Disposable Overalls</td>
<td>Rubberized Apron</td>
<td>Welding Protective Equipment See Welding Shade Chart</td>
<td>Remarks / Special Requirements</td>
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<tr>
<td>R = Required equipment</td>
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<tr>
<td>X = May be required based on task and materials.</td>
<td>*= Recommended additional equipment.</td>
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<tr>
<td><strong>Chemicals, refrigerants, or fuels – handling</strong></td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td><strong>Chop Saw</strong></td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td><strong>Chipping or Cutting</strong></td>
<td>X</td>
<td>R</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td><strong>Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</strong></td>
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<tr>
<td><strong>Cleaning agents – spray/general use</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td><strong>Follow manufacturer’s instructions.</strong></td>
<td></td>
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<tr>
<td><strong>Cut-off disks, saws, or other tools with carbide bits</strong></td>
<td>R</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>X</td>
<td><strong>Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</strong></td>
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<tr>
<td><strong>Cutting rivets, bolts, or cotter keys; splitting nuts, etc.</strong></td>
<td>R</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>X</td>
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<tr>
<td><strong>Dusty Conditions</strong></td>
<td>*</td>
<td>X</td>
<td>X</td>
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<tr>
<td><strong>Electrical Hazard</strong></td>
<td>X</td>
<td></td>
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<td><strong>If voltage is 50-600 volts, low voltage gloves are required. Over 600 volts, lineman’s gloves are required.</strong></td>
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<tr>
<td><strong>Electrical Welding (MIG/TIG)</strong></td>
<td>X</td>
<td>R</td>
<td>X</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td><strong>Kneepads required when kneeling for extended periods. Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</strong></td>
<td></td>
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<tr>
<td><strong>Fueling and sanding locomotives</strong></td>
<td>X</td>
<td>*</td>
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<tr>
<td><strong>Gas welding, cutting, or heating</strong></td>
<td>*</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td><strong>Kneepads required when kneeling for extended periods. Overhead work requires earflaps, earplugs, hoods, or other protective device to prevent material entering ear canal.</strong></td>
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</tr>
<tr>
<td>Transload General PPE Requirements</td>
<td>Hearing Protection</td>
<td>Protective Hand-wear</td>
<td>Respiratory Protection</td>
<td>Disposable Overalls</td>
<td>Rubberized Apron</td>
<td>Spats/Leggings</td>
<td>Remarks / Special Requirements</td>
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<tr>
<td>R = Required equipment X = May be required based on task and materials. * = Recommended additional equipment.</td>
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<tr>
<td>Hand Tools</td>
<td>*</td>
<td>X</td>
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<td></td>
<td>Do not use rubber gloves while operating rotating equipment.</td>
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<tr>
<td>Hydraulic Tools</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>Enhanced visibility work-wear must be worn.</td>
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<tr>
<td>Intermodal facility: working in non-office areas</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>Wear hard hats with chin straps.</td>
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<td>Mule: operation of</td>
<td>X</td>
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<td>Painting/spray painting</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Pneumatic Tools</td>
<td>R</td>
<td>X</td>
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<td></td>
<td>Do not use rubber gloves while operating rotating equipment.</td>
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<tr>
<td>Powder-actuated tools</td>
<td>R</td>
<td>R</td>
<td>X</td>
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<tr>
<td>Sand blasting (abrasive blasting)</td>
<td>R</td>
<td>R</td>
<td>X</td>
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<td>X</td>
<td>Respirator is not required if employee is protected by isolation from sand blaster. Contact Safety Department prior to sand blasting outside of enclosed hood.</td>
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<tr>
<td>Scaling, scraping, or removing welding flux</td>
<td>X</td>
<td>R</td>
<td>X</td>
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<tr>
<td>Steam cleaning</td>
<td>X</td>
<td>R</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Striking or striking with hardened tools and fastenings</td>
<td>X</td>
<td>R</td>
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<tr>
<td>Woodworking machines</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>
## Appendix B:
### Eye & Face Protection Chart

<table>
<thead>
<tr>
<th>Requirements for safety eye/face wear by task.</th>
<th>Basic Requirement*</th>
<th>More Severe Exposure</th>
<th>Remarks/Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive grinding or cutting (portable)</td>
<td>Face Shield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abrasive grinding or cutting (stationary)</td>
<td>Face Shield</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Batteries: servicing or storage</td>
<td>Face Shield</td>
<td>Face Shield over splash goggles</td>
<td>Always direct away from eyes. Always use nozzle that meets OSHA requirements (max. 30 PSI &amp; can’t be deadheaded)</td>
</tr>
<tr>
<td>Blowing and cleaning with compressed air, steam, or water</td>
<td>Face Shield</td>
<td>Face Shield over splash or impact goggles</td>
<td></td>
</tr>
<tr>
<td>Boring, reaming, or drilling</td>
<td>Impact goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes, punches, shears, &amp; lathes</td>
<td>Face Shield over safety glasses or impact goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking frozen material (ice, ground, gravel, cinders, ballast, etc.) with hand tools</td>
<td>Face Shield or impact goggles</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Breaking or cutting concrete, stone, or asphalt</td>
<td>Face Shield over impact goggles</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Buffing and polishing with a wire wheel</td>
<td>Face Shield</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Carbon-arc cutting and gouging</td>
<td>Welding helmet</td>
<td></td>
<td>See Welding Shade Chart</td>
</tr>
<tr>
<td>Chain saw, chop saw</td>
<td>Face Shield</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Chemicals, refrigerants, or fuels – handling</td>
<td>Face Shield</td>
<td>Face Shield over splash goggles</td>
<td></td>
</tr>
<tr>
<td>Chipping or cutting</td>
<td>Face Shield</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Cleaning agents: spraying/general use</td>
<td>Face Shield over splash goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut-off disks or saws with carbide tips</td>
<td>Face Shield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting rivets, bolts, or cotter keys: splitting nuts: etc.</td>
<td>Face Shield or impact goggles</td>
<td></td>
<td>When working over-head, wear impact goggles and face shield.</td>
</tr>
<tr>
<td>Dusty conditions</td>
<td>Impact goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical welding (MIG/TIG)</td>
<td>Welding helmet</td>
<td></td>
<td>See Welding Shade Chart</td>
</tr>
<tr>
<td>Fueling and sanding locomotives</td>
<td>Face Shield over splash goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas welding, cutting, heating</td>
<td>Welding goggles or shaded face shield</td>
<td>Welding helmet</td>
<td></td>
</tr>
</tbody>
</table>
# Transload Eye & Face Protection Chart

<table>
<thead>
<tr>
<th>Requirements for safety eye/face wear by task.</th>
<th>Basic Requirement*</th>
<th>More Severe Exposure</th>
<th>Remarks/Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand tools</td>
<td></td>
<td>Impact goggles</td>
<td></td>
</tr>
<tr>
<td>Mule: operation of</td>
<td></td>
<td>Impact goggles</td>
<td></td>
</tr>
<tr>
<td>Painting/spray painting</td>
<td></td>
<td>Face Shield</td>
<td></td>
</tr>
<tr>
<td>Powder actuated tools</td>
<td>Face Shield or impact goggles</td>
<td>Face Shield over impact goggles</td>
<td></td>
</tr>
<tr>
<td>Scaling, scraping, or removing welding flux</td>
<td></td>
<td>Impact goggles</td>
<td></td>
</tr>
<tr>
<td>Steam cleaning</td>
<td></td>
<td>Face Shield over splash goggles</td>
<td></td>
</tr>
<tr>
<td>Striking or striking with hardened tools and fastenings</td>
<td></td>
<td>Face Shield or impact goggles</td>
<td></td>
</tr>
<tr>
<td>Woodworking machines</td>
<td></td>
<td>Face Shield or impact goggles</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: If a face shield is required, wear a polycarbonate face shield when the primary hazard is from impact. Wear a polypropionate face shield if the primary hazard is due to chemical use.
## Appendix C:
### Work Glove Chart

#### Transload Work Glove Chart

<table>
<thead>
<tr>
<th>Activity</th>
<th>Canvas</th>
<th>Leather Palm</th>
<th>Rubber/Chemical</th>
<th>Welding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive grinding or cutting (portable)</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abrasive grinding or cutting (stationary)</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banding materials</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batteries: servicing or storage</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Blowing &amp; cleaning with compressed air, steam, or water</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boring, reaming, drilling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes, presses, shears, and lathes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking frozen material (ice, ground, cinders, ballast, etc.) with hand tools</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking or cutting concrete, stone, or asphalt</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buffing and polishing with a wire wheel</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbon-arc cutting and gouging</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chain saw</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals, refrigerants, or fuels – handling</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Chipping or cutting</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chop Saw</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning agents: spray/general use of</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cut-off disks, saws, or other tools with carbide bits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting rivets, bolts, or cotter keys; splitting nuts; etc.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dusty conditions</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical hazard</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Electrical welding (MIG/TIG)</td>
<td>R</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fueling &amp; sanding locomotives</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas welding, cutting, heating</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Hand tools</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydraulic tools</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermodal facility: working in non-office areas</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mule: operations of</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Transload Work Glove Chart

- **R** = Required equipment
- **X** = May be required based on task and materials
- *** = Recommended additional equipment

<table>
<thead>
<tr>
<th>Activity</th>
<th>Canvas</th>
<th>Leather Palm</th>
<th>Rubber/Chemical</th>
<th>Welding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Painting/spray painting</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumatic painting</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powder-actuated tools</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sand Blasting (abrasive blasting)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Scaling, scraping, or removing welding flux</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Steam cleaning</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Striking or striking with hardened tools and fastenings</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodworking machines</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Appendix D:  
Welding Shade Chart

<table>
<thead>
<tr>
<th>Welding Shade Chart</th>
<th>Lens selection guide for filter shades that must be used when welding and cutting.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shade Number</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Carbon-arc cutting &amp; gouging</td>
<td></td>
</tr>
<tr>
<td>Carbon-arc welding</td>
<td></td>
</tr>
<tr>
<td>Gas welding: up to 1/8”</td>
<td></td>
</tr>
<tr>
<td>Gas welding: 1/8” to 1/2”</td>
<td></td>
</tr>
<tr>
<td>Gas welding: 1/2” and over</td>
<td></td>
</tr>
<tr>
<td>MIG welding</td>
<td></td>
</tr>
<tr>
<td>Oxygen heating &amp; cutting: up to 1”</td>
<td></td>
</tr>
<tr>
<td>Oxygen heating &amp; cutting: 1” to 6”</td>
<td></td>
</tr>
<tr>
<td>Oxygen heating &amp; cutting: 6” and up</td>
<td></td>
</tr>
<tr>
<td>Plasma-arc cutting: less than 300 amps</td>
<td></td>
</tr>
<tr>
<td>Plasma-arc cutting: 300 to 400 amps</td>
<td></td>
</tr>
<tr>
<td>Plasma-arc cutting: greater than 400 amps</td>
<td></td>
</tr>
<tr>
<td>Shielded metal-arc welding: 1/16”, 3/32”, 1/8”, 5/32” electrodes</td>
<td></td>
</tr>
<tr>
<td>Shielded metal-arc welding: 3/16”, 7/32”, 1/4” electrodes</td>
<td></td>
</tr>
<tr>
<td>Shielded metal-arc welding: 5/16”, 3/8” electrodes</td>
<td></td>
</tr>
<tr>
<td>Soldering</td>
<td></td>
</tr>
<tr>
<td>TIG welding: less than 50A</td>
<td></td>
</tr>
<tr>
<td>TIG welding: 50 – 150A</td>
<td></td>
</tr>
<tr>
<td>Torch brazing</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E:

Respiratory protection program

Training:

a. All employees using respiratory protection will be provided information and training related to the proper use of respirators and the WATCO Companies, Inc. Respiratory Protection Program’s on an annual basis. The General Manager will provide specific training at the time of initial employee assignment, annually, and whenever a new hazard or respirator is introduced into the work area.

b. Training records shall be maintained in the employee’s personnel file and in the Respirator Program file for the duration of employment plus three years.

Selection:

a. WATCO Companies, Inc. will furnish all respiratory protection equipment. All respiratory equipment shall have NIOSH approval numbers.

b. Managers and supervisors will determine the appropriate respiratory protection for the job based on the hazards present. Consideration will be given to the potential air contaminants and the operations being performed. If the type and degree of hazards are not known, they shall be determined by monitoring, before anyone is allowed to perform the job.

c. Respirators will be selected for the specific type of respiratory hazard present, as outlined in 29 CFR 1910.134 and ANSI Standard Z88.2, Section 7. They must at least comply with the minimum protection requirements for the hazard present. Respirators with higher levels of protection may also be used.

Limitations:

a. The supervisor shall consider the potential atmospheric hazards and oxygen content of the work area, as well as the protection factor of the respirator.

b. WATCO Companies, Inc. employees shall not enter a permit required confined space, or an area that is immediately dangerous to life and health (IDLH), unless properly trained and back-up attendants are in place.

c. In general, IDLH atmospheres contain less than 19.5% oxygen and/or a solvent concentration above 1000 parts per million of air. This would require the use of pressure demand, supplied-air respirator (SAR) with an escape pack or a self-contained breathing apparatus (SCBA).

d. ANSI Standard Z88.2, Section 4, Table 1 will be followed to determine the limitations of any respirator used at WATCO Companies, Inc.

e. All recommendations of the respirator manufacturer for the respiratory protection equipment must be followed, unless regulations prohibit such activities.

Use:

a. The supervisor is responsible for determining the appropriate respiratory protection. Consideration shall be given to past experience and the materials, equipment and processes used. Consideration shall also be given to interferences such as facial hair, face configuration and eyeglasses, which may affect the effectiveness of the respirator. If the respirator user has any interference, they must be identified and corrected before the person is allowed to wear the respirator.

b. Employees using either half mask or full-face negative pressure respirators will be issued their own personal use respirator.

c. Respirators shall be for short-term use only, and only when work practices, engineering controls, and administrative controls are not adequate.

d. Only clean, sanitized respiratory protection equipment, which has been properly inspected, will be used.

Donning:

a. Prior to donning any respirator, the employee must check the respirator and ancillary equipment to ensure the respirator is clean and all parts are present and operating properly.

b. The respirator is donned as follows, unless the manufacturer has specific requirements:

   i. Place the device over the face by fitting the chin into the respirator and pulling the face piece to the face.

   ii. Position the headbands around the back of the neck and the crown of the head.
iii. Adjust the headbands, beginning with the lowest ones, until a tight, but comfortable fit is obtained.

iv. Perform a positive and a negative user seal check.

**Fit Tests:**

a. A qualitative fit test shall be performed for all employees using a negative pressure respirator. A quantitative fit test will be performed for all tight fitting positive pressure respirators such as PAPR’s, SAR’s and SCBA’s.

b. A positive and negative user seal check shall be performed prior to conducting any fit test and before wearing the respirator in a contaminated environment. The user seal checks are conducted as follows:
   i. Positive - Cover the exhalation valve cover and exhale slightly to create a positive pressure inside the face piece. If no air escapes, proceed. If air escapes, adjust the respirator and check again.
   ii. Negative - Cover the filters and inhale slightly to create a negative pressure inside the face piece. If no air leaks into the face piece, proceed. If air leaks into the face piece, adjust the respirator and check again.

c. The qualitative and quantitative fit test shall be performed following the requirements outline in 1910.134, appendix A.

d. Generally, fit tests will be performed on an annual basis.

e. Fit test records shall be maintained in the employee’s personnel file and in the Respirator Program file indefinitely.

**Cleaning, Sanitization and Storage:**

a. Each employee is responsible for ensuring his or her respirator is properly cleaned, sanitized and stored. All respirators shall be maintained in accordance with the manufacturer's recommendations.

b. Respirators will be cleaned as recommended by the respirator manufacturer. General cleaning, sanitizing and storing are as follows:
   i. Disassemble the face piece.
   ii. Wash all parts in warm soapy water and remove all visible residue.
   iii. Rinse the parts in clean water and allow to air dry.
   iv. Store the respirator in a clean plastic bag in a manner that will not distort the shape of the face piece. Respirators shall be protected from extreme heat and cold, direct sunlight, and harmful chemicals.

**Inspection and Repair:**

a. Each employee is responsible for ensuring his or her respirator is properly inspected. If defects are found in the respirator, the employee shall turn their respirator into the General Manager for repairs and/or replacement. No employee at WATCO Companies, Inc. shall attempt to repair any respirator.

b. Respirators will be inspected as follows:
   i. Check all parts for dirt, residue, pliability, deterioration and cracks, tears and holes.
   ii. Check the air supply for air quality and all supply hoses and couplings for integrity. The quality of the air supplied shall be at least Grade "D".
   iii. The supplier of cylinders of Grade ‘D’ must provide a copy of certification with every batch of compressed air cylinders.

**Program Evaluation:**

a. Supervisors shall ensure the respirators are being used in accordance with this Program. Supervisors will also conduct regular inspections of the workplace for proper wearing, cleaning, sanitizing, and storing of respirators. The General Manager shall conduct an annual review of the program effectiveness. Documentation of the annual reviews shall be maintained in the Respirator Program file.
Appendix F:

Heat and Cold Stress - Symptoms and Treatment

Heat Exhaustion
a. Symptoms:
- In severe cases, perspiration is profuse
- Extreme weakness
- Skin is pale and clammy
- Normal temperature
- Vomiting is possible
- May faint

b. First Aid
- Provide rest with head down and feet up
- Administer a large glass of water every 15 minutes
- Keep the person cool using wet (cool) towels around the head and neck and under their arms

Heat Stroke
a. Symptoms:
- Headache
- Dry skin (not sweating)
- Rapid pulse
- Possible dizziness and nausea
- High temperature

b. First Aid
- Promptly call for medical assistance
- Bring person indoors to a cool environment
- Provide rest
- If conscious, give cool water to reduce temperature
- Cool the person with a fan and cool wet towels around head, neck and armpits

Hypothermia
a. Symptoms:
- Normal body temperature (98.6°F) drops to or below 95°F
- Fatigue or drowsiness
- Uncontrolled shivering
- Cool bluish skin
- Slurred speech
- Clumsy movements
- Irritable
- Irrational or confused behavior

b. First Aid
- Call for emergency help (i.e., ambulance or call 911)
- Move the person to a warm, dry area. Don’t leave the person alone
- Remove any wet clothing and replace with warm, dry clothing or wrap the person in blankets
- Have the person drink warm, sweet drinks (sugar water or sports-type drinks) if they are alert. Avoid drinks with caffeine (coffee, tea, or hot chocolate) or alcohol
- Have the person move their arms and legs to create muscle heat. If they are unable to do this, place warm bottles or hot packs in the arm pits, groin, neck, and head areas. Do not rub the person’s body or place them in warm water baths. This may stop their heart.
Frost Bite

a. Symptoms
   - Freezing in deep layers of skin and tissue
   - Pale, waxy-white skin color
   - Skin becomes hard and numb
   - Usually affects the fingers, hands, toes, feet, ears, and nose

b. First Aid
   - Move the person to a warm dry area. Do not leave the person alone
   - Remove wet or tight clothes that may cut off blood flow to the affected area
   - **DO NOT** rub the affected area. Rubbing causes damage to the skin and tissue
   - Gently place the affected area in a warm (105°F) water bath and monitor the temperature to slowly warm the tissue. Don’t pour warm water directly on the affected area because it will warm the tissue too fast causing tissue damage. Warming takes about 25-40 minutes
   - After the affected area has been warmed, it may become puffy and blister. The affected area may have a burning feeling or numbness. When normal feeling, movement, and skin color have returned, dry and wrap the affected area to keep it warm. **Note:** If there is a chance the affected area may get cold again, do not warm the skin. If the skin is warmed and then becomes cold again, it will cause severe tissue damage
   - Seek medical attention as soon as possible
Appendix G:

Safety and Health Program

Purpose
We at Watco Companies Inc. are committed to the safety and health of our employees, and know that our strength as a company is only as good as the strength of each individual. We will strive to place safety and health above all else, and will involve all workers at every level in establishing, implementing, and evaluating our efforts. This written Safety and Health Program is intended to reduce the severity of job-related illnesses and injuries at this company. It is our intent to comply with the requirements of 29 CFR 1926.20 and.21, which require employers to maintain programs as necessary to keep employees from working in hazardous or dangerous conditions.

Management Leadership
Director of Safety has examined our existing policies and practices to ensure that they encourage and do not discourage reporting and participation in our program. In this way, early reporting of injuries, illnesses, and hazards and meaningful employee participation in the program are more likely to occur. The reporting of injuries, illnesses, and hazards is especially important because the success of the program depends on such reporting.

Director of Safety and field Safety Managers communicates with employees on a timely basis about the program so they have the information necessary to protect themselves from hazards and have effective input into the operation of the program.

Employee Participation and Information
All employees are trained and expected to understand our safety and health reporting system, so that reports are received in a timely and systematic manner. See the Safety and Health Reporting section of this program.

We have provided ways for employees, or their designated representatives, if applicable, to be involved in establishing, implementing, and evaluating each of these program elements as applicable to our company.

While we provide opportunities for employee participation, we also comply with the National Labor Relations Act.

Our company holds employees accountable if they violate safety and health rules or safe work practices. Our disciplinary procedures are written in the Development and Accountability program which is available at any time through their supervisors.

Safety and Health Reporting
Our safety and health reporting system ensures that all supervisors, safety managers, risk management, and company executives receives and promptly responds to the report, evaluates the report to determine whether an injury or illness has occurred, and takes corrective action as OSHA standards require and where appropriate. When determining whether an employee who has experienced signs or symptoms of an injury or illness actually has an injury or illness, we have the employee evaluated, at no cost to the employee, by a health care professional.

We use the following method for reporting job-related injuries, illnesses, fatalities, incidents, and hazards: by filling out an incident report form available through the intranet and by placing an emergency hotline call. All employee reports are taken seriously by the company. If an injury, illness, fatality, incident, or hazard has occurred, we will identify, assess, and control the hazard(s).

Hazard Identification and Assessment
Before existing and potential hazards can be prevented and controlled, they must be identified and assessed. It is critical that this be done for all locations. The Safety Manager and Risk Management reviews the following existing safety and health records continuously which include but are not limited too: Injury and illness records, Workers’ compensation claims, Accident and near-miss investigation statistics, written safety programs, and Material safety data sheets.

The Safety Team performs hazard inspections continuously. This person/team has a thorough knowledge of the
Jobsite and the regulations that apply. Inspections may include interviewing employees, observing employees performing their jobs, videotaping or photographing unsafe conditions, evaluating risk factors, or using an inspection checklist.

The Safety Team, Managers, and Executives identify and evaluate hazards before we change, design, or purchase equipment, materials, or processes. This is called proactive safety, and the concept encompasses facilities, hardware, equipment, tooling, materials, layout and configuration, energy controls, environmental concerns, and products. The Safety Team and Management Team ensures that everyone is equipped with appropriate information and knowledge about the hazards before making any equipment or process decisions.

In addition, the safety team and management team will investigate each work-related death, serious injury or illness, or incident (near-miss) having the potential to cause death or serious physical harm.

The management team is responsible for determining what repairs or corrections need to be made, and assigning responsibility to get them done. Once corrected, all hazards are reassessed by the safety team and management team.

**Hazard Prevention and Control**

Job hazard controls are engineering, administrative, and/or work practice controls used to eliminate or materially reduce hazards. While engineering controls, where feasible, are the preferred method, administrative and work practice controls also may be important in addressing hazards. Personal protective equipment (PPE) may also be used to supplement engineering, work practice, and administrative controls, but may only be used alone where other controls are not feasible. Where PPE is used, our company provides it at no cost to employees.

Ultimately, we implement job hazard controls to bring our jobsite(s) into compliance with the General Duty Clause and OSHA standards. Generally this means coming to one of three ends: (1) the hazards are materially reduced using the incremental abatement process; (2) the hazards are reduced to the extent feasible, and then the safety team and management team periodically looks to see whether additional controls are feasible and, if so, he/she implements them promptly; or (3) the hazards are eliminated.

**Preventative Maintenance**

Timely maintenance of facilities and equipment is an effective preventive measure.

**Medical Surveillance**

At our company, persons will not be assigned to certain tasks unless it has been determined that they are physically able to perform the work. For details, refer to Respiratory Protection Program.
Appendix H:

Emergency Planning and Preparation

Training
Under no circumstances may an employee work as Forklift Operator; In confined spaces; with hazardous materials until he/she has successfully completed proper training. This includes all existing and new employees. However, if an employee has received training in certain required topics within the last three years; initial training in those specific topics is not required. Before we can meet the prior training exception, the safety team must be able to demonstrate that the employee has retained sufficient knowledge to meet the requirements for initial training. Periodic training must be done as often as necessary to ensure employees are adequately informed and trained, and when safety and health information or a change in workplace conditions indicates that a new or increased hazard exists.

The Manager will identify trainees in each set of new employees and make arrangements with department management to schedule training. He/She will also identify those existing employees who need retraining. The Manager is responsible for conducting training.

Training is done in-house and/or by an outside agency when feasible. The company training program includes an opportunity for employees to ask questions and receive answers via being present during the training, by telephone, or via e-mail. This allows employees to fully understand the material presented to them.

Training topic information
Informed employees are critical to assure the accuracy of our reporting system. All existing and new employees receive the following information for each topic: existing hazards, how to identify hazards, hazard control measures, protective measures to prevent or minimize exposure, and provisions of applicable standards.

Training Certification
The Manager is responsible for keeping records certifying each employee who has successfully completed training.

Program Evaluation
It is inherent that problems may occasionally arise in this written Safety and Health Program. Although we may not be able to eliminate all problems, we try to eliminate as many problems as possible to improve employee protection and encourage employee safe practices. By having our Program Administrator thoroughly evaluate and, as necessary, revise our written Safety and Health Program in a timely manner, we can eliminate problems effectively and ensure that our program is appropriate to workplace conditions.
# Appendix I:
Tank Car Inspection – Unloading Form

<table>
<thead>
<tr>
<th>Car Number</th>
<th>Product</th>
<th>Date</th>
<th>Location</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Incoming Seal Number:**

**Arrival Inspection**
- Received proper shipping papers
- Tank car spotted at correct unloading station
- Caution sign (blue flag) in place: Detailer in place, if applicable
- Hand brake set
- One wheel chocked fore and aft
- Visual inspection, no obvious defects of coupling, wheels, carriage, tank, safety appliances (hand rails, etc.)
- Properly placard (4 sides); marked, all stencils legible, tank car within inspection date
- No leak or release of materials occurring
- Rail car received safe to load or unload

**Unloading Procedures – Must be in attendance of the rail car while unloading**

**Pre-Shipping Inspection**
- Unloading completed: Hoses secured
- Both liquid valves closed, valve plugs secured with wrench
- All plugs and caps attached to chains. Chains secured in manway

**No Leaks!**
- Manway fill port properly closed and secured. (Tightened in Star Pattern)
- Protective housing/bread box closed and secured
- Properly placard (4 sides); marked, all stencils legible, tank car within inspection date
- Proper seals applied
- No damaged or missing items. (handrails, ladders, platforms, and hand brakes)
- No obvious defects in the truck assembly and all springs are present and in good condition
- Check wheels for cracks, chips, or holes
- Check couplers for obvious damage to the striker plate and knuckle assembly
- Grounding cables removed and stowed
- Chocks removed and stowed
- Detergent removed, if applicable
- Caution signs (blue flag) removed
- Proper shipping papers completed and provided for return

**Outgoing Seals:**

**Comments:**

<table>
<thead>
<tr>
<th>Repairs Required</th>
<th>Yes</th>
<th>No</th>
<th>Initials</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Faxed to Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Repair Crew Notified</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REPORT ALL DEFECTS TO YOUR SUPERVISOR**

**Employee Name (Printed):**

__________________________

**Employee Signature:**

__________________________

**Manager’s Signature:**

__________________________
Appendix J:
Sample Conveyor Inspection Log

WATCO Transload and Intermodal Services
RBT Self-propelled Conveyor Weekly Inspection Log

January 2010

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Employee Initials</th>
<th>Fuel Level</th>
<th>Oil Level</th>
<th>Hyd. Oil Level</th>
<th>Hose Check</th>
<th>Tire Check</th>
<th>Load Belt</th>
<th>Fluid Leaks</th>
<th>Service Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/10</td>
<td>HSV</td>
<td>$\frac{3}{4}$</td>
<td>F</td>
<td>F</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>None</td>
<td>Oil Change</td>
</tr>
</tbody>
</table>

Comments: Changed engine oil, oil filter, and air filter.

1/13/10          | HSV               | F          | F         | F             | OK         | OK         | OK        | None         | None              |

Comments: _______________________________________
Appendix K:
Powered Industrial Truck Inspection Checklist:

WATCO Transload & Intermodal Services
Powered Industrial Truck Inspection Checklist

Truck Type: □ Forklift  □ Wheel-loader  □ Tractor/Tug  □ Scissor-lift  □ Boom-lift

For week beginning date of: _____________

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Oil Level</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Transmission Oil Level</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Hydraulic Oil Level</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Fuel Level</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Coolant Level (cold)</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Lights</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Tire Pressure</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Leaks</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Mechanical (missing/loose bolts, pins, etc.)</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
<td>No NA</td>
<td>Yes OK</td>
</tr>
<tr>
<td>Operator’s Initials</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

Weekly Service Item

<table>
<thead>
<tr>
<th>Hour Meter Reading</th>
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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Grease Lube Points</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Clean Air Filter (prefilter)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Clean Radiator Fins</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Service Brake</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Emergency Brake</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Instrument Gauges</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Back-up Alarm</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Belts and Hoses</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>General Cleanliness</td>
</tr>
</tbody>
</table>

Comments: ___________________________________________________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

*Form to remain on truck for the week, then turned in to Terminal Manager*
Appendix L:

Harness Inspection Report Form:

<table>
<thead>
<tr>
<th>Date</th>
<th>Harness Inspected?</th>
<th>Initials</th>
<th>Mgr. Initials</th>
<th>Date</th>
<th>Harness Inspected?</th>
<th>Initials</th>
<th>Mgr. Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
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<td>5</td>
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<td>6</td>
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<td>9</td>
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<td>24</td>
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<td>11</td>
<td></td>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td>28</td>
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</tr>
<tr>
<td>14</td>
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<td></td>
<td></td>
<td>29</td>
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</tr>
<tr>
<td>15</td>
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<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mgr. Monthly Initial:________
Appendix M:

Drivers Daily Vehicle Inspection Report Form:

<table>
<thead>
<tr>
<th>ENGINE</th>
<th>TRANSMISSION</th>
<th>REAR AXLE</th>
<th>BRAKES</th>
<th>TIRES - WHEELS</th>
<th>ELECTRICAL SYSTEMS</th>
<th>MISCELLANEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Pressure</td>
<td>Noisy</td>
<td>Noisy</td>
<td>Grab</td>
<td>Flat</td>
<td>Turn Signals</td>
<td>Windshield Wipers</td>
</tr>
<tr>
<td>Leaks</td>
<td>Leaks Grease</td>
<td>Leaks Grease</td>
<td>Won’t Hold</td>
<td>Damaged</td>
<td>Lights</td>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Knocks</td>
<td>Hard to Shift</td>
<td>Hard to Shift</td>
<td>Chatters</td>
<td>Low</td>
<td>Stoplight</td>
<td>Reflector</td>
</tr>
<tr>
<td>Misfires</td>
<td>SPRINGS</td>
<td>SPRINGS</td>
<td>漏油</td>
<td>Low</td>
<td>Generator</td>
<td>Horn</td>
</tr>
<tr>
<td>No Power</td>
<td>Broken</td>
<td>Broken</td>
<td>Leaky</td>
<td>Winders</td>
<td>Battery</td>
<td>Speedometer</td>
</tr>
<tr>
<td>Radiator Leaks</td>
<td>Weak</td>
<td>Weak</td>
<td>Leak Fluid or Air</td>
<td>Reel Adjustment</td>
<td>Trailer Cord</td>
<td>Emergency Response</td>
</tr>
<tr>
<td>Clutch</td>
<td>Loose “U” Bolts</td>
<td>Loose “U” Bolts</td>
<td>Parking</td>
<td>PARKING</td>
<td>Roof</td>
<td>Guide Book</td>
</tr>
<tr>
<td>Slips</td>
<td>Center Bolts</td>
<td>Center Bolts</td>
<td>Drive Line</td>
<td>Window</td>
<td>FIFTH WHEEL</td>
<td>License Pouch</td>
</tr>
<tr>
<td>Won’t Release</td>
<td></td>
<td></td>
<td>LEAKY</td>
<td>Windows</td>
<td>Won’t Latch</td>
<td>License Plate</td>
</tr>
</tbody>
</table>

**REMARKS:**

<table>
<thead>
<tr>
<th>MAINTENANCE ACTION:</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Certified By:**

**Location:**

<table>
<thead>
<tr>
<th>TRAILER NUMBER</th>
<th>SPRINGS</th>
<th>BRAKES</th>
<th>TIRES - WHEELS</th>
<th>ELECTRICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>Broke</td>
<td>Broke</td>
<td>Broke70</td>
<td>Broke50</td>
</tr>
<tr>
<td>Roof</td>
<td>LANDING GEAR</td>
<td>BROKE50</td>
<td>BROKE70</td>
<td>BROKE50</td>
</tr>
</tbody>
</table>

**REMARKS:**

<table>
<thead>
<tr>
<th>Report After Trip:</th>
<th>Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tire Repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Repair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix N:
Driver's Daily Log Form

<table>
<thead>
<tr>
<th>Time Period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Off Duty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sleeper berth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Driving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. On Duty (Not Driving)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MidNight</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECAP**

- Total hours asleep: ______
- Time to arrive at: ______

**Remarks**

**Shipping Documents:**

- B/L or Manifest No.
- Or
- Shipper & Commodity

**From:** ____________

**To:** ____________

**USE TIME STANDARD AT HOME TERMINAL**

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Appendix O:
Hot Work Permit – For Hazmat Facilities
This permit is valid for the current shift, the conclusion of the task, or 12 hours, whichever comes first. Any change in work conditions, unscheduled work stoppages, or emergency situations nullifies the permit.

Work Location Description: _____________________________________________________

Date/Time Issued _________________ Date/Time Completed _____________________

Type of Hot Work to be performed (Check all that apply)

☐ Open Flame ☐ Grinding ☐ Heat (>140° F) Source
☐ Torch Burning/Cutting ☐ Spark-producing Tool ☐ Other (Specify below)
☐ Welding ____________________________

Protective Measures and Required Equipment (Check all that apply)

Yes No Comments

Lead-free Substance ☐ ☐ ____________________________

Lockout/Tag-out ☐ ☐ ____________________________

Combustible Material Moved ☐ ☐ ____________________________

Fire Blanket ☐ ☐ ____________________________

Drains Covered ☐ ☐ ____________________________

Flame Resistant Coveralls ☐ ☐ ____________________________

Fire Fighting Equipment ☐ ☐ ____________________________

Fire Watch Assigned ☐ ☐ ____________________________

Second Fire Watch ☐ ☐ ____________________________

Welding Gloves ☐ ☐ ____________________________

Fall Protection ☐ ☐ ____________________________

Atmospheric Testing (>10% LEL) Required ☐ Yes ☐ No

Approval Signatures

Permit Issued To: ____________________________________________________________ (task leader)

Permit Approved By: ________________________________________________________ (supervisor)

Firewatch Certification of Completion: __________________________________________

Original to be posted at work location and returned to office at conclusion of work for filing
Appendix P:

Back Safety Information

The Spine
The human spine (or backbone) is made up of small bones called vertebrae. The vertebrae are stacked on top of each other to form a column. Between each vertebra is a cushion known as a disc. Ligaments hold the vertebrae together; muscles are attached to the vertebrae by bands of tissue called tendons.

Openings in each vertebra line up to form a long hollow canal. The spinal cord runs through this canal from the base of the brain. Nerves from the spinal cord branch out and leave the spine through the spaces between the vertebrae. This cross-section of the spine shows how the spinal nerves and spinal cord are protected.

The lower part of the back holds most of the body's weight. Even a minor problem with the bones, muscles, ligaments, or tendons in this area can cause pain when a person stands, bends, or moves around. Less often, a problem with a disc can pinch or irritate a nerve from the spinal cord, causing pain that runs down the leg below the knee, called sciatica. Every time you bend or move, these disks compress with the motion of the spine.

Types of Injuries
Every time you bend over, lift a heavy object, or sit leaning forward, you put stress on the components of your back and spine. Over time, they can start to wear out and become damaged if proper precautions are not taken.

Many of the problems that cause back pain are the result of injury. The disk is subjected to different types of stress as we use our backs each day.

Unless precautions to prevent injury are taken, disks can collapse or herniate; vertebrae can shift; bone spurs can develop.

Tearing or straining ligaments and muscles can cause acute or immediate injuries to the back. Muscles can also spasm due to stress or tension.

The Forces Involved
The amount of force placed on your back under certain conditions can be surprising. Anytime you bend or lean over to pick something up, you put pressure on your lower back.

100 lbs 100 lbs
Think of your back as a lever. With the fulcrum in the center of the lever, it only takes ten pounds of pressure to lift a ten-pound object.

1,150 lbs
However, if you shift the fulcrum to one side, it takes much more force to lift the same object. Your waist actually acts like the fulcrum in a lever system, and it is not centered. In fact, it operates on a 10:1 ratio. Lifting a ten-pound object actually puts 100 pounds of pressure on your lower back.

When you add in the 105 pounds of the average human upper torso, you see that lifting a ten-pound object actually puts 1,150 pounds of pressure on the lower back.
If you were 25 pounds overweight, it would add an additional 250 pounds of pressure on your back every time you bend over.

Given these figures, it is easy to see how repetitive lifting and bending can quickly cause back problems without the proper precautions. Even leaning forward while sitting at a desk or table could cause damage and pain unless precautions are taken.

**Contributing Factors**
Some things may contribute to your risk of injuring your back:

**Poor physical condition** - Your stomach muscles provide a lot of the support needed by your back. If you have weak, flabby stomach muscles, your back may not get all the support it needs, especially when you are lifting or carrying heavy objects. Good physical condition in general is important for preventing strains, sprains, and other injuries.

**Poor posture** - When your mother told you to sit and stand up straight, she was giving you good advice. It is best to try to maintain the back in its natural "S" shaped curve. You want to avoid leaning forward (unsupported) when you sit, or hunching over while you are standing.

**Extra weight** - Remember the fulcrum / lever principle? The more you weigh, the more stress it puts on your back every time you bend over... on a 10:1 ratio.

**Stress** - Tense muscles are more susceptible to strains and spasms.

**Overdoing it** - Do not be afraid to say, "This is too heavy for me to lift alone." It is important to recognize your own physical limitations and abilities. Many people have injured their backs because they were afraid to ask for help.

**Common Causes of Back Injuries**
Many back injuries cannot be attributed to a single causal factor; in other words, they tend to be the result of cumulative damage suffered over a long period. However, certain actions, motions, and movements are more likely to cause and contribute to back injuries than others.

Anytime you find yourself doing one of these things, you should think: **DANGER! My back is at risk!**

---

**Heavy lifting**

...especially repetitive lifting over a long period of time....

---

**Twisting at the waist while lifting or holding a heavy load**

(This frequently happens when using a shovel or lining a switch.)

---

**Reaching and lifting**

...over your head, across a table, or out the back of a truck...
Lifting or carrying objects with awkward or odd shapes

...installing or removing markers, track skates...

Working in awkward, uncomfortable positions

...coupling air hoses, kneeling or tasks that require you to bend over for long periods of time...

Sitting or standing too long in one position

(Sitting for long periods of time can be very hard on the lower back.)

It is also possible to injure your back slipping on a wet floor or ice.

In addition, some people suffer back pain because they sleep in a bad position or because their mattress is too soft or does not provide enough support.

How to Prevent Back Injuries
The best way to prevent back injuries is to develop habits that reduce the strain placed on the back. There are some basic things you can do to help.

Avoid Lifting and Bending Whenever You Can
Anytime you can spare your back the stress and strain of lifting and bending, do so! If you do not use your back like a lever, you avoid putting it under so much potentially damaging force.

Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, do it so you will not have to reach down to pick it up again.

Raise or lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.

Use carts and dollies to move objects, instead of carrying them yourself. (Remember that it is better on your back to push carts than it is to pull them.)

Use cranes, hoists, lift tables, and other lift-assist devices whenever you can.

Use Proper Lifting Procedures
You cannot always avoid lifting, but there are ways to reduce the amount of pressure placed on the back when you do so. By bending the knees, you keep your spine in a better alignment, and you essentially take away the lever principle forces. Instead of using your back like a crane, you allow your legs to do the work.
Follow these steps when lifting:

1. Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
2. Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
3. Use your palms (not just your fingers) to get a secure grip on the load. Make sure you will be able to maintain a hold on the object without switching your grip later.
4. Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in to keep a relatively straight back and neckline.
5. Once you are standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
6. When you put a load down, use these same guidelines in reverse.

Also, follow these lifting tips:

- Reduce the amount of weight to be lifted
- If you are moving a bunch of books, better to load several small boxes than one extremely heavy load
- Use handles and lifting straps
- Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself

Body Management

It's important to know your body's limitations, and it's important to be aware of your body position at all times. Learn to recognize those situations where your back is most a risk: bending, lifting, reaching, twisting, etc. Then take measures to avoid an injury.

Stretch first - If you know that you are going to be doing work that might be hard on your back, take the time to stretch your muscles before starting, just as a professional athlete would do before a workout. This will help you avoid painful strains and sprains.

Slow down - If you are doing a lot of heavy, repetitive lifting, take it slowly if you can. Allow yourself more recovery time between lifts, as well. Do not overdo it.

Rest your back - Take frequent, short (micro) breaks. Stretch. If you've ever been working in an awkward position for a long time, then stood up and felt stiff and sore, you know you've been in that position too long, and your body is now protesting. Taking a one-minute stretch break every now and then can help you avoid that.

Sleep on a firm mattress - In addition, the best sleeping position for many people is either on the back with the knees slightly elevated (by a pillow), or on the side with knees slightly bent.

Get in shape - Strengthen your stomach muscles, lose a little weight, increase your flexibility.

Exercises to minimize problems with back pain

You can minimize problems with back pain with exercises that make the muscles in your back, stomach, hips and thighs strong and flexible. Some people keep in good physical condition by being active in recreational activities like running, walking, bike riding, and swimming. In addition to these conditioning activities, there are specific exercises that are directed toward strengthening and stretching your back, stomach, hip and thigh muscles.
Before beginning any exercise program, you should discuss the program with your doctor and follow the doctor's advice. It is important to exercise regularly, every other day. Before exercising, you should warm up with slow, rhythmic exercises; if you have not exercised in some time, you can warm up by walking. Inhale deeply before each repetition of an exercise and exhale when performing each repetition.

Exercises to strengthen your muscles

Wall slides to strengthen back, hip, and leg muscles

Stand with your back against a wall and feet shoulder-width apart. Slide down into a crouch with knees bent to about 90 degrees. Count to five and slide back up the wall. Repeat 5 times.

Leg raises to strengthen back and hip muscles.

Lie on your stomach. Tighten the muscles in one leg and raise it from the floor. Hold your leg up for a count of 10 and return it to the floor. Do the same with the other leg. Repeat five times with each leg.

Leg raises to strengthen stomach and hip muscles

Lie on your back with your arms at your sides. Lift one leg off the floor. Hold your leg up for a count of 10 and return it to the floor. Do the same with the other leg. Repeat five times with each leg. If that is too difficult, keep one knee bent and the foot flat on the ground while raising the leg.

You can also sit upright in a chair with legs straight and extended at an angle to the floor. Lift one leg waist high. Slowly return your leg to the floor. Do the same with the other leg. Repeat five times with each leg.

Partial sit-up to strengthen stomach muscles

Lie on your back with knees bent and feet flat on floor. Slowly raise your head and shoulders off the floor and reach with both hands toward your knees. Count to 10. Repeat five times.
Back leg swing to strengthen hip and back muscles

Stand behind a chair with your hands on the back of the chair. Lift one leg back and up while keeping the knee straight. Return slowly. Raise other leg and return. Repeat five times with each leg.

Exercises to decrease the strain on your back

Lie on your back with your knees bent and feet flat on your bed or floor. Raise your knees toward your chest. Place both hands under your knees and gently pull your knees as close to your chest as possible. Do not raise your head. Do not straighten your legs as you lower them. Start with five repetitions, several times a day.

Stand with your feet slightly apart. Place your hands in the small of your back. Keep your knees straight. Bend backwards at the waist as far as possible and hold the position for one or two seconds.
Appendix Q:

Hazard Communication Program

WATCO complies with the requirements of OSHA's Hazard Communication Standard by compiling a list of hazardous chemicals, using MSDS, ensuring that containers are labeled, and training our workers present at a given site. In addition, this same information is provided to contractors involved in a specific project so that they may provide this information and train their employees.

This program applies to all work operations in our company where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation. The WATCO Safety Department is the program coordinator, acting as the representative of the site manager, who has overall responsibility for the program. The Safety Department will review and update the program, as necessary. Copies of the written program may be obtained from your site manager or the Safety Department.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDS, and chemical information lists from your site manager or Safety Department. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

If after reading this program, you find that improvements can be made, please contact your site manager or the Safety Department. WATCO is committed to the success of our written hazard communication program and encourages all suggestions. WATCO strives for clear understanding, safe behavior, and involvement in the program from every level of the company.

Hazard Evaluation Procedures

1. WATCO’s chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. Therefore, it is important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Identification of others requires an actual inventory of the facility. Each site will be required to update the chemical inventory upon receipt of a new MSDS or when a new product is introduced.

2. Each site has a designated employee that updates the inventory as necessary.

3. Each site keeps the chemical inventory list, along with related work practices used in our facility located in the right to know center where it is accessible during work hours.

4. WATCO does not manufacture chemicals and, therefore, does not make any hazard determinations.

5. After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS must be maintained.

Material Safety Data Sheets (MSDS)

1. MSDS are fact sheets for chemicals which pose a physical or health hazard in the workplace. MSDS provide our employees with specific information on the chemicals they use.

2. A representative at each site is responsible for obtaining/maintaining the MSDS at their profit center. The representative will contact the chemical manufacturer or vendor if additional research is necessary. All new procurements for the company must be cleared by that representative of each site.

3. MSDS are kept at the “Right to Know Centers” at each site.

4. Employees can obtain access to them by retrieving the MSDS from the “Right to Know Center” located in each site.
5. If the MSDS is not received at time of first shipment, the representative at the site will contact the vendor and obtain a MSDS as soon as possible.
6. WATCO does not generate MSDS.
7. No alternatives to MSDS are used in this workplace.

**Labels and Other Forms of Warning**

1. Labels list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., “flammable,” or “causes lung damage”). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily and is not required. Labels must be legible and prominently displayed, though their sizes and colors can vary.
2. Each site manager is responsible for ensuring containers are properly labeled and that all hazardous chemicals in containers are properly labeled and updated, as necessary. Each site manager is responsible to ensure that newly purchased materials are checked for labels prior to use.
3. Each site manager is responsible for ensuring the proper labeling of any shipped containers.
4. Each site manager is responsible for ensuring containers are properly labeled and each site manager will refer to the corresponding MSDS to assist employees in verifying label information.
5. The labeling system used on containers is the HMIS (Hazardous Materials Identification System) labeling system. It is a complete labeling program that helps employers comply with OSHA's Hazard Communication Standard (HazCom). The program uses a numerical hazard rating system, labels with colored bars, and training materials to inform workers of chemical hazards in the workplace. Personal protective equipment information is supplied to give employees information needed to protect themselves from hazardous materials they might encounter on the job. OSHA standard 29 CFR 1910.1200 requires employers to inform employees of the hazards with which they work. The HMIS labeling system satisfies this requirement by allowing workers to identify, at a glance, the type and degree of hazard associated with each product they use.
6. If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.
7. An alternative to labeling of in-plant containers for chemicals is to mark the in-plant container with a permanent marker, but only in situations where the container used is a portable container and that it was filled from a labeled container.
8. Upon inspecting containers, labels that are unreadable or have fallen off, the representative of each site is required to mark the container "DO NOT USE" until a new label is made and placed on the container.

**Training**

1. All employees who work with or are potentially exposed to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals. Exposure means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training will be provided.
2. Information and training is a critical part of the hazard communication program. Employees are trained to read and understand the information on labels and MSDS, determine how the information can be
obtained and used in their own work areas, and understand the risks of exposure to the chemicals and methods of protection in their work areas.

3. WATCO’s goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDS, and appropriately following the protective measures we have established. WATCO employees are encouraged to ask questions. As part of the assessment of the training program, the Safety Department and each site management asks for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries.

4. All employees receive training for hazard communication.

5. The training plan emphasizes these elements:
   a. Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
   b. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
   c. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
   d. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
   e. Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

6. New employees are made aware of the specific chemical hazards present at each site. The site manager will provide an initial training to ensure the new employee is aware of the known chemical hazards. Employees are further trained when a new hazard is introduced by holding a job briefing about the new hazard.

7. Watco provides training for employees to ensure they are familiar with the known chemical hazards.

Multi-Employer Facility

1. When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at a WATCO site, the site manager, will ensure those workers are provided with MSDS for any in-site chemicals to which those employees may be exposed in the following manner:
   a. Each site will hold a job briefing with contractors making them aware of the chemical hazards and the location of the MSDS station, and
   b. Relay necessary label and/or emergency precautionary information to the other employer(s).

2. Each contractor bringing chemicals on-site must provide the WATCO site manager with the appropriate hazard information on these substances, including the MSDS, the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDS, and chemical information lists from the site manager or the Safety Department.
Appendix R:

WATCO SUGGESTION FORM

Print your name: _____________________________________________________________
Department: ___________________ Years of Railroad Experience: _________________
Phone Number: _____________________________________________________________

Submit form to: General Manager and Regional Safety Manager

Please consider my suggestion for modifying the WATCO Safety Rules and Work Guidelines. My suggestion is as follows (write on the back if needed):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I am using the following version of the WATCO Safety Rules and Safe Job Procedures:

 Clerical
 Engineering
 Mechanical
 Transportation

My suggestion applies to the following sections of the WATCO Safety Rules and Safe Job Procedures:

 Core Safety Rules
 Department Specific Rules, Work Guidelines and PPE Charts
 Appendix
 Policies, Practices and Resources

Location of the change I am suggesting (e.g., page number, topic, rule number/letter, etc...):

__________________________________________________________________________
__________________________________________________________________________
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Department: ____________________ Years of Railroad Experience: ____________________

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- Mechanical
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My suggestion applies to the following sections of the WATCO Safety Rules and Safe Job Procedures:

 Core Safety Rules
 Department Specific Rules, Work Guidelines and PPE Charts
 Appendix
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Location of the change I am suggesting (e.g., page number, topic, rule number/letter, etc...):

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Appendix S:
Receipt of Transload Safety Rules Publication

_______________________________
(Date)

I have received a copy of the Safety/General Rules Book, and I understand that I am to have a thorough knowledge of and obey these rules, as a condition of employment.

I understand that I am to take care of this book and keep it in my possession for the duration of my employment with Watco Companies, Inc.

__________________________________________ (Name)

__________________________________________ (Occupation)

Current Revision May 2010