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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 the use of unsafe practices or tools
- All employees are responsible to know 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 Briefing Work Guidelines
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 WATCO 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 make the right plan and talk it over. 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 others things today, might be the same person to whom you are trusting your life.
Finding Information
This book is organized into five sections:

Section I: Core Safety Rules
These are rules that are common to all departments. The Core Safety Rules are organized into Rights and Responsibilities; Personal Protective Equipment and Clothing, Work Environment; Working On or About Tracks; and Vehicles, Equipment, and Tools.

Section II: Department-Specific Rules, Work Guidelines, and PPE Charts
This section establishes rules for department-specific work activities and also provides Work Guidelines—department-specific practices that professional railroaders have found to be safe and efficient for years. Rules must be complied with at all times. Work Guidelines must be complied with at all times unless another method that is as safe or safer than the work guideline has been developed between you and your supervisor. The Personal Protective Equipment charts outline requirements for the use of specific protective equipment.

Section III: Transportation Safe Job Procedures
Transportation Safe Job Procedures provide guidance to WATCO Transportation employees on how to safely perform typical job duties. These rules begin with the prefix “TSP”.

Section IV: Appendix
The appendix includes a glossary of terms used in WATCO Transportation Safety Rules and Work Guidelines.

Section V: Policies, Practices and Resources
This section describes WATCO support programs and documents that enables WATCO employees to perform their duties in a safe manner that is compliant with Federal and State/Provincial requirements as well as WATCO rules and policies.

Icons and References to Other Resources
Icons are used in WATCO Transportation 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 and also to the PPE Charts for specific information regarding PPE requirements.

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 Transportation Safety Rules and Safe Job Procedures
Suggestion Forms have been included in Appendix C to make it easier for anyone to offer feedback and suggestions on the book. Simply fill out the form and return it to the Safety Department or supervisor.
SECTION I: CORE SAFETY RULES

RIGHTS AND RESPONSIBILITIES
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 Transportation Safety Rules and Safe Job Procedures 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
   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 work place is drug and alcohol free
   g. The behavior in our work place is civil and courteous
   h. Oral and written reports of accidents and injuries are made to the supervisor or employee in charge as soon as possible but no later than the end of the tour of duty
   i. One person does not engage in work activity that can only be done safely by two or more people
   j. Anyone performing an unsafe act is redirected to safe work practices

2. Only personnel with the proper authority and training will perform job tasks.
3. We must comply with all WATCO rules and policies and with local, state, and federal laws and regulations that relate to your job task(s).

CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT
4. Know and wear approved personal protective equipment and clothing as required for your job and/or work environment.
5. Inspect and confirm that personal protective equipment is in good working condition before use. Remove from service if defective.
6. Use the approved personal protective equipment for the purpose(s) intended. Unauthorized modifications are prohibited.

WORK ENVIRONMENT
7. Keep work area and environment clean, orderly, and free from clutter, debris, and controllable hazards.
8. Handle, store, and dispose of contaminants, hazardous chemicals, and waste according to all applicable environmental regulations and WATCO policies.

WORKING ON OR ABOUT TRACKS
9. Expect the movement of trains, engines, cars, or other equipment at any time, on any track, and in any direction.
10. Do not foul or stand on the track in front of an approaching engine, car, or other moving equipment.
11. Look in both directions prior to:
   - Fouling or crossing tracks
   - Moving from under or between equipment
   - Getting on or off equipment
   - Operating a switch or derail
12. When duties require you to cross one or more tracks, walk straight across the tracks rather than at an angle.
VEHICLES, EQUIPMENT, AND TOOLS

13. Before riding in or operating a motor vehicle, inspect and 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.

14. Wear seat belt while operating or riding in motor vehicles operated off the rail.

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

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

17. While operating motor vehicles:
   - Do not leave motor running while unattended unless properly secured
   - Do not operate vehicles with doors in the open position
   - Do not leave unattended vehicles unsecured (unlocked)
   - Secure tools, equipment, and materials in designated areas
   - The use of any handheld electronic device that requires a hand(s) to operate is prohibited while operating a motor vehicle. This includes but is not limited to devices such as hand held microphones, cell phones, “BlackBerry” etc. The use of these devices is permitted when using a hands free device for voice communication only

18. Face the equipment and use three-point contact when getting on or off equipment or vehicles or when ascending or descending ladders.

19. Use the approved tool(s) for the purpose(s) intended. Unauthorized modifications are prohibited.

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

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

OPENING DOORS OR WINDOWS

22. When opening doors or windows:
   - Use only moderate force, do not overexert and be prepared for sudden changes in resistance
   - Do not place any part of your hand or body where it can be pinched
   - Use door handles or other opening/closing devices where provided
SECTION II: RULES, WORK GUIDELINES, AND PPE CHARTS

T-1 Body Mechanics and Lifting
(Also, see TSP 39, 40 and Appendix A.)

Lifting and Carrying
a. 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 your legs, not your back
   - Do not lift and twist at the same time
   - If load slips from your grip, let it fall. Do not try to catch it
b. Obtain assistance or lighten the load if it is too heavy to lift safely by you.
c. Before lifting, carrying, or lowering objects with two or more people, confirm everyone knows movements to be made and coordinates the work.

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
- Stretch frequently and take short rest pauses to avoid excessive fatigue
- Schedule tasks to provide breaks from continuous work

Office Ergonomics

Work Guidelines

- Adjust the chair height so your elbows are at about desktop level and your knees are at least as high as your hips
- Adjust seat back for good support of the lower back, using a lumbar support if needed
- If your seat has a tilt feature, set this so you are comfortably supported
- If your feet don’t comfortably reach the floor or there is excessive pressure on the backs of your legs, use a footrest or lower the keyboard
- Locate your monitor so the top of the viewing area is at or below eye level
- With elbows at desk level, your wrists should be straight. Use a wrist rest if desired. If you have armrests, try to adjust them so they support your arms without being too high or low
- Locate the mouse next to the keyboard so both elbows are by your sides while working. Use your mouse pad or another soft surface to pad edge of desk. Avoid pressing hands or arms against sharp edges
- Adjust screen brightness and contrast for clear, comfortable viewing. Clean the screen frequently
Stretches

Work Guidelines

Perform stretches:
- At beginning of tour of duty
- Prior to performing strenuous activity
- After a period of inactivity

Do not “bounce.” Stretch slowly and only to the point of mild tension.

Follow the guidelines on the following diagrams:

Recommended Stretches:
T-2 CROSSING THROUGH RAIL EQUIPMENT

a. Do not cross through or over moving equipment except on locomotives or cabooses or shoving platforms when there is a continuous safety barrier between platform and end of equipment.
b. Do not cross underneath cars unless duties require and protection against movement has been provided.
c. Do not step on the coupler or uncoupling lever.
d. 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 car.

Work Guidelines

♦ When crossing through a standing train or cut of cars, only cross through or over:
  o Cars equipped with crossover platforms and hand holds
  o Empty flat cars/intermodal cars or the empty stanchion ends of intermodal cars

T-3 ELECTRICAL SAFETY

a. Do not attempt electrical work unless qualified and trained.
b. Report to the proper authority broken or sagging communication and signal wires, power lines, and guy wires. Do not touch broken or sagging wires, and protect others from them.
c. Keep the electrical cabinet doors closed and latched when the engine is under load except when electrical work is being performed.
d. Always treat wires and circuits as if they were energized.

Work Guidelines

♦ Use only nonmetallic-cased flashlights around electrical equipment
♦ Do not wear metal bracelets, watches or the like when working with energized electrical equipment

T-4 ENVIRONMENTAL SAFETY

See WATCO Transportation US HAZARDOUS MATERIALS INSTRUCTIONS FOR RAIL.
See WATCO Transportation HAZARDOUS COMUNICATIONS INSTRUCTIONS (appendix B)

a. Do not clean any part of your body with gasoline, solvents, or oily or dirty rags. Use only hand creams and soaps designed for cleaning hands, arms, face, and other parts of the body.
b. Identify and label all chemical containers.

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-5 FIRE SAFETY

a. Maintain unrestricted access to fire extinguishers, alarm boxes, exit aisles, and emergency exits.
b. Do not use gasoline or other flammable liquids to start or intensify a fire.
c. Store flammable and combustible material away from ignition sources.
d. Store flammable liquids only in approved containers.
e. Use proper grounding and bonding techniques to prevent static electricity charge when dispensing or transferring flammable liquids.
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 plans in your work environment

T-6 FOULING TRACK

a. Unless proper protection is provided AND duties require, do not cross within 20 feet of the end of standing equipment.

b. Do not enter or cross between uncoupled equipment that is separated by less than 50 feet (approximately one car length).

c. Do not sit or step on: rail, frogs, switches, connecting rods or similar items, unless duties require.

d. Do not walk between the rails of, or foul the track except when duties require.

e. Do not position yourself between any structure and standing or moving equipment without sufficient clearance to avoid injury should the equipment unexpectedly move.

f. Do not occupy the top of railcars.

g. Do not sit or lie underneath standing equipment unless duties require and proper protection has been provided.

h. Do not stand or sit on engine or caboose handrails.

i. Do not sit on steps of engines or cabooses.

T-7 FUSEES (Also, see TSP-30 for additional requirements)

a. Store fusees in approved racks or containers in locomotives or cabooses. Keep them away from high temperatures, open flames, and locations where they may become wet.

b. Strike fusees away from the body when lighting.

c. Do not use fusees that have been soaked in liquid (such as water or oil) or are damaged.

d. Dispose of fusees appropriately.

e. Do not place a fusee where it may cause a fire.

T-8 GETTING ON AND OFF EQUIPMENT

a. Face the equipment and use side ladders, sill steps, and grab irons provided when getting on or off equipment.

b. Do not board cars or engines that bear “bad order” cards without first knowing the nature of the defect so the defect can be avoided.

c. Mount or dismount moving equipment only when dry secure footing conditions exist and at a speed of 4 MPH or less, except in cases of emergency. If dry secure footing conditions do not exist, all equipment must be stopped when mounting or dismounting.

d. When employee operating an engine knows the ground man is preparing to get on or off, the movement must be slowed to 4 MPH or less and the slack controlled. Movement must be stopped and slack controlled if dry secure footing conditions do not exist.

e. When getting on or off moving equipment:
   - Look where you are going to place your feet to avoid hazards
   - Face the equipment
   - Get on or off with your trailing foot in the direction of movement

f. When boarding the side of a moving car, board the leading end of the car. EXCEPTION: When boarding the rear car, boarding the trailing end is permitted.
g. Do not get on or off equipment under the following conditions:
   • When carrying items that prevent a secure handhold or proper balance
   • In areas of bad footing, no footing or close clearances
   • In areas where the ground cannot be clearly seen

Work Guidelines

- Use smooth motions, minimize use of arm power and do not overexert yourself as you climb

T-9 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 locomotive:
   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 engineer.
      • The engineer must wait until a request has been made before providing Three Step Protection
      • The engineer 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
      c. Watch for slack adjustment if hand brakes are being released.
      d. Do not go between uncoupled locomotives or cars when clearance between them is less than 50 feet, approximately one car length.

2. Releasing Three-Step Protection:
   • The engineer must not move or change the position of the controls of the locomotive 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 engineer 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 engineer must acknowledge release of Three-Step Protection

NOTE: For purposes of this rule, the “engineer” is defined as the employee operating the controls of the locomotive
**T-9.1 Cab Situational Awareness**

To ensure the train is operated safely and rules are observed, all crew members must act responsibly to prevent accidents or rule violations. A “Cab Situational Awareness” (CSA) exists during critical times when multiple tasks are occurring such as:

- Copying mandatory directives
- Approaching temporary restrictions
- Approaching the end of the train’s authority
- Operating at a speed that requires stopping within half the range of vision (except when switching)
- Operating on signals that require the train to be prepared:
  - To stop at next signal. Cab Situational Awareness requirements continue to apply until leading end of train passes the next signal even if the next signal is Clear
  - To pass next signal at restricted speed

During a CSA, an environment must be created in the control compartment that focuses exclusively on controlling the train and complying with the rules. The conductor must be in the control compartment unless required by other duties to leave (i.e. to operate switches, be at a road crossing, passenger train duties, etc).

The following restrictions or conditions must be met:

- Cab communication is restricted to immediate responsibilities for safe train operation
- A crew member other than the employee operating the controls of a moving engine will be required to handle radio communications when another crew member is in the control compartment except when operating with manned helper(s), AB&TH Rule 102.12.5 (Operating Responsibilities with Manned Helper)
- If proper action is not being taken, crew members must remind each other of the CSA condition

**T-10 HAND BRAKES** (Also, see TSP-31 Handbrakes)

- Do not operate hand brakes on moving cars, except in an emergency or when making gravity switch moves.
- Do not use your feet to operate the hand brake, except to manipulate the pawl on horizontal wheel (staff) brakes.

**T-11 RED ZONE PROTECTION FOR EQUIPMENT NOT COUPLED TO AN ATTENDED LOCOMOTIVE.** (Also, see Glossary for definition of RED ZONE)

- Before fouling the track, confirm with the employee in charge of track(s), or any employees in the area that may use the track, that employees are in the red zone of the tracks indicated.
- Before fouling the track confirm equipment to be fouled is properly secured against undesired movement.
- After operation is complete, advise affected employees that you are clear of the Red Zone on the affected tracks.
T-11.1 ONE PERSON CREW
An engineer working alone as a one person crew shall not perform duties on, under or between rolling equipment, unless the following requirements are met:

Before a controlling locomotive is left unattended, the one-member crew will secure the locomotive as follows:

- Place the throttle in the idle position
- Place the Generator Field in the off (open) position
- Remove the reverser
- Place the controlling locomotive in the Isolate position
- Fully apply the independent brake
- Make a 20 PSI brake pipe reduction
- Apply the handbrake on the controlling locomotive
- Place a bright orange engineers tag (3x8 inches minimum with the words “ASSIGNED LOCOMOTIVE-DO NOT OPERATE”) on the control stand of the controlling locomotive

T-12 CLOSE CLEARANCES (Also see TSP-27 Close Clearances)

a. Do not ride on the side of a moving car, engine or other equipment under any of the following conditions:
   - Through gates, doorways or where close clearance or side obstructions exist
   - Into, out of or within enclosed buildings (Employees must precede the movement, if safe to do so, before entering enclosed buildings. Movements must only be made on that employee’s signal within a building)
   - On industry tracks at locations where signs may be placed, advising of close clearances
   - When it cannot be visually determined that equipment on an adjacent track is in the clear or behind the clearance point
   - Locations that have been identified by timetable or special instructions as having a close clearance restriction
   - Locations where the track cannot be clearly seen as a result of snow, debris or other obstructions

T-13 MOVING LOCOMOTIVES IN OR AROUND DIESEL FACILITIES

a. Keep others clear of and do not step over steel cables used to move engines, cars, or other equipment. This also applies to other areas outside diesel facilities where cables are present.

b. When moving locomotives in or around engine facilities, ring bell continuously.

c. Confirm that all employees are clear of moving parts before starting the engine.

T-14 ON TRACK MACHINES AND VEHICLES

a. Ride only if authorized by the employee in charge and the operator.

b. Sit or stand where the operator indicates. Hold on firmly at all times.

c. Do not get on or off track machines or vehicles while they are moving, except in emergencies.

Work Guidelines

- Watch for obstructions, close clearances and face direction of movement
T-15 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Clothing
a. Wear clothing appropriate for your specific duties to perform work safely.
b. Always wear a waist-length shirt with sleeves and ankle-length pants.

Eye and Face Protection (Also, see T-16)
a. Wear safety glasses with side shields or goggles approved by the company when on duty. Exception: when in office-type environments, parking lots, business rail cars, or inside locomotive cabs with doors and windows closed.
b. Follow additional requirements as designated in the Transportation General Requirements chart.

Footwear
a. Wear footwear that conforms to the following criteria, except while working in office-type environments, parking lots, or business rail cars:
   - Lace-up work boot
   - Six-inches high (minimum)
   - Safety toe
   - Near 90° heel notch, sufficient to prevent slipping through foot holds on equipment
   - 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 concrete, steel surfaces or indoors

Gloves (Also, see T-16)
a. Wear gloves furnished or approved by WATCO when handling cars, or engines, unloading ballast/rerailing equipment or any time hands or fingers may be placed at risk of injury (mounting, dismounting, or riding locomotives or equipment, coupling air hoses, adjusting knuckles, operating switches or derails, handling tools or material, etc...).

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

Head Protection (Also, see T-16)
a. Wear a hard hat furnished or approved by WATCO when outside of locomotive on a work train, where posted or within industries that require them.

Hearing Protection (Also, see T-16)
a. Company furnished hearing protection must be used when:
   - Within 100 feet of a locomotive operating in a throttle position other than idle
   Exception: Hearing protection is not required when inside the locomotive cab and doors and windows are closed on “Comfort Cab”, “Isolated Cab” or similarly sound proofed equipment.
   - When opening the door to or inside an engine room with the engine running
   - When in front of a locomotive at a crossing being protected
• Within 100 feet of:
  o Power retarding equipment
  o Working roadway maintenance equipment
  o Power operated tools (i.e. chain saws, brush cutting equipment, etc...)
• Where posted
• When you have to raise your voice to clearly communicate with a person who is located next to you
  b. Follow additional requirements as designated in the Transportation General Requirements chart.

Jewelry
a. Remove loose or dangling jewelry when working in non-office environments.
  b. Remove finger rings when working in non-office environment

Portable Radios
When using portable radios:
  a. Use a company approved chest pack holder.
  b. Use a radio with an attached lapel microphone, where available.
    or
  c. Other approved secure method that allows one hand operation from its secured location.

**Note:** If none of the above methods of holding a radio is available, work may begin only after:
• Notification and approval of appropriate supervisor
• A job briefing has been conducted with all crew members
• All movements must come to a complete stop before mounting or dismounting equipment

Dust Masks and Respirators
a. Wear a company approved dust mask or respirator when unloading ballast or during other dusty conditions.

**T-16 PERSONAL PROTECTIVE EQUIPMENT CHARTS**

The following is the craft-specific General Requirements chart for Transportation that outlines requirements for protective equipment. The chart is designed to work in conjunction with the rules and Work Guidelines under T-15 Personal Protective Equipment and Clothing. Employees are encouraged to use Personal Protective Equipment at any time they feel their personal safety would be enhanced.

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</table>

**Comments:** See Rule T-15 Hearing Protection for exceptions and additional guidance.
T-17 RIDING IN OR ON MOVING EQUIPMENT

a. Employees must not be on equipment that is being coupled. All couplings must be made only when the employee is standing on the ground.

b. Do not ride:
   - On moving equipment when the track cannot be clearly seen due to obstruction, debris, snow/ice or any other condition
   - On the end ladder or crossover platform of any car except to ride the trailing end of the rear car provided the employee can ride outside the gauge of the rail

EXCEPTIONS:
   - Employees may ride the end platform of cars equipped with a safety rail positioned between the platform and the end of the equipment, such as a caboose or shoving platform
   - Employee may ride a full width crossover platform of a tank car provided the employee rides at the end of the platform (outside the gauge of the rail) with feet pointed toward the center of the platform
   - On the brake platform, except to operate the hand brake during gravity switch move
   - On any part of the coupler apparatus, center sill, end sill, framework or inside a car
   - Between a load of lumber, pipe, or other shiftable load and the end of the car. When a flat carload of this type is involved, do not ride between the end of the adjacent car and the load
   - On the side of the flat car unless the car is equipped with hand holds high enough to allow for a firm handhold and erect body position
   - Or walk between trailers or containers loaded on flat cars

c. When riding equipment:
   - Face the direction of movement
   - Maintain three-point contact with the equipment at all times
   - Protect against slack action
   - Do not step or jump from one car to another
   - Do not hold on to the end post, or sit or stand near the end door of a gondola equipped with drop ends
   - Never step on the sliding center sill or cushion underframe device of any car. Keep off couplers and their components
   - When duties permit, remain seated while riding in locomotives and cabooses
   - Employees must not ride the side of rail cars equipped with a single vertical handhold until they have ensured that:
     a) Speed is not greater than 10 MPH.
     b) Three-point contact is maintained.
     c) A job briefing has been held and the engineer is aware that an employee is riding such car. The engineer must control slack accordingly.

   **Note:** Switching movements that will handle only single vertical handhold equipment may conduct this briefing at the beginning and end of such movements.

   - Employees must not ride on the deck of a flat car except:
     o For the purpose of protecting a shoving move
     o When another car type is not available
     o When conditions make riding the side of other available cars unsafe
Employees who must ride on the deck of a flat car must ensure that:

a) Speed is not greater than 10 MPH.

b) A job briefing has been held and the engineer is aware that an employee is riding a flat car. The engineer must control slack accordingly. Only ride on the deck of an empty flat car.

c) Kneel or sit near the center of the car or the empty space.

d) Kneel or sit before the equipment moves and until the equipment stops and the slack is adjusted.

Work Guidelines

Determine Whether to Ride

- 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 car or engine exterior. Do not position yourself between or adjacent to the structure and a moving car or engine. When determining whether cars or equipment should be ridden, alternatives should be considered to complete the task without necessitating riding equipment.

- Watch for obstructions and close clearance.

- Do not ride the bottom steps of any equipment while moving over road crossing at grade.

T-18 Tools

- Use tools defensively so that if they slip or move unexpectedly, you will not lose your balance or risk injury.

- Direct the cutting edge of sharp tools such as knives, chisels, and screwdrivers away from your body and hands.

T-19 Work Environment

- Arrange office equipment and work areas to keep aisles, emergency exits, and access to fire extinguishers clear.

- Arrange contents of filing cabinets to balance the cabinet. Keep cabinet and desk drawers closed while unattended.

- Keep body parts clear when using paper cutters. Close the cutting blade after use.

- In walking areas, encase telephone or electrical cords in floor molding or properly secure them.

- Use ladder to reach overhead objects. Do not use other objects, such as a chair, desk, or box.

Work Guidelines

- Be prepared for hazardous footing conditions in your work environment.

- Use hand holds where provided.

- Inspect chairs and other office equipment for defects, removing from service if defective.

- Use handrails when ascending or descending stairs or ramps.

- Know the location of emergency exits and fire extinguishers.

- Store frequently handled or heavy objects between mid-thigh and shoulder height.

- When working on office machines (copiers, faxes, printers) use caution around sharp edges and parts with excessive heat.

- Before placing equipment on a desk or table, check to be sure it is stable and can support the weight of the equipment.

- 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.
T-20 WORKING ON OR NEAR TRACKS, LOCOMOTIVES, AND RAIL CARS
Also, see T-9 Three-Step Protection and Transportation Safety Procedures
a. Do not give the signal to move locomotives, cars, or other equipment until all persons and equipment are clear of the movement and the route to be used is properly lined.
b. Only the craft of employee who applies a lock and tag may remove them. Other employees must not remove locks and tags or try to engage equipment that is locked out.
c. When chocking cars, use only a sound wooden chock or an approved chocking device. Never use chocks instead of hand brakes for securing equipment.
d. If draw bar cannot be adjusted by pushing using moderate force, obtain help.
e. Do not open the angle cock on a moving car or engine to control or stop movement, except in an emergency and then only on the trailing end.
f. Before attempting to operate switches or derails, visually inspect them to make sure they are not:
   - Damaged
   - Locked
   - Spiked
   - Fouled by ballast, ice, snow or other debris
   Remove from service if defective and notify the proper authority.

T-21 COUPLING/UNCOUPLING RAIL EQUIPMENT (Also, see TSP-32 Kicking Cars and TSP-38 Coupling/Uncoupling Rail Equipment)

a. Use only your hand to operate uncoupling lever.
b. Use the hand nearest to the equipment to operate lever.
c. Use only the uncoupling lever when uncoupling cars.
d. Do not run while operating uncoupling lever.
e. Do not adjust the coupler or knuckle on a moving engine or car.
f. When adjusting knuckles or operating the uncoupling lever, keep clear of the area under the coupler.

Work Guidelines
   ♦ Use mechanical device or seek assistance when drawbar will not move with moderate force.

T-22 VISITORS AND CONTRACTORS
While on WATCO property, as instructed by WATCO personnel, visitors and contractors must:
   • Comply with WATCO Transportation Safety Rules and policies
   • Wear personal protective equipment
   • Participate in job briefings

T-23 AVOIDING HUMAN REMAINS, BLOOD OR OTHER FLUIDS
After any accident or incident where human remains, blood or other fluids are observed on company equipment or property:
   • Only qualified persons may remove or clean this matter
   • Promptly notify the train dispatcher or supervisor so that appropriate action can be taken to perform any necessary cleaning of the equipment as soon as possible
If an employee comes in contact with human remains, blood or other fluids, immediately wash the contact area with copious amounts of soap and water, then notify a supervisor.
SECTION III: TRANSPORTATION SAFE JOB PROCEDURES

INTRODUCTION
The purpose of this Section is to provide guidance to WATCO transportation employees on how to safely perform typical job duties. By adhering to the safe job procedures contained in this section, staying alert, and empowering yourself to take the safe course, you will enhance your own safety and that of co-workers.
If information in this section is not clear or if it does not provide enough information to make a sound decision, you should contact a supervisor for additional help.
Use these safe job procedures in coordination with all other Safety Rules contained in this book. The Transportation Safe Job Procedures section is designed to help you work your railroad career without personal injury or damage to equipment.
The people of WATCO are among the finest in the rail industry and these procedures will help you continue to raise your own safety standards and those of co-workers.

TSP-24 ADJUSTING MISMATCHED COUPLERS
Without Using a Device
To adjust a mismatched coupler without using a device:
1. Stop the movement, wait for slack to adjust and settle (do not overlook unexpected movements from liquids sloshing in tank cars) and comply with Three-Step Protection requirements before proceeding.
2. Ensure there is at least 50 feet or approximately one car length of working room between the equipment.
3. Check for other equipment movements on the same track.
4. Adjust the coupler as follows:
   a. Establish good footing and handholds to avoid falling.
   b. Keep fingers and hands clear of pinch points.
   c. Listen to what is going on around you. If you hear any equipment move, step clear immediately.
   d. Make sure the knuckle is secured. Keep your feet clear of the area beneath the knuckle unless the knuckle is secured.
   e. To move the coupler, stand to the side and face either toward or away from the coupler. Establish secure footing, with one foot against the rail if desired. Smoothly push the coupler to the desired position. If you cannot adjust the coupler by using moderate force, obtain help. Do not overexert.
   f. Do not adjust the coupler by kicking or pushing it with your foot.

Using Drawbar Alignment Tool
To adjust a mismatched coupler using a drawbar alignment tool:
1. Stop the movement, wait for slack to adjust and settle (do not overlook unexpected movements from liquids sloshing in tank cars) and comply with Three-Step Protection requirements before proceeding.
2. Ensure there is at least 50 feet or approximately one car length of working room between the equipment.
3. Check for other equipment movements on the same track.
4. Adjust the coupler as follows based on tool placement:
   a. Establish good footing and handholds to avoid falling.
   b. Keep fingers and hands clear of pinch points.
   c. Listen to what is going on around you. If you hear any equipment move, step clear immediately.
d. Make sure the knuckle is secured. Keep your feet clear of the area beneath the knuckle unless the knuckle is secured.
e. If using a lining bar or pinch bar, place it into the throat of the coupler.
f. If using a car mover pole or similar device, place between coupler and end sill of car.

5. Establish secure footing to maintain balance and prepare for sudden changes in resistance.
6. Steadily pull the device using both hands until coupler is aligned.
7. Remove tool and return it to its assigned location.

**TSP-25 AIR HOSES**

If yard air hoses are coupled to cars, disconnect yard air before coupling to the cars (See AB&TH Rules for proper procedures).

**Connect the air hose glad hands as follows:**

1. Assume a firm stance that will enable you to step clear quickly in the event of an unexpected movement. When possible, keep one foot outside the rail.
2. Firmly grasp the air hose nearest you behind the glad hand and bend it upward. Use both hands if necessary.
3. Pull the hose farthest away toward the bent hose. Check to see that both have gaskets that are in good condition. If gasket is damaged or missing, replace it before coupling the air hose.
4. Match the glad hands into opposite contoured slots and push them downward. Be sure the glad hands are seated.

When the air hoses are properly coupled, cut the air in as follows:

1. If the air is coming to you through the train line, located on the side of the equipment where you are standing, use the following procedure:
   a. Open the angle cock on the opposite side first.
   b. Watch where you place your hand and body to avoid any pinch points should any unexpected movement occur.
   c. When opening the angle cock located on the side where you are standing, assume a secure stance with one foot outside the rail. Slowly open the angle cock.
2. If the air is coming toward you through the train line located on the opposite side of the equipment from where you are standing, use the following procedure:
   a. Close both angle cocks.
   b. Open the angle cock on the opposite side first. This fills air hoses with air.
   c. Slowly open the angle cock located on the side where you are standing.
3. Do not kick or strike air hose(s) to try and stop a leak. Do not make any adjustments to air hoses without first closing both angle cocks.
4. Turn your head away from the coupling to protect your eyes from dirt and debris disturbed by air venting from the air hose when uncoupling cars and when uncoupling air hoses by hand.

To uncouple brake pipe hoses by hand:

1. Close both angle cocks.
2. To release air pressure on the hoses, firmly grip the center of the air hose glad hands with both hands and lift upwards.
3. Raise the joint until it separates.
TSP-26 CHOCKING CARS AND ENGINES

When chocking cars and engines:
1. Confirm that movement has stopped.
2. Work only from the side of the equipment.
3. Keep fingers and hands clear of the wheel tread, flange and top of rail.
4. Use only wood or an approved chocking device. Do not use a track spike or other pieces of metal to chock wheels.
5. The chock length must not exceed 24 inches to avoid injury should the chock be forced upward when the wheel moves against or onto the chock.

When it is necessary to remove the chock by hand:
1. Work only from the side of the equipment.
2. Keep hands and feet clear of the wheel tread, flange and top of rail.
3. Signal the employee at the controls of the engine to move the car or engine off the chock if necessary.
4. Remove the chock and place it where it will not present a tripping hazard.

TSP-27 CLOSE CLEARANCES (Also, see T-12 Close Clearances)

"Close clearance," means any obstruction (structure, object or condition) adjacent to, overhead, or converging with a track that will not permit the normal and clear passage of train movements on the track, including anyone riding on such movements. When riding inside engines, cabooses, or other equipment, keep alert at all times for close clearances and do not lean beyond the side of the equipment until movement has passed the close clearance. When practical, move away from the side of an engine or caboose that is adjacent to a main track or siding on which other equipment is passing or being passed. There are two basic types of close clearances: permanent structures and temporary or unexpected obstructions.

Permanent Structures
Permanent structures include platforms, buildings, ramps, conveyors, loading and unloading pipes, wire and power lines, servicing facilities, and numerous other fixtures.

You are expected to know where these danger points are located, however, the only sure way to avoid accidents from this source is to face the direction of the movement when riding on equipment and plan to have dismounted before reaching the danger point.

Industries sometimes place signs to warn train crews of permanent structure close clearance situations, however, you must always stay alert for any new close clearance situations that may arise.

Temporary or Unexpected Obstructions
Because conditions change from day to day and even from hour to hour, you should always watch for temporary or unexpected obstructions near the track. Such temporary or unexpected obstructions include, but are not limited to the following:
- Machines and material left too close to the track
- Automobiles and trucks parked too close to the track
- Objects left in the doorway of cars or lying on platforms too close to the track
- Sagging overhead wires

When wide loads, shifted lading, open car doors and cars or engines are fouling track it is essential that you face the direction of the movement when riding on equipment and dismount before reaching the danger point.
**TSP-28 GRIP SAFETY**
Load grips and other equipment on locomotives using proper exertion and lifting principles. Do not attempt to bring grips that are too heavy to safely handle. The preferred method of loading grips is for both crewmembers to work together, with one person on the ground handing grips one at a time up to co-worker kneeling on the deck level next to the stairs.

If you are tall enough to do so without excessive reaching, place grips one at a time up on the locomotive deck from a standing position on the ground. If grips aren’t excessively heavy and are equipped with shoulder straps, you can climb up on the locomotive while wearing one grip at a time on your shoulder, being careful to maintain 3 point contact and center of balance to prevent falling backward.

**TSP-29 ADJUSTING LOCOMOTIVE CAB SEATS**
Cab seats that do not have spring-assisted seat height adjustment mechanisms can be difficult for one person to adjust. Larger armrest-equipped cab seats with pin-and-hole manual height adjustment should be adjusted with both crewmembers working together. To adjust this type of seat, have one person lift from a standing position, while the other person works under the seat to help lift, pull the pin, align holes at new height, and reinsert the pin. One person may be able to adjust the smaller and lighter cab seats.

**TSP-30 FUSEES** (Also, see T-7 Fusees)
Fusees must not be handled or used except when required by operating conditions and permitted by applicable rules.

**To light a fusee:**
1. Grasp the fusee near its base.
2. Pull the tape over the top of the cap to expose the scratch surface.
3. Twist the cap away from the head of the fusee.
4. Hold the fusee in one hand and the cap with the exposed scratch surface in the other hand.
5. Place the igniter button on the scratch surface of the cap. Use a striking motion in a direction away from the body. Turn your face away when igniting the fusee.
6. The igniter end of the fusee sometimes smolders and does not appear to be burning. Pause momentarily before attempting to re-strike the fusee. Keep the fusee pointed away from your face and body to avoid possible injury from a sudden flare-up of the fusee.

**To extinguish a fusee:**
   a. Gently strike the burning end over the edge of a rail or similar object three or four times to separate the burning compound from the rest of the fusee.
   or
   b. Bury the burning end in sand or dirt. (Note: Fusee may continue to burn if placed in water.)

**Caution:** The fusee ignition button contains phosphorous and cannot be extinguished

**When handling a burning fusee:**
1. If you must drop an ignited fusee from a moving train, hold the fusee at arm's length from the body for at least five seconds, but no more than 10 seconds, after igniting. This time allows the igniter to burn down inside the fusee. If dropped too soon, the igniter may be extinguished and the fusee will not remain lit.
2. When holding a fusee use care to prevent molten ash from falling onto clothing or the body. The fusee should be purged of molten ash frequently by a quick shake of the burning fusee in a downward motion near the ground.
When a fusee is used to give hand signals:
1. Point the burning end down and away from yourself and others.
2. Never hold a fusee near the flame.
3. Avoid breathing the smoke produced by the burning fusee.
4. Do not look directly at the flame.
5. The signals should be given using smooth motions to avoid disturbing the burning material at the end of the fusee.

**TSP-31 Handbrakes** (Also, see T-10 Handbrakes)
If an attended locomotive is attached, obtain Three-Step protection. (T-9)

If an attended locomotive is **NOT** attached, provide protection before entering the Red Zone. (T-11)

If hand brake is defective or damaged such that it does not function properly, never attempt to operate it. Report the defective brake to proper authority.

Never apply or release a hand brake located at the end of a car while standing on the ground unless it is specifically designed at the edge of the end of the car for ground operation, or when using an approved brake stick. When releasing this type of brake keep your body clear of the car and expect sudden movement.

If hand brake does not release using moderate force, charge air brake system and apply emergency brake application to relieve tension. If use of moderate force is still not successful in releasing the hand brake, report the defective brake to the proper authority. Use proper procedures for lifting, pulling and pushing to prevent injury and/or overexertion.

**Getting to Hand Brake**
When getting to the hand brake:
1. Check the track looking both ways for any movement.
2. Listen to what is going on around you. If you hear any equipment move, do not attempt to mount.
3. Use side ladder to the level of the brake platform.
4. Move from the side ladder to the end ladder by securely holding handholds and carefully placing right foot on the brake platform while the left is on the end ladder tread. Never use the brake wheel as a handhold since the wheel can move.

**Vertical Wheel Hand Brake**
When operating a vertical wheel hand brake use proper procedures for lifting, pulling and pushing to prevent injury and/or overexertion and:
1. Observe type and condition of the hand brake, including brake wheel or lever and chains, before attempting to operate.
2. Take the correct position:
   a. Face the equipment.
   b. Place right foot on brake platform.
   c. Place left foot on the end ladder tread.
   d. Hold firmly to grab iron or ladder rung with left hand.
3. To apply hand brake:
   a. Place the release lever or pawl (if so equipped) in the ON position by reaching with right hand behind brake wheel, not through wheel spokes.
   b. Turn the brake wheel clockwise with your right hand to take up slack in the brake chain.
   c. After slack in the chain is taken up, place your right hand at about the seven o’clock position on rim of wheel and apply lifting pressure toward you in short pulls.
d. Keep your back straight and use leg muscles to apply pressure as you pull upward on brake wheel with your right hand. Use only moderate force.

   e. **Never** use both hands to operate vertical hand brake wheel.

4. When releasing a hand brake equipped with a release lever:
   a. Assume the same firm stance you would when applying the hand brake.
   b. Use only your right hand on the release lever or pawl (if so equipped).
   c. Be sure to keep your body parts and clothing clear of the brake wheel. Some types of hand brake wheels will spin when the release lever is tripped to the OFF position.

5. When releasing a hand brake not equipped with release lever:
   a. Assume the same firm stance you would when applying the hand brake.
   b. Grasp the rim of the wheel at about the one o'clock position with the right hand, keeping hand on the outside of the rim. Use only moderate force.
   c. Turn the wheel counterclockwise until the brake is completely released.

**Horizontal Wheel (Staff) Hand Brake**

The horizontal wheel (staff) hand brake is designed to be operated with both hands. Some of these brakes have a drop-shaft movement that permits the brake wheel to be dropped flush with the car floor. The brake wheel and shaft must be in the fully raised position to be operated or moved in a train. A hand brake with a drop-shaft must not be operated when the car is moving. Use proper procedures for lifting, pulling and pushing to prevent injury and/or overexertion.

When operating this type hand brake:

1. Mount the car, using the sill step on the side of the car, and position yourself on the car to operate the handbrake. Stay clear of any existing loads on the car.
2. Position both feet securely on the car.
3. If wheel and staff are in the lowered position, lift the brake wheel using both hands. Raise it until the shaft support moves into place (under end of shaft), locking the hand wheel shaft in the raised position. Be alert in the event the wheel and shaft should suddenly become stuck or come out of the shaft support when raised.
4. To apply the hand brake:
   a. Observe whether the hand brake has a pawl weight. If so, engage the pawl in the ratchet (ON position) with foot.
   b. Position both feet securely on car.
   c. Grasp brake wheel rim with both hands, keeping thumbs on outside and turn wheel clockwise as necessary. Use only moderate force.
   d. If the hand brake has a foot-operated pawl, use foot to engage pawl into ratchet. Operating this type of brake on a moving car is prohibited.
5. To release the hand brake:
   a. Assume the same safe operating position, with both feet securely on the car.
   b. Grasp the brake wheel rim (never spokes) using both hands and keeping thumbs on outside.
   c. Turn brake wheel clockwise sufficiently to remove tension from pawl. Use only moderate force.
   d. Disengage pawl with foot while simultaneously releasing your grip on hand brake wheel. The wheel will spin counterclockwise, so keep your hands, body and clothing clear. If brake staff is not equipped with a pawl, turn brake wheel counterclockwise until brake is fully released.
6. To lower hand brake wheel staff:
   a. Step around the end of the car on the ground.
b. With one hand, lift the hand brake wheel shaft enough to take the weight of the shaft off the shaft support.
c. While holding the hand brake wheel shaft in this position with one hand, move the shaft support from under the end of the shaft with the other hand.
d. Use both hands to slowly lower the hand brake wheel shaft, being careful to avoid pinch points when releasing shaft support and lowering wheel and shaft.

**Lever (Ratchet) Hand Brakes**

Lever handbrakes are found in a variety of locations on cars. Some require operation from the ground while others require mounting the car. In either case, use proper procedures for lifting, pulling and pushing to prevent injury and/or overexertion.

To operate lever (ratchet) hand brakes:

1. Inspect the lever stop on the hand brake housing before attempting to apply or release the hand brake. If the lever stop is missing, do not operate brake; report the defect to the proper authority.
2. Place release lever or pawl weight in ON position before applying the hand brake.
3. Maintain secure footing and a firm grip.
4. Apply the brake with vertical pumping action of the brake lever. Use only moderate force. Maintain firm grip on brake lever, until lever is in lowered position.
5. When releasing the hand brake, keep body parts and clothing clear of the operating lever. Trip the release lever or pawl.

**TSP-32 KICKING CARS** (Also, see T-21 Coupling/Uncoupling Equipment)

When working beside moving equipment:

1. Face the direction in which the equipment is moving.
2. Watch where you are stepping.
3. Give clear signals.

When planning to uncouple moving equipment or “kicking cars” with air in the brake system:

1. Stop the movement.
2. Wait for the movement to come to a complete stop and for the slack to adjust and settle. Do not overlook unexpected movements resulting from liquids sloshing in tank cars and from expansion of cushion under-frame devices.
3. Check for other movements on the track on which you are working.
4. Obtain three-step protection and firmly close both angle cocks where separation is to be made.
5. Step clear of the equipment and give the engineer a signal to move the cars.
6. When the slack on the cars is bunched and desired speed is attained, pull the uncoupling lever and simultaneously give the engineer a STOP signal. If the uncoupling mechanism is stiff, try wiggling it as you pull upward. Use only moderate force.

To kick cars without air in the brake system follow steps 3, 5 and 6.

**TSP-33 OPENING ANGLE COCKS ON UNCOUPLED AIR HOSES**

When opening angle cocks on uncoupled air hoses, follow this procedure:

1. Maintain secure footing.
2. Grasp the air hose firmly with your left hand behind the glad hand.
3. Hold the glad hand firmly against your thigh with the opening directed away from your body.
4. Turn your head away from the hose.
5. Open the angle cock slowly with your right hand.
TSP-34 SWITCH AND DERAIL OPERATION

Employees experiencing difficulty when operating switches and derails should promptly report it to the proper authority. **Do not under any circumstance apply excessive force or over exert.**

**Before operating a switch:**
1. Look in both directions before fouling the track for moving equipment on adjacent tracks and keep clear of the moving equipment.
2. Check to be sure that no obstructions will interfere with operating the switch. Hands and feet must not be used to clear obstructions on switches.
3. Remove the lock, including switchpoint lock if present.

**To operate a ground throw or “flop over” switch:**
1. Face the switch squarely; establish secure footing with feet about shoulder width apart. Watch for ground conditions that may interfere with secure footing.
2. Keeping head and body clear of handle motion, release the foot latch, if present. **CAUTION:** If the switch is under pressure, the handle may “fly up” when released from the latch or keeper.
3. Keeping your spine in the neutral position (without rounding out the back) lift the lever without overexerting to about midway in its travel. Reposition body as needed to keep handle between your shoulders, with no twisting or excessive reaching. Be prepared for sudden changes in handle resistance as you move it.
4. Shift the position of your feet and move with the switch so that your body is over the lever on its downward movement.
5. Push the lever handle to the latched position as follows:
   a. Keep your back in a neutral position and don’t round out the back. Use your body weight over the handle to assist pushing it down, using slow, even pressure. Be prepared for sudden changes in handle resistance.
   b. Use only moderate force and do not overexert. Never attempt to operate an excessively stiff switch.
6. You may complete the last six inches of movement by carefully placing one foot on the handle near the end of the lever and stepping down using your body weight until the lever arm is latched. Only use this method when dry, secure footing is available.

**To operate a high stand switch:**
1. Establish a firm stance and watch for conditions that could interfere with footing.
2. Lift up on the switch handle, keeping your body clear of the handle movement. **CAUTION:** The handle could be under pressure and may swing up or around when released from the keeper slot.
3. Reposition your feet and use progressive short pulls to move the switch handle. Move along with the switch to avoid twisted or unstable body positions. Do not round out the back while pulling. Use leg power as much as possible.
4. Be prepared for changes in resistance to switch handle. Do not jerk the handle. Use only moderate force and do not overexert.
5. When the switch is in the desired position, fully seat the handle in the keeper slot. Do not use your feet to operate the switch or secure the handle.

**To line a wheel switch:**
1. Face the switch squarely and take a firm stance.
2. Grasp the wheel firmly and then depress the foot latch.
3. Turn wheel to move switch point.
4. Rotate wheel until it moves into latched position.

**To operate a flop-over type derail:**
1. Keep feet clear.
2. Keep hands positioned to avoid pinch points.
3. Use arm and leg muscles, not back muscles, to operate the derail. Use only moderate force and do not overexert.

**TSP-35 TOOLS**
Use tools defensively, so that slipping, unexpected movement, or a glancing blow will not cause overbalance or injury.

When using a wrench:
1. Place wrench so the turn will be toward the open end of the jaws.
2. Pull on the handle. If necessary to push, use open palm.
3. Brace body to avoid overbalancing in the event that wrench slips or wrench, bolt, nut, or other object fails.
4. Gradually increase force until air hose, nut, bolt, pipe or other object turns. Use only moderate force and do not overexert.
5. Confine stroke to space available in order to prevent fingers, hands, or any part of body from striking against object or from being pinched.

**TSP-36 TRACK SKATE HANDLING**
When handling track skates:
1. Before placing or removing track skates, look in both directions and listen for moving equipment on or around tracks. Keep to a minimum the time you are fouling the track.
2. Always use skate handle when moving/lifting the track skate.
3. Position feet outside the rail.
4. Place track skate on the rail with the long end facing the direction from which the car will be coming.
5. Do not move the track skate with your foot.
6. If necessary to move a car off the track skate, wait until all movement has stopped and the slack has adjusted before attempting to remove the track skate.
7. Place the removed track skate in its proper holder or parallel and adjacent to and against the rail to avoid creating a tripping hazard.

**TSP-37 REPLACING KNUCKLES**
When replacing a coupler knuckle,
1. Stop the movement, wait for slack to adjust and settle (do not overlook unexpected movements from liquids sloshing in tank cars) and comply with T-9 Three-Step Protection requirements before proceeding.
2. Ensure there is at least 50 feet or approximately one car length of working room between the equipment.
3. Remove cotter key from knuckle pin, if equipped, remove knuckle pin and set it within easy reach.
4. Keeping feet clear of the area under the knuckle, operate the uncoupling lever allowing the old knuckle to fall to the ground.
5. Using proper lifting and carrying techniques, dispose of it where it will not become a tripping hazard.
6. Holding the uncoupling lever up, move the knuckle thrower (hook) as far to the left as possible into the coupler recess. If this process does not keep lock block raised sufficiently, use strap or block to support uncoupling lever in fully raised position.

7. Obtain the correct knuckle type.

8. Carefully lift the knuckle using proper lifting techniques and place it into the coupler pocket.

9. Insert the knuckle pin into the pin hole, close the knuckle, and remove any strap or block.

10. Close knuckle by hand to make sure it closes, and lock block drops into locking position.

**TSP-38 COUPLING/UNCOUPLING RAIL EQUIPMENT** (Also, see T-21 Coupling/Uncoupling Rail Equipment)

When opening knuckles:

1. Keep feet clear of the area under the coupler.

2. Check for broken or missing knuckle pins to prevent the knuckle from falling to the ground when it is opened.

3. If you remove the knuckle pin, replace it or provide a safeguard to prevent injury to others. Report condition if cotter key is not replaced in knuckle pin on equipment with rotary couplers (coal train equipment).

**TSP-39 PRINCIPLES OF SAFE EXERTION**

1. Stretch and warm up prior to performing physical work activities. The stretches in the WATCO Safety Rules book and on bulletin boards throughout the WATCO system are safe and effective in helping prevent injury.

2. Keep loads and objects close to the body.

3. Avoid twisting and excessive reaching during exertions, whether lifting tools or applying physical effort to move a switch.

4. Frequently reposition the body while working to maintain the best leverage.

5. Use the largest muscles available for the task being performed, and keep body parts in line with joints during exertions. When joints are twisted they are not as stable and are more prone to injury.

6. Use hamstring power (often-called leg power) when exerting forces.

7. Don’t “round out” the back when lifting. Keep the spine in a neutral position and tighten trunk (abdominal) muscles to help protect your back during exertions.

8. Use only moderate force during exertion – you have the strength to damage soft tissues and joints if you use maximum physical effort. Keep your head up as much as possible when handling loads.

9. Excessive fatigue increases injury risks during exertions. Judgment, coordination, accuracy, balance, and strength may be impaired when we work to the point of exhaustion. Take frequent short breaks, pace yourself, use moderate forces, and alternate between tasks, when possible, to avoid fatigue.

**TSP-40 LIFTING**

Use the principles of safe exertion and think before you lift. Consider the following points:

1. Break the lifting task into steps and focus on safely performing each step.

2. Plan the lift and look for ways to make it easier – check to see if the load can be split into smaller pieces or if mechanical assistance is available.

3. Identify a clear path for moving the load, and make sure you have a good place to put the load down before you pick it up.

4. Conduct a job briefing before performing team lifting.

5. Test the weight of unfamiliar objects before lifting and never jerk on loads to move them.
TSP-41 MAINTAINING BALANCE AND STABILITY
Maintaining balance and body stability requires awareness and caution while positioning the body, exerting forces, walking, and climbing. Maintaining balance means keeping your center of gravity (the balance point of your body) over your base of support (usually feet, sometimes hands or other body parts). Keeping a wide base of support, and keeping your center of balance within that base are the keys to maintaining stability.

TSP-42 WALKING SAFELY
Staying safely on your feet while walking requires maintaining close vigilance of the walking surface and your surroundings.

As walking conditions change, so should your walking style. Walk more slowly using smaller steps keeping hands out of your pockets if the walking surface includes debris, is unstable, slippery, or is not well lighted.

Climbing and Descending Safely
1. Climb using three-point contact, taking time to securely make each hand and foot placement. Check grab irons, rungs, and steps, and be prepared for sudden loss of support while climbing. Be watchful for grease or ice on handrails and footholds. Use arms for stability, not to pull yourself up on a ladder.
2. Keep your hands free while climbing. Use radio holsters, microphone clips, and pockets for carrying small items you need while working.
3. When getting off equipment, use leg power to smoothly absorb energy and reduce impacts as you touch the ground. Look at your touchdown point, watching for debris and loose material. Do not release handhold until at least one foot is securely placed on the ground.

TSP-43 SLIP, TRIP, AND FALL PREVENTION
1. Keep walking surfaces clear of obstructions and debris wherever possible. Avoid walking backwards, even during team lifting – walk sideways instead. Avoid, but if necessary step over obstacles, not on them.
2. When walking on ballast, slow down and use smaller steps. On ballast slopes, try to walk along the top or bottom of the slope, and walk directly up or down slopes instead of at an angle. This keeps ankles, knees, and upper thigh/groin muscles oriented for best stability and safety.
3. Wear high-top boots laced up all the way to reduce the risk of falls. Replace boots when the heels start to become rounded. Rounded heels increase your risk of slipping.
4. Use a light when walking in dark areas.
5. During icy conditions, use anti-slip footwear, but use caution when wearing anti-slip footwear where icy conditions don’t exist as slipping may occur. Be alert for grease, oil, or ice on handrails, decking, and floors. Also be alert for standing water on deck or floor.
6. Do not litter the walking area with tripping hazards such as plastic water bottles. Clean up or protect and report slippery areas – don’t leave a “trap” for the next person.

TSP-44 WEARING REMOTE CONTROL TRANSMITTER
Wearing a remote control transmitting device will shift the wearer’s center of gravity, even if only slightly. To prevent injury, if necessary to pick up or carry objects, remove the remote control transmitter first.
SECTION IV: GLOSSARY

**Authorized**
Given the right to act.

**Confined Space**
A confined space is an area that:
- Has an opening large enough and configured such that it will allow an employee to enter
- Has limited or restricted means of access for entry and/or exit
- Is not designed or intended for continuous human occupancy

**Gravity Switch Move**
Cars 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 WATCO to perform those duties

**Red Zone**
The area occupied when an employee goes behind, on, under, or between cars and/or locomotives for the purpose of
- Coupling air connections
- Opening and closing angle cocks
- Applying or releasing handbrakes
- or
- Inspecting or repairing equipment
- Installing or removing markers
- 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.

**Unattended**
Equipment or motor vehicle(s) left standing and unmanned in such a manner that the brake system may not be readily controlled by a qualified person.

*Note:* Readily controlled is defined as being present to take charge, within approximately 20 feet and having an unimpeded path to immediately board equipment or motor vehicle(s).

**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 premises.
SECTION V: POLICIES, PRACTICES, AND RESOURCES

WATCO Back Safety program
The WATCO Back Safety program training and support process fosters a healthy lifestyle and improved quality of life for WATCO employees. 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 (Also, see Appendix B Hazard Communication Program)
The WATCO 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 workplace 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 system.

Hazardous Materials Training
In accordance with Subpart H, Part 172 of Title 49, Code of Federal Regulations, WATCO 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 your supervisor or the Safety Department for additional information.

Railroad Emergency Guide
Larger properties across the WATCO system have a customized Emergency Guide Book. The guides outline the specific procedures to follow in a variety of fire, medical, severe weather, and bomb threat situations. Contact local safety committee or a supervisor to obtain a copy of your railroad’s guide.

Operational Testing
The WATCO Efficiency Testing Policy provides a system to observe and record the safe and unsafe work practices of employees. Supervisors are expected to intervene with employees who perform safe work practices to let them know their safe practices are appreciated. Supervisors are also expected to intervene with employees who are performing unsafe acts and coach them in the safe and proper way of performing the tasks.

Safety Committees
Local safety committees have been established throughout the system. These committees, composed of departmental and management teams, are a driving force behind the WATCO Safety Process. They are charged with identifying physical hazards, providing training, intervening to promoting safer work practices, and acting as role models for safety. They work to improve morale, recognize strong performing employees, and are key players in helping WATCO achieve our Safety Vision of continual safety improvement.

Smoking Policy
The Smoking Policy may be found in the WATCO Employee Handbook or by calling the Human Resources Department.
Switching Operation Fatality Analysis (SOFA)

SOFA is an acronym for Switching Operations Fatality Analysis. The analysis was performed by a combination of representatives from the Federal Railroad Administration, the American Association of Railroads, the American Short Line and Regional Railroad Association, and Union Representatives. The SOFA study recommends and WATCO supports the following five life saving measures to prevent injury.

Lifesaver #1: Secure equipment before action is taken

Details: Any crewmember intending to go between or under cars or locomotives (red zone) must notify the locomotive engineer before such action can take place. The locomotive engineer must then apply locomotive or train brakes, have the reverser centered, and then confirm this action with the individual on the ground. Additionally, any crew member that intends to adjust knuckles/drawbars, or apply or remove EOT device, must insure that the cut of cars to couple into is separated by no less than 50 feet. Also, the person on the ground must physically inspect the cut of cars not attached to the locomotive to insure that they are completely stopped and if necessary, a sufficient number of hand brakes must be applied to insure the cut of cars will not move.

Lifesaver #2: Protect employees against moving equipment.

Details: When two or more train crews are simultaneously performing work in the same yard or industry tracks, extra precautions must be taken.

Same Track

- Two or more crews are prohibited from switching into the same track at the same time, without establishing direct communication with all crewmembers involved

Adjacent Track

- Protection must be afforded when there is the possibility of movement on adjacent tracks(s). Each crew will arrange positive protection for (an) adjacent track(s) through positive communication with yardmaster and or crewmembers

Lifesaver #3: Discuss safety at the beginning of a job or when a project changes.

Details: At the beginning of each tour of duty, all crewmembers will meet and discuss all safety matters and work to be accomplished. Additional briefings will be held anytime work changes are made and when necessary to protect their safety during their performance of service.

Lifesaver #4: Communicate before action is taken.

Details: When using radio communication, locomotive engineers must not begin any shoving move without a specified distance and direction from the person controlling the move. Strict compliance with “distance to go” communication must be maintained.

When controlling train or engine movements, all crewmembers must communicate by hand signals or radio signals. A combination of hand and radio signals is prohibited. All crewmembers must confirm when the mode of communication changes.

Lifesaver #5: Mentor less experienced employees to perform service safely.

Details: Crewmembers with less than one year of service must have special attention paid to safety awareness, service qualifications, on-the-job training, physical plant familiarity, and overall ability to perform service safely and efficiently. Programs such as peer review, mentoring, and supervisory observation must be utilized to insure employees are able to perform service in a safe manner.
Appendix A:

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.

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.

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**

![Wall slide exercise](image)

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.**

![Leg raise exercise](image)

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**

![Leg raise exercise](image)

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**

![Partial sit-up exercise](image)

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 B:

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 C:

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):

________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

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
☐ Craft 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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