

CN U.S. REGION

**L.I.F.E.**

**Safety Rules and  
Recommended Practices for  
TRANSPORTATION Employees**

Second Edition

Effective Date: March 2005



# Table of Contents

<b>SECTION I: INTRODUCTION .....</b>	<b>III</b>
<b>Safety Vision .....</b>	<b>iii</b>
<b>Welcome! .....</b>	<b>iv</b>
<b>SECTION II: CORE SAFETY RULES .....</b>	<b>1</b>
<b>SECTION III: TRANSPORTATION RULES, RECOMMENDED PRACTICES, AND PPE .....</b>	<b>5</b>
<b>T-1 Confined Space .....</b>	<b>5</b>
<b>T-2 Coupling and Uncoupling .....</b>	<b>6</b>
<b>T-3 Emergencies and Derailments .....</b>	<b>9</b>
<b>T-4 Fire Safety .....</b>	<b>10</b>
<b>T-5 Fusees .....</b>	<b>11</b>
<b>T-6 Getting On/Off and Riding Equipment.....</b>	<b>12</b>
<b>T-7 Hand Brake Operation.....</b>	<b>14</b>
<b>T-8 Lifting and Stretching Techniques.....</b>	<b>15</b>
<b>T-9 Motor Vehicle Operation .....</b>	<b>17</b>
<b>T-10 Office Safety.....</b>	<b>18</b>
Office Ergonomics.....	19
<b>T-11 On or About Tracks .....</b>	<b>20</b>
<b>T-12 Personal Protective Equipment (PPE) and Clothing .....</b>	<b>21</b>
Clothing, Jewelry, and Hair .....	21
Eye Protection.....	21
Gloves.....	21
Head Protection .....	22
Hearing Protection .....	22
Reflectorized Vest .....	22
Respirators.....	22
Safety Shoes.....	23
<b>T-13 Personal Protective Equipment (PPE) Chart.....</b>	<b>24</b>

**T-14 Switches and Derails.....25**  
**T-15 Visitors .....26**  
**T-16 Working On, About, or In Locomotives .....27**

**SECTION IV: RESOURCES ..... 29**

**Standards .....29**

- Access to CN Workplace .....29
- Confined Space .....29
- Environment Policy .....30
- Fall Protection .....31
- Seat Belts.....32
- Smoking in the Workplace .....32
- Substance and Alcohol Free Environment (S.A.F.E.) Policy  
and Guidelines .....33

**Programs .....39**

- Crane Training .....39
- Eye Protection.....39
- Foot Protection.....39
- Forklift Training .....39
- Hazardous Materials Training .....40
- Lockout/Tagout Training .....40
- Performance Monitoring and Rules Compliance  
(PMRC)/Efficiency Testing .....40
- Resolution Process .....41
- Responsible Care .....41
- Safety Committees .....42

**S.O.F.A. Life Savers .....43**

**Glossary .....44**

**L.I.F.E., First Edition Contributors.....47**

**L.I.F.E. Suggestion Form.....49**

## SECTION I: INTRODUCTION

### **Safety Vision**

Safety is a core value of CN U.S. Region. It is the responsibility of every member of the CN family. In an ever-expanding partnership between management and labor, our goal is to be the safest railroad in North America.

In our vision, every one of us looks out for the health and safety of our co-workers on the job—even extending to our families at home. We are committed to compliance with regulations and to continuous learning about safety.

Because rules alone cannot prevent incidents and injuries, each of us is empowered to make decisions and to take the necessary steps to achieve our goal. We must rely on sound, professional judgment when no specific rule or procedure applies. This includes seeking out a co-worker, supervisor, or other resource for guidance and support. By working together, we will create the safest possible environment for all.

***No job is so important, no service so urgent that we cannot take the time to perform all work safely.***

## Welcome!

Welcome to the Second Edition of the CN U.S. Region safety rule book, *Live Injury-Free Everyday (L.I.F.E.)*. Following on the successes of the 2002 *L.I.F.E.* book and in order to ensure the currency, accuracy, and applicability of the document over the course of time, we have reviewed the First Edition closely and now offer this update. As with the First Edition, this book has been developed from the knowledge and contributions of many members of the CN family—labor and management alike. The information in this book is an essential part of your work day, helping you to make safe decisions on the job and with your family at home.

### Revising the Rule Book

During this revision cycle, we retested rules and recommended practices from the First Edition together with original close examination of all text in the safety rule books from the former Bessemer and Lake Erie; Duluth, Missabe & Iron Range; and Wisconsin Central railway systems. We took our first step into the development of a CN U.S. Region Docks *L.I.F.E.* book to address the needs of our colleagues working alongside Midwestern waterways. System-wide teams representing each craft at CN—and including properties new to our family—drove the work. The core team included the same cross-section of professionals as last time, including transportation, clerical, and docks officials and union representatives; engineering and mechanical foremen; divisional support personnel; and representatives from Risk Management (Corporate and Divisional), the Law Department, and Human Resources.

The team reviewed all existing rules and recommended practices with the goal of updating, correcting, eliminating, and/or adding text that accurately reflects the safest way to accomplish a task at CN.

Following is a list of employees who invested their time and energy into the *L.I.F.E.*, Second Edition. Their skill and

commitment have made this book possible. If we have missed anyone who helped in the project, we apologize for the error. Thanks again to everyone for this outstanding work!

Bob Keane  
Ron Ester  
Dave Hall

Julie Hile  
Christina Schulz

Kent Anderson  
Larry Anderson  
Joe Bisenius  
Tom Brewer  
Carol Brinkman  
Jack Carlton  
Cathy Cortez  
Doyle Cowles  
David A. Detwiler  
Gary W. Devall  
George Downs  
Winky Freeman  
John Geary  
David Greeley  
David Hansen

Dave Lustig  
Caroline “Missy” Moss  
Lou Nardi  
Craig C. Peachy  
Larry Pears  
Darrell Pfeffer  
John Raiha  
Art Rapp  
Joe Rubino  
Gordy Sharp  
Kathy Skarman  
Kristina Thompsen  
Terry Tindol  
Jeff Weliky  
Mike Wells

This team wants to acknowledge once again the work of the team from First Edition. That group laid an essential foundation which is still very much present in Second Edition.

## Organizing the Information

This rule book is organized into four main sections described below.

### *Section I: Introduction*

This section contains the Safety Vision for the book that was authored collaboratively by members of the teams. The Welcome! statement is designed to teach readers how to use this revised rule book.

### *Section II: Core Safety Rules*

### *Section III: Rules, Recommended Practices, and PPE*

As the heart of *L.I.F.E.*, Sections II and III establish rules for craft-specific work activities and also provide recommended practices—craft-specific practices that professional railroaders have found to be safe and efficient for years. The following descriptions outline further the information this section contains:

*Core Safety Rules:* Rules that are common to all crafts and must be complied with at all times. The Core Safety Rules are organized into Rights and Responsibilities; Substance Abuse; Clothing and PPE; Materials; Vehicles, Equipment, and Tools; Work Environment; and Working On or About Tracks.

*Craft-Specific Rules:* Rules that must be complied with at all times. Craft-specific rules are written to address the work of individual crafts and to set the same standard across multiple crafts when appropriate. Topics are numbered and organized in alphabetical order and include standards about the wearing and use of *Personal Protective Equipment (PPE)* and Clothing.

*Recommended Practices:* Practices that must be followed unless you are employing a different approach you know to be as safe or safer. These practices offer us an important element of freedom to decide the safest way for us to work in particular situations.



*Section IV: Resources*

This section provides descriptions of CN Standards and Programs, some of which are mandatory for the safe performance of job tasks. Also featured in this section are government regulations and operating rules, a glossary of terms used in the rule book, recognition of First Edition contributors, and a suggestion form designed to encourage feedback from all readers.

**Additional Features and Value-Adds***"See Also" References and Icons*

In Section III, various topics have “see also” references to extra sources of information. Some topics also include icons that represent a special connection to the following safety issues:



**Safety at Home:** This icon reminds you that the rules and recommended practices can be applied at home.



**PPE:** The PPE icon guides you to the *Personal Protective Equipment (PPE)* and Clothing section and PPE charts for specific information regarding PPE requirements.



**Sprains, Strains, Exertion, and Fatigue:** Topics with this icon may have a higher potential for risk of sprains, strains, discomfort, fatigue, or exertion injuries.

The references and icons are designed to help you find additional information or to note relevance to specific issues. However, they are not meant to cover exhaustively all information or references related to a particular topic. Additional Company and regulatory requirements may be applicable.

*Glossary Terms*

The glossary in Section IV provides a listing of safety and operational terms for which you may need further clarification. Glossary terms are noted throughout the text by use of *italics type*.

*Feedback on L.I.F.E.*

A suggestion form has been included at the end of Section IV to make it easy for anyone to offer feedback and suggestions on the book. Simply fill out the form and return it to the AVP Safety and Regulatory (U.S.).

## SECTION II: 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. Job tasks are performed only by individuals who are *authorized* and *trained* to perform them.
  - b. Job safety briefings are conducted prior to work and when activity and/or conditions change.
  - c. Co-workers are informed of *unsafe conditions*.
  - d. Unsafe or suspicious conditions are reported immediately to a *supervisor* or appropriate person.
  - e. Accidents, incidents, on-duty injuries, and related information are reported to a *supervisor* as soon as possible; written reports are completed as required.
  - f. Practical jokes, horseplay, or physical altercations are prohibited on Company property.
  - g. Firearms or any weapons are prohibited on Company property unless *authorized* by the Company.
  - h. We comply with all CN rules and policies that relate to our job task(s).
  - i. We comply with all local, state, and federal laws and regulations that relate to our job task(s).

### Substance Abuse

2. The use of intoxicants or narcotics by employees subject to duty or in their possession while on duty is prohibited. Comply with all standards outlined in the Substance and Alcohol Free Environment (S.A.F.E.) Policy as presented in this rule book under “Section IV: Resources–Standards.”

### **Clothing and Personal Protective Equipment (PPE)**

3. Know, wear, and maintain approved *personal protective equipment (PPE)* and clothing as required by job task and/or *work environment*, including off-site industries as required.

### **Materials**

4. Use approved, properly marked containers when storing or transporting flammable liquids or materials.

### **Vehicles, Equipment, and Tools**

5. Use approved tools, equipment, and materials for the purpose(s) intended. Unauthorized modifications, overrides to *safety devices*, and removal of safety guards are prohibited.
6. Follow instructions and safety information in operator's manual when performing emergency procedures on *motor vehicles*.
7. Inspect all tools, equipment, and related *safety devices* for *unsafe conditions* before use. Remove from service if defective.
8. Do not walk, work, or place any body parts under suspended load.
9. Use *three-point contact* when getting on or off equipment, machinery, or vehicles.
10. Maintain *three-point contact* when ascending or descending steps and ladders.
11. Always use handles provided when opening and closing doors.
12. Shut down motorized equipment when inside buildings not equipped to ventilate exhaust fumes.

### **Work Environment**

13. Protect against *unsafe conditions* in *work area* before and during job activity.
14. Keep *work area and environment* clean, orderly, and free from clutter and debris.
15. Do not litter.
16. Keep emergency exits, fire extinguishers, circuit breaker or fuse panels, and emergency equipment unblocked and readily accessible.

### **Working On or About Tracks**

17. Look for moving equipment when approaching, crossing, or fouling tracks.
18. Expect and keep clear of the movement of trains, engines, cars, or other equipment at any time, on any track, in any direction.
19. Do not step or stand on rail.
20. Do not cross within 25 feet of standing equipment unless you or a member of your crew is in control of the standing equipment.



## SECTION III: TRANSPORTATION RULES, RECOMMENDED PRACTICES, AND PPE

### **T-1 Confined Space**

See also "Confined Space" in Section IV: Resources, Standards and Glossary

1. Only *trained* and *qualified* individuals may enter a *confined space* or participate in a *confined space* entry task.
2. Consider all *confined spaces* hazardous. Possess a permit before entering a permit-required *confined space*.

## T-2 Coupling and Uncoupling



1. Before working between, under, or at the end of equipment with a locomotive attached:
  - a. Have a thorough understanding of all work to be performed.
  - b. Stop all movement.
  - c. Confirm that there are no other movements on the same track on which you are working.
  - d. Follow these steps:
    - I. State via radio, "Going between, insert required identification (engine initials and number)."
    - II. Engineer on locomotive must:
      - i. Fully apply the independent brake.
      - ii. Center the reverser.
      - iii. Inform the employee performing work via radio, "Set and centered, insert required identification (engine initials and number)."
    - III. Keep brakes applied and reverser centered until person performing work states via radio, "In the clear, insert required identification (engine initials and number)."
2. To separate air hose connections by hand:
  - a. Close angle or cutout cocks.
  - b. Grasp hoses firmly.
  - c. Turn face away from coupling/drawbar.
  - d. Separate hoses slowly.
  - e. Treat all angle cocks and air hoses as if they were under pressure. Never kick, strike, or jostle pressurized hose couplings.



3. Do not stake/push pole any rail car except under the direct supervision of the Mechanical Department.
4. To adjust a coupler/drawbar:
  - a. Separate equipment at least 50 feet.
  - b. Wait for all movement to come to a complete stop and for slack to adjust.
  - c. Confirm that there are no other movements on the same track on which you are working.
  - d. Stand to the side of the drawbar using firm footing. Keep hands clear of pinch points. Push, not lift or kick, the drawbar into position.
  - e. Obtain help from a co-worker or jacking stick if the coupler cannot be adjusted with moderate effort.
5. When opening knuckles, keep feet clear of the area under the coupler in case the knuckle should fall.

### Recommended Practices

When operating uncoupling lever from the ground:

- a. Face direction of movement.
- b. Watch footing conditions.
- c. Use only one hand on lever.
- d. Keep body clear of corner and side of following car.

When using a jacking stick, proceed as follows:

- a. Place the jacking stick into the housing on the appropriate side of the coupler.
- b. Assume a braced position with both hands on the handle, feet about shoulder width apart, and one foot slightly in front of the other.

- c. Pull the handle smoothly and steadily, and be prepared for sudden unexpected movement of the coupler that could cause loss of balance.
- d. When couplers are properly aligned, remove the jacking stick and return it to its assigned location.

When coupling or uncoupling an air hose:

- a. Ensure that the equipment is not going to move.
- b. Keep one foot outside of rail to facilitate a quick withdrawal should the equipment move unexpectedly.

Verify that coupling mechanisms are in place and that drawbars will not override or pass each other when they meet.

## T-3 Emergencies and Derailments

1. Do not approach a derailment or an emergency site until it has been determined that it is safe to do so.
2. When arriving at emergency site, contact the on-site Person-In-Charge or Incident Commander for a job briefing.
3. Follow all notification procedures as outlined in location-specific emergency response plans.
4. When hazardous materials are present, follow all procedures outlined in the EMERGENCY RESPONSE GUIDEBOOK.

### Recommended Practices

Use extreme caution when walking near or around damaged equipment, structures, rerailing equipment, track, or walkways and avoid debris and other material that could cause tripping or slipping.

Look for and avoid downed power lines.

Keep clear of all wreckage-clearing equipment, chains, cable-hooking devices, and swing loads.

Look for and avoid suspended material or equipment, leaning equipment, equipment that is capable of rolling, and rail or other track structures under strain.

Do not climb on or be about equipment that has derailed except in the *performance of duties* as instructed by a *supervisor*.

Do not move an injured person unless he or she is in danger of being further injured in the current location.

## T-4 Fire Safety



See also Emergency Response Plan—Location Specific Preparedness (from local risk management/federal mandate)

1. Do not smoke or use open flame/other *ignition sources* while handling or using flammable materials or while near flammable material/battery storage areas.
2. Do not use flammable liquids or accelerants to start or intensify a fire or for cleaning hands, clothing, tools, or equipment.
3. Confirm that fire exits, extinguishers, and other emergency equipment are not blocked, locked, or otherwise rendered inaccessible.
4. Know evacuation procedures, location of fire extinguishers, alarms, emergency exits, and methods for contacting the local fire authority.

### Recommended Practices

Have knowledge of the use of fire extinguishers, fire-extinguishing devices, alarm boxes, exits, and evacuation areas in the *work environment*.

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

## T-5 Fusees

1. Store fusees in:
  - Approved metal containers in *motor vehicles* and other designated equipment or designated racks on locomotives.
  - Areas clear from exposure to high temperatures, open flames, and combustibles.
  - Locations where they will remain dry.

### Recommended Practices

Avoid inhaling smoke from burning fusees.

Use care to prevent molten slag from dropping on any body part.

To extinguish a fusee, tap it gently on the top of rail or similar object until the burning portion has fallen off. Do not submerge fusees in water.

When lighting a fusee, activate striker cap away from body.

## **T-6 Getting On/Off and Riding Equipment**

1. Confirm that area is clear of obstructions and debris and that equipment is free of visible defects before getting on or off equipment.
2. When getting on or off equipment or when riding on equipment, face equipment and use only steps, ladders, and handholds provided.
3. Maintain firm hold and stance when riding equipment.
4. Do not ride on crossover or brake platform except to operate a hand brake.
5. Riding tank car platform within 1 foot of platform corner is permitted.
6. Do not ride a flat car or intermodal car not equipped with vertical handhold that allows an upright position.
7. When descending or ascending steps and ladders, face equipment.
8. Do not step or jump from one freight car to another.
9. Look in the direction that equipment is moving and get off with trailing foot first. Do not get off at the instant the equipment couples to other equipment.
10. To cross between standing cars that are coupled together:
  - Confirm that cars will not be moved.
  - Cross car using only end sill platform.
  - Keep feet clear of coupler and drawbar.

## Recommended Practices

When riding side of car:

- Keep body as close to ladder as possible.
- Keep both feet in stirrup or on ladder rungs.
- Maintain firm handhold on separate grab irons.
- Look in direction of movement.

When ascending or descending ladders on cars:

- Place ball of foot firmly on each ladder rung.
- Keep body as close to the ladder as possible.
- Retain firm handhold.

When getting on and off equipment:

- Get on or off at the rear end of the movement.
- When getting on car other than at the rear end of the movement, board the leading end of the car.
- Place carried objects on equipment before boarding. Remove articles after reaching the ground when detraining.

## T-7 Hand Brake Operation



1. Take appropriate position for the type of hand brake to be operated. Keep all body parts clear of moving components.
2. Do not apply or release hand brake while standing on the ground except for side-mounted hand brakes. Do not use feet to operate hand brake.
3. Do not stand on couplers, coupler housing, or uncoupling lever when applying or releasing hand brakes.
4. Confirm hand brake is fully applied or released.
5. Do not step directly from side ladder to brake platform on cars equipped with end and side ladders. Move from side ladder to end ladder, then to brake platform, and vice versa.

### Recommended Practices

Maintain *three-point contact* with secure footing and firm handhold.

Do not brace any part of body against another car while operating brake.

Do not overexert when applying or releasing hand brake. Obtain assistance.



## T-8 Lifting and Stretching Techniques



### Recommended Practices

When lifting:

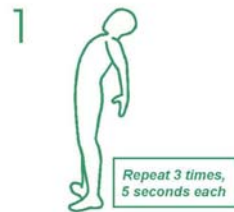
- Bend knees.
- Lift with legs.
- Maintain natural curvature of back.

Avoid twisting while lifting.

Avoid over-stretching, over-reaching, or over-exerting.

Obtain assistance from co-worker(s) or use other equipment when moderate effort alone will not accomplish a task.

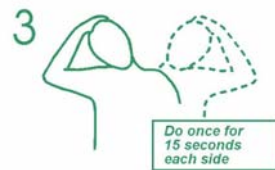
Stretch back for five minutes every day by lying on stomach and propping chin in hands.



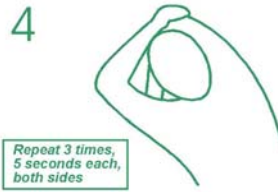
BACK EXTENSION



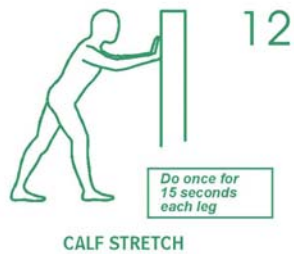
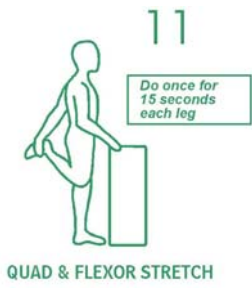
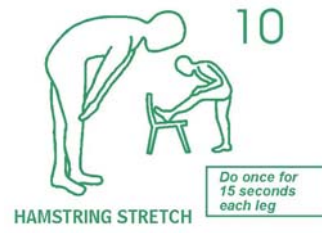
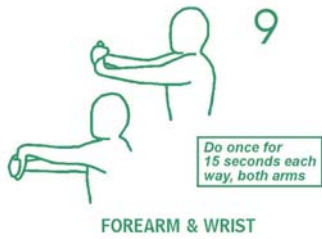
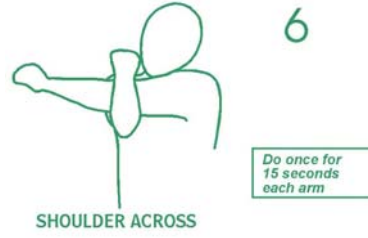
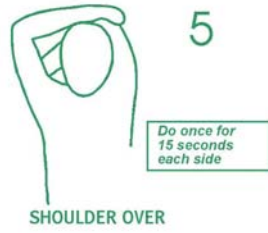
NECK FORWARD



NECK LEFT & RIGHT



ELBOW PULLOVER



## T-9 Motor Vehicle Operation



1. Turn off engine and do not smoke when fueling.
2. Before operating a *motor vehicle*, confirm the vehicle is safe to operate.
3. Transport tools, materials, and equipment so they are protected from sudden stops and shifting loads.
4. Obey posted speed limits at all times on Company property.

### Recommended Practices

Turn off *communication devices* when fueling.

Pull over and park before using cell phone or other electronic device when operating a *motor vehicle*.

If necessary to use a cell phone while driving, use only a hands-free model.

## T-10 Office Safety



1. Confirm that telephone or electrical cords and cables are secured to avoid tripping hazards.
2. Keep desk, file, and cabinet drawers and locker doors closed except when in immediate use.
3. When sitting in a chair, keep all chair legs on the floor.

### Recommended Practices

Secure raised windows, open trap doors, and lids to prevent their falling.

To avoid slipping, walk carefully on wet or freshly waxed floors.

Protect wet floors by placing signs where visible. Do not remove this protection until condition is corrected.

In hallways and around corners, keep to the right to avoid persons coming from the opposite direction.

Stand or walk clear of doorways to avoid collisions with others.

When entering or leaving an elevator, always face the door and watch the position of the elevator in relation to the floor to avoid tripping.

Do not use aerosol cleaners on computer terminal monitors.

Do not store materials on tops of cabinets, files, or lockers.

Use ladder or forklift to store material over shoulder height.

Keep fingers away from cutting edge or pinch-points when operating paper cutters, shredders, power punches, and power staplers.

## **Office Ergonomics**

---

### **Recommended Practices**

Adjust the chair height so elbows are close to desktop level.

Adjust seat back for good support of the lower back, using a lumbar pillow if needed.

If seat has a tilt feature, set this so body is comfortably supported.

Use a footrest or adjust chair height if your feet do not comfortably reach the floor or there is pressure on the backs of the legs.

Locate monitor so the top of the viewing area is at or below eye level.

Keep wrists straight with elbows at desk level, using a wrist rest if desired. If chair is equipped with armrests, adjust them to support arms without being too high or low. Use small pads on armrests if needed.

Locate mouse next to keyboard so both elbows are by your sides while working. Use mouse pad or another soft surface to pad edge of desk, avoiding pressing hands or arms against sharp objects.

Adjust screen brightness and contrast for clear viewing. Clean the screen frequently.

## **T-11 On or About Tracks**

1. Do not sit, step, or stand on rail.
2. Do not cross tracks immediately in front of moving equipment.
3. Carry an illuminated, Company-approved light/lantern when walking on or about tracks from dusk until dawn.

### **Recommended Practices**

Do not walk or stand between rail or foul of tracks except in the *performance of duties*.

Be alert for objects falling from trains.

## **T-12 Personal Protective Equipment (PPE) and Clothing**



### **Clothing, Jewelry, and Hair**

---

1. When outside office areas:
  - Wear waist-length shirt with bicep-length sleeves, at a minimum.
  - Wear ankle-length pants.
  - Remove all loose and dangling jewelry.
  - Tie or wrap up long hair and tuck it away in a garment or secure to top of head with headgear.

### **Recommended Practices**

Remove all jewelry when working outside office areas.

### **Eye Protection**

---

2. Wear eye protection while on CN property or while in service to CN. Exceptions to this requirement are as follows:
  - When working inside designated offices/buildings.
  - When inside enclosed, off-track vehicle (car, truck, van, etc.).

### **Gloves**

---

3. Wear gloves as required in the craft-specific Personal Protective Equipment (PPE) Chart.

## Head Protection

---

4. Wear hard hats where required. Wear hard hats during rerailing and cleanup operations and work train operations when outside of locomotive cab. Exceptions to this requirement are as follows:
  - When working inside designated offices/buildings.
  - When inside enclosed *motor vehicles* and enclosed on-track equipment.

## Hearing Protection

---

5. Wear hearing protection where posted.

## Reflectorized Vest

---

6. Wear a reflectorized vest:
  - In the *performance of duties* outdoors.
  - When inside shops in designated areas.
  - At derailment sites.
  - As required in the craft-specific Personal Protective Equipment (PPE) Chart.

Exception to this requirement is as follows: Reflectorized vest is not required when wearing fall protection.

## Respirators

---

7. Use respirators only if *qualified* and *trained*.
8. Use only respirators approved and provided by the Company.



## Safety Shoes

---

9. Wear lace-up safety-toed shoes that cover and support the ankle while in the *performance of duties*. Exceptions to this requirement are as follows:
  - When working inside designated offices/buildings.
  - When inside enclosed, off-track vehicle (car, truck, van, etc.).
10. Safety-toed shoes must be of sturdy construction with a hard sole and a defined heel with height of ½-inch minimum and 1-inch maximum.

## T-13 Personal Protective Equipment (PPE) Chart



The following is a craft-specific General PPE requirements chart for Transportation that outlines requirements for protective equipment. The chart is designed to work in conjunction with the rules and recommended practices under T-12 Personal Protective Equipment (PPE) and Clothing.

NOTES: Basic requirement always includes safety glass with sideshields unless goggles are worn.

<b>Transportation General PPE Requirements</b> R = Required equipment ● = Recommended additional equipment	Hearing Protection	Gloves	Reflective Equipment	Eye Protection	Safety Shoes
Riding engines	●			<b>R</b>	<b>R</b>
Handling switches, cars, or engines	●	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
Hand tools		<b>R</b>		<b>R</b>	<b>R</b>
Flagging crossing		●	<b>R</b>	<b>R</b>	<b>R</b>
In the <i>performance of duties</i> outdoors	●	●	<b>R</b>	<b>R</b>	<b>R</b>

## T-14 Switches and Derails



1. To operate a hand throw switch:
  - a. Check for obstructions and confirm the switch is not spiked, tagged, or locked.
  - b. Remove obstructions, locks, keepers, or latches.
  - c. Take appropriate position for the type of switch or derail.
  - d. Keep body clear of moving parts.
  - e. Replace locks, keepers, and latches.
2. Do not jump on switch lever for the purpose of operating the switch or derail.
3. Before clearing obstruction from a dual-control switch, place switch in “HAND” position.
4. When operating high-stand switches, pull handle through its line of travel.

### Recommended Practices

Be alert for switches under tension.

Face switch squarely. Take firm stance and be alert for conditions that may cause loss of footing.

Confirm other employees are clear from moving parts before attempting to operate switch.

Use leg muscles, not back muscles, to lift lever on ground throw switches or derails.

On ground throw switches and derails, a foot may be used to complete the last 6 inches of handle's travel except when handle is wet, icy, greasy, or otherwise slippery.

## T-15 Visitors

1. *Visitors* must:
  - Wear personal *protective equipment (PPE)* according to location-specific requirements. NOTE: *Visitors* must wear safety shoes when performing a job function that requires them.
  - Check in or sign in upon arrival at Company property.
  - Receive site-specific safety briefing.

## **T-16 Working On, About, or In Locomotives**

1. Keep electrical cabinet doors closed and latched when engine is under load.
2. Cross between standing or moving locomotives only when safety chains and connection walkways are positioned.
3. When moving locomotives within a shop facility:
  - a. Visually inspect the locomotive consist before moving to confirm all connections are removed.
  - b. Confirm all personnel are clear of movement.
  - c. Ring bell before moving and at all times during movement. Have headlights on dim in the direction of movement.
4. Use only insulated tools around electrical equipment.
5. Do not stand on side steps of moving locomotive to make repairs or adjustments.
6. Do not release the hand brake or move locomotive without specified minimum air pressure.
7. Do not smoke or allow any open flame in engine compartment.
8. Confirm that all tools belonging with locomotive are stored in a safe place.



## SECTION IV: RESOURCES

### Standards

#### Access to CN Workplace

---

This standard applies to non-CN employees occupying CN yards, shops, railway equipment, and all other Company locations, such as locomotives and vehicles.

While on CN premises, non-CN employees must receive adequate instruction in and comply with CN rules, policies, standards, and procedures. The related information can be communicated in a job briefing when arriving on Company property or prior to commencing work. Check with a *supervisor* if you are unsure how to proceed.

Contractors and non-CN employees on CN property must be given the Contractors Safety Information Package and must see the Contractors Safety video, “Consider Yourself One of Us.”

Regulatory Inspectors/Investigators/Officers in the line of duty must present inspector/investigator ID card and regulatory ID card. *Visitors* must be given a *visitor* badge/ID card (or sign in with a senior officer if at site without proper identification, such as derailment sites).

#### Confined Space

---

Employees shall not enter a *confined space* until the space has been evaluated by the Person-In-Charge entering the space to determine the hazards involved and the appropriate measures to ensure safe work. *Supervisors* must ensure that *confined space* entry procedures are followed and that the employee entering the *confined space* understands and complies with all safety requirements. *Confined space* entry permits must be developed and stored in accordance with U.S. regulations.

## Environment Policy

---

### Introduction

The Company strives to contribute to the protection of the environment by integrating environmental and economic priorities into each business unit and by continuously improving environmental performance.

The Company is committed to the concept of sustainable development and recognizes that its responsibilities in the field of environmental management are a high corporate priority in view of its widespread and diversified activities.

### Policy

1. To meet or exceed applicable environmental requirements; to measure environmental performance; to conduct regular environmental audits and assessments of compliance with Company requirements and this Policy; and to timely provide appropriate information to the Board of Directors, employees, the authorities, and other stakeholders.
2. To develop, design, and operate facilities and conduct activities taking into consideration the efficient use of energy and materials, the sustainable use of renewable resources, the minimization of waste generation and the adverse environmental impact, and the safe and responsible disposal of residual wastes.
3. To assess environmental impacts before starting a new activity or project and before decommissioning a facility.
4. To develop and maintain emergency preparedness plans in conjunction with the emergency services, relevant authorities, and the local community.
5. To educate, train, and motivate employees to conduct their activities in an environmentally responsible manner.
6. To promote the adoption of the principles of this Policy by contractors and suppliers.



7. To conduct or support research on the environmental impacts of its operations and on the means of minimizing such adverse impacts and to contribute to the transfer of environmentally sound technology throughout the industrial and public sector.
8. To foster openness and dialogue with employees and other stakeholders with respect to their concerns about potential hazards and impacts of the Company's operations.
9. To contribute, along with public and private bodies and organizations, to the development of policies and programs that will enhance environmental awareness and protection based on sound scientific principles and procedures.

### **Responsibility and Authority**

The President and Chief Executive Officer has the responsibility and authority to implement this Policy, including the development and approval of Company policies, procedures and guidelines.

All managers and *supervisors* must demonstrate commitment to this Policy at all times and are responsible within their respective jurisdictions for taking those actions they deem necessary to ensure compliance with Company policies, procedures, and guidelines.

All employees of the Company must also demonstrate commitment to this Policy at all times and are responsible for performing their duties in a manner consistent with Company policies, procedures, and guidelines.

### **Fall Protection**

---

Whenever working at a predetermined height established by regulations where CN job tasks are to be accomplished, employees must wear the prescribed fall protection equipment and must be properly *trained* in its use. For more information, see your *supervisor* or reference the FALL PROTECTION MANUAL.

## Seat Belts

---

Seat belts and/or body retention harnesses must be used at all times while occupying Company vehicles on Company property, on public as well as private roadways, and in yards and terminals in accordance with state and federal regulations. This includes during occupation of taxis, vans, and buses equipped with seat belts, as well as all equipment, locomotives, and track units equipped with seat belts or body retention harnesses. This standard is applicable while you are on duty and while being transported for Company business.

The use of seat belts is OPTIONAL only during the operation of *hi-rail* equipment on track, during which time their use is recommended.

## Smoking in the Workplace

---

Smoking is not permitted in any work space of the Company. "Work Space" means any indoor or other enclosed space in which employees perform the duties of their employment, and includes any adjacent corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by such employees during the course of their employment.

- a. Smoking is also prohibited in shops, locomotive cabs, locker rooms, leased buildings, lounges, conference rooms under the control of the Company, or any other location designated as a Non-Smoking area, and in Company vehicles transporting employees.
- b. Smoking is also prohibited in any owned or leased motor vehicle, work equipment machine, crane cab or any other such vehicles utilized from time to time by the Company, unless only one person normally has access during a shift.
- c. Local management may designate, with prior consent of a vice-president, smoking rooms or designated areas in any living accommodation, owned or leased.

This policy should not be construed as allowing smoking in outside areas where smoking could constitute a hazard because of the presence of flammable or explosive substances.

Should there be any discrepancy between this policy and any applicable regulation dealing with smoking at a location where the Company has facilities, the more stringent applies. In locations where regulations impose fines for contraventions, employees will be individually responsible to pay these fines. In addition, the Company reserves the right to discipline those who do not comply with this policy.

Management must take all necessary steps to ensure full compliance with this policy and any applicable regulations in order to provide a smoke free environment to employees.

## **Substance and Alcohol Free Environment (S.A.F.E.) Policy and Guidelines**

---

### *A. Preface*

Canadian National is committed to providing a safe and productive *work environment* for our employees. The Company has established programs to provide high standards of employee health and safety. It is also the Company's policy to maintain an alcohol and drug-free workplace. In accordance with this commitment, the Company adopts the following substance abuse policy and guidelines, and all employees must abide by the terms and conditions herein:

### *B. Policy*

1. Employees subject to duty are prohibited from using intoxicants, narcotics, sedatives, stimulants, hallucinogens, or a derivative or combination of any of these, or any controlled substance or mood altering substance, or any illegal drug, or drug paraphernalia. In addition, it is prohibited for an employee to use or possess any of these while on duty, while on Company property, or while occupying facilities paid for or furnished by the Company.

The presence of any level of alcohol in the breath/blood (.02 or above) is a violation of this rule.

It is prohibited for an employee to possess, sell, or use any illegal drug or controlled substance while on or off duty. Employees must not report for duty under the influence of any medication, including those prescribed by a doctor, that adversely alters alertness, coordination, reaction, response, or safe performance of work. Further, employees shall not use such medication while on duty.

Employees who are assigned to work subject to the Hours of Service Act during a tour of duty—whether they have previously performed, are currently performing, or may be called to perform such service—and any employees who regularly perform such service must consent to breath, and urine testing and the release of information required in connection with such testing, under the circumstances specified in Federal Regulations (FRA Regulations 49 CFR, Part 219). Employee positions assigned to work mandated by the rules of the Federal Motor Carrier Safety Administration, must consent to breath and urine testing required under those rules (CFR 49 Part 382). When there is evidence of violation of these rules, the employee will be immediately removed from service.

2. The medical use of controlled substances prescribed by a physician or dentist is not prohibited under this policy; however, an employee must obtain from his/her physician or dentist information concerning possible side effects of any prescribed medication that might have an adverse effect on judgment, coordination, alertness, or which in any other way might adversely affect his/her ability to perform his/her responsibilities. If such possibility exists, the employee is to notify his/her immediate *supervisor* of such use and possible effect prior to being subject to duty.

The *supervisor* will consult with the Medical Department to determine if the employee can safely perform his/her duties.

3. Any employee who is charged with a violation of the law related to drugs or alcohol must report this information to his/her *supervisor* within five days after such charge. Conviction of any employee for the sale, dispensing or trafficking in illegal drugs will result in discipline up to and including dismissal.
4. Employees who are experiencing a substance (including alcohol) abuse disorder are encouraged to contact the Employee Assistance Program (EAP) for assessment and, if appropriate, referral for treatment. Voluntary contacts with the EAP in the absence of disciplinary action will be kept confidential. Employees referred to EAP because of job performance problems will be afforded the same services; however, the employee's *supervisor* will be advised by the EAP Counselor of the employee's participation, or lack thereof, in the program. All other information will be kept confidential in conformity with the EAP policy.

#### *C. Drug and Alcohol*

1. Applicants who are selected for prospective employment will be required to take a pre-employment drug-screen. Failure to provide a negative sample will result in immediate disapproval of the application. Additionally, during the employee's probationary period, the employee will be required to undergo drug and/or breath alcohol test(s) on an unannounced, unscheduled basis. Probationary period employees who produce a positive drug and/or alcohol test will be terminated from employment with the Company.
2. Employees who test positive for alcohol or controlled substances when undergoing testing for random, for cause, reasonable suspicion, post accident, return-to-duty, or follow-up testing (under EAP guidelines) will be subject to discipline up to and including dismissal.

3. Employees who test positive for alcohol and/or controlled substances when undergoing any Company required examination or test will be subject to discipline up to and including dismissal.
4. Employees who have any drug test result which is confirmed adulterated or substituted will be subject to discipline up to and including dismissal.
5. Employees who refuse to provide a sample for required alcohol or controlled substance testing will be subject to discipline up to and including dismissal.

*D. Guidelines for Discipline of Substance Abuse Violators*

The following criteria should be followed in the assessment of discipline when an employee has violated the Company's substance abuse policy.

1. Any employee who violates this policy will be subject to discipline. The discipline may be conditioned on the employee's full compliance with all instructions issued to him by any Company official, including, among others, the Senior Manager of Medical Services or Employee Assistance counselor. Any time an employee fails to comply with all instructions issued to the employee in connection with his/her violation, his/her discipline converts to dismissal.
2. Discipline under this provision shall be no less than 45 days from the date the employee is notified of the assessed discipline. Release to return to work by the Employee Assistance Counselor must be obtained but does not automatically end the discipline. Consideration of the events surrounding the incident and the employee's personal record will be considered in determining the actual length of the discipline up to and including dismissal.
3. Employees will be dismissed for any violation of this policy involving distribution or sale of a controlled substance.

4. Employees will be dismissed for any confirmed adulterated/substituted test.
5. Employees will be dismissed for refusal to undergo a required alcohol or drug test.
6. Employees will be dismissed for a repeated violation of this policy.
7. The application of this policy shall comport with any relevant labor agreement rules covering formal investigations or waiving thereof.

*E. Compliance with Conditions of Return to Active Service*

Employees who are reinstated to active service following a violation of this policy will be required, as a condition of reinstatement, to meet the following additional requirements. Failure or refusal to meet these conditions will result in dismissal:

1. Execute an agreement to submit to urinalysis and/or breath analyzer testing on an unannounced basis at least six (6) times during the first twelve (12) months following reinstatement for up to five (5) years. This agreement will be determined by the EAP counselor in the cases of a DOT violation and by the Senior Manager Medical Services in the case of a Company (Non-DOT) violation.
2. Remain substance-free for the remainder of his/her career. (This provision does not supersede a contractual agreement made through union negotiation).

*F. Substance Abuse Disorders as a Health Problem*

These guidelines recognize substance abuse as a major health problem that should be addressed by offers of assistance to the employee experiencing a substance abuse disorder. At the same time, the employee has an obligation to accept responsibility for his/her actions and for cooperating in a plan to address his/her substance abuse and continue in a program of recovery. Above all, the safety of railroad operations, or other

employees and the communities through which we operate must be paramount.



## Programs

### Crane Training

---

CN Crane Training teaches the safe operation of a variety of cranes. Course content includes basic operation/familiarity; understanding and reading load charts; rigging; daily inspection; and electrical safety. The classes are comprised of classroom and hands-on learning. See your local *supervisor* if you are interested in obtaining or renewing your crane operator's license.

### Eye Protection

---

CN provides protective eyewear for all employees and subsidizes the purchase of prescription safety eyewear for employees who require it. See your Risk Manager or your Safety Bulletin Board for more information.

### Foot Protection

---

CN subsidizes safety-toed footwear for employees who require it. See your Risk Manager or your Safety Bulletin Board for more information.

### Forklift Training

---

CN provides all CN shop employees with Forklift Training. Course content includes basic operation/familiarity with the type of machinery to be operated; *capacity* of truck; gas vs. propane operation and inspection; and required maintenance. Held on-site at work facilities, the training is comprised of classroom and hands-on learning such as operation of the truck through an obstacle course. See your local *supervisor* if you are interested in obtaining or renewing your forklift operator's license.

## **Hazardous Materials Training**

---

In accordance with OSHA and DOT regulations and with AAR recommendations, CN provides training related to HAZMAT in five major areas: Basic Hazardous Materials, “Key Trains/Key Routes,” Hazard Communications (“Employee Right To Know”), Hazardous Waste Operations, and Emergency Response. Contact your Risk Manager to learn more.

## **Lockout/Tagout Training**

---

In accordance with OSHA, CN trains, authorizes, and documents the authorization of employees working with hazardous energy sources in the recognition of applicable sources, the type and magnitude of the energy available in the work place, and the methods and means necessary for the energy isolation and control. Contact your Risk Manager to learn more.

## **Performance Monitoring and Rules Compliance (PMRC)/Efficiency Testing**

---

This federally mandated program is designed to support safe work through random testing of employees governed by hours of service in Operating Rules and Special Instructions. Tests are conducted during all shifts and in all conditions in the *work environment*. They can range from checking employees for proper *personal protective equipment (PPE)* and for complete, current operating manuals to listening for proper radio communications and to simulating conditions that require a protective action by the employee. Testing failures are corrected at the time of the test to ensure understanding and promote safety.

## Resolution Process

---

An outgrowth of the FRA-mandated Safety and Compliance Program (SACP), CN's Resolution Process ensures that safety concerns are brought to closure in a timely manner. The Process outlines steps to be taken by Labor when addressing issues to Management and vice versa, with the understanding that every effort is to be made at the local level to resolve the concern before the Process is invoked.

The Process is initiated with a very specific, detailed email from the person issuing the concern to the appropriate Superintendent, Division Mechanical Officer, or Division Engineering Officer outlining the concern and the steps that have been taken toward resolution at the local level. Once this email is in the system, the Process provides opportunities for resolution at two levels before elevating the concern to the highest levels of the organization. If after six weeks, the concern remains standing and the complainant wishes to move forward, senior level officers address the concern by telephone, a physical meeting, or by placing the item on the next SACP Council meeting agenda.

To learn more about the CN Resolution Process, contact a member of your Safety Committee.

## Responsible Care

---

CN is a partner in Responsible Care, a comprehensive management system endorsed by its customers from the chemical industry, as well as other transportation companies. Responsible Care offers guiding principles that recognize the importance of minimizing risk, meeting or exceeding regulations and standards, and communicating openly with employees and communities. Corporate and divisional teams comprised of representatives from safety, HAZMAT/dangerous goods, environment, and public affairs manage the implementation of the initiative. To learn more, send an email to [ResponsibleCare@cn.ca](mailto:ResponsibleCare@cn.ca).

## **Safety Committees**

---

CN U.S. Region convenes a minimum of one Safety Committee for each operational “Zone.” Safety Committees are chaired by one or two management and/or labor employees elected by the committee. This labor/management partnership is also reflected in the committee membership. The committees work with the Safety Department to raise safety awareness with their co-workers in the field. Committee activities include developing and supporting safety-related initiatives, coaching, and seeking out ideas for the prevention of work-related incidents and injuries. Contact your Local risk manager if you would like to learn more about Safety Committee work.

## **S.O.F.A. Life Savers**

1. Discuss safety at the beginning of a job and when work changes.
2. Communicate before action is taken.
3. Protect against moving equipment.
4. Secure equipment before action is taken.
5. Mentor less experienced employees to perform service safely.

## Glossary

**Authorized** – Given the right to act.

**Capacity** – The allowable load limit for any lifting or storing device as determined by manufacturer, regulation, or both.

**Certified** – Has met the requirements of federal, state, or local laws, or of CN approved programs and has been granted a certificate.

**Close Clearances** – Space in which two or more objects, usually one stationary and one moving or both moving, pass within hazardous distance of each other with the potential of being struck.

**Communication Device** – Equipment used primarily for transmitting/receiving messages, such as radios and cellular phones.

**Confined Space** – 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.

**Designated Person** – Member of work crew specifically assigned a task.

**Empowerment** – CN-wide philosophy that is the foundation for this rule book. Empowerment gives people rights and responsibilities for greater participation in reaching decisions that affect their safety on the job.

**Ignition Sources** – An item or material considered to be flammable or combustible including but not limited to open flames, smoking, and sparks.

**Lockout/Tagout** – OSHA requirement. Procedures that reduce the risk of unexpected start-up or movement and resulting injury by blocking or securing energy sources on equipment.

**Material Safety Data Sheet (M.S.D.S.)** – A document in which chemical companies inform their customers about chemical product hazards and in which companies inform workers about the hazards of chemical products they may encounter in the course of their employment.

**Motor Vehicles** – All rubber-tired equipment used on or off the rail; all privately-owned, company-owned, rented, leased, or hired automobiles, trucks, SUVs, buses, or vans used for company business.

**Performance of Duties** – Carrying out responsibilities and requirements related to Company business either on or off Company premises.

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

**Push Car** – Non-motorized, on-track cars for handling materials and tools.

**Qualified** – A status attained by an employee who has:

- Successfully completed any required training.
- Demonstrated proficiency in the duties of a particular position or function and has been *authorized* by CN to perform those duties.

**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).

**Safety Devices** – Item/feature designed to protect employee from hazard. Safety devices can be freestanding or integrated into clothing, equipment (including PPE), machinery, or tools.

**Safety Job Briefing** – A communication tool used by professionals to ensure 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 must be conducted.

**Struck Tool** – A tool which is struck by another tool to perform its job, such as chisels and punches.

**Supervisor** – A person at a higher level in the chain of command.

**Three-Point Contact** – Contact consisting 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 Forklift** – A forklift is considered to be unattended when it is 25 feet away from or out of view of the operator.

**Unsafe Conditions** – A situation identified to be a hazard to self and/or co-workers.

**Visitor** – Any person on CN property who is not a railroad employee on duty or an on-duty contractor working for CN.

**Warning Devices** – A sound or device that serves to warn of danger or difficulty.

**Work Area and 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 CN premises.



## **L.I.F.E., First Edition Contributors**

Bob Keane  
Dave Hall

Julie Hile  
Carol Hoeniges  
Christina Schulz

Larry Anderson  
Rik Anderson  
Larry Bancroft  
Carol Brinkman  
Jack Carlton  
Cathy Cortez  
Doyle Cowles  
Richard Dare  
Frank Elkins, Jr.  
Ron Ester  
Winky Freeman  
John Geary

Randy Harris  
Barry Kracht  
Dave Lustig  
Terry Mason  
Jim McMahon  
Pat Post  
Joe Rubino  
Charlie Scholes  
Dave Sprankle  
Terry Tindol  
Charlie Webster  
Michael Wells

Paul J. Adams  
Joe R. Baroni  
William Chesteen  
Steve Craig  
Gary Devall  
Johney Grayson, Jr.  
Rob Hartman  
David Hayslip  
Scott Lipe  
Ron Merrow  
Kenny Monke

Mike Mowen  
Brian Ott  
Bennie Punchard  
Art Rapp  
Jeff Roberts  
Brad Sanders  
Gordy Sharp  
Tarie Smith  
Mike Strange  
Ray Townley



## L.I.F.E. Suggestion Form

Your name (please print): \_\_\_\_\_

Craft: \_\_\_\_\_ Years of service: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Submit form to: AVP Safety and Regulatory (U.S.)

Please consider my suggestion for modifying *Live Injury-Free Everyday (L.I.F.E)*. My suggestion is as follows (write on back if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am using the following version of *Live Injury-Free Everyday (L.I.F.E)*:

- Clerical/Non-Operating
- Mechanical
- Docks
- Transportation
- Engineering

My suggestion applies to the following section(s):

- Core Safety Rules
- Standards and Programs
- Rules and/or Recommended Practices
- Glossary
- PPE section and/or chart(s)
- Other \_\_\_\_\_

Exact location of change I'm suggesting (e.g., page number, topic, rule number/letter, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_