

NORFOLK SOUTHERN CORPORATION REAL ESTATE OCCUPANCY PROGRAM

WORK SITE SAFETY REQUIREMENTS FOR 3rd PARTY PIPE & WIRELINE INSTALLATION CONTRACTORS

EFFECTIVE: May 1, 2020



STATEMENT OF SAFETY POLICY FOR CONTRACTORS*

Norfolk Southern Corporation and its corporate affiliates (hereinafter collectively called “Norfolk Southern”) are committed to the principle that safety is good business.

Responsibility for safety and environmental stewardship cannot be transferred. Each contractor is held accountable for his/her actions on the job.

We expect all contractors granted access to Norfolk Southern property to abide by these Six Tenets of Safety.

1. All injuries can be prevented.
2. All exposures can be safeguarded.
3. Safety is each contractor’s responsibility.
4. Safety Training is essential.
5. Safety is a condition of continued access to Norfolk Southern property.
6. Safety is good business.

Work site safety is NOT negotiable and is required in the performance of your work while on Norfolk Southern property.



- ❖ As used herein, the term “contractor” refers to a contractor engaged by a 3rd party entity for the benefit of the 3rd party entity, and not working directly under contract with Norfolk Southern. The term contractor includes all of his/her employees, agents, subcontractors, and material or equipment suppliers who access Norfolk Southern property.
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INTRODUCTION

This document is intended to help you understand and comply with Norfolk Southern safety and security requirements while performing work on Norfolk Southern property for the benefit of a pipe or wireline owner. These requirements apply to you and your employees, including your subcontractors, and suppliers delivering materials and equipment to the worksite, while on Norfolk Southern property. It is extremely important that you understand and adhere to each of these rules and requirements.

The terms “contractor” or “contractors”, as used in the rules which follow, include the employees, agents, and subcontractors of any contractor engaged by a 3rd party entity for the benefit of the 3rd party entity, and not working directly for Norfolk Southern. The term contractor includes all of his/her employees, agents, subcontractors, and material or equipment suppliers who access Norfolk Southern property.

Contractors are responsible for knowing and following the applicable local, county, state and federal laws and regulations, and any special provisions which may be imposed by the Federal Railroad Administration (FRA) or other regulatory agencies, including FRA fall protection and Roadway Worker Protection, applicable OSHA requirements, and Department of Homeland Security requirements. Contractors are encouraged to ask the designated Norfolk Southern site representative for assistance regarding any questions on safety.

These guidelines are not all inclusive. Each contractor must adopt and enforce such rules or practices as may be necessary for the safe performance of their work. These guidelines do not prohibit contractors from adopting more restrictive rules and instructions for their work.

Remember: safety is a condition of being allowed to perform work on Norfolk Southern property. Responsibility for safety cannot be transferred. Each contractor is responsible for the safe performance of the work they have been engaged to perform for the owner of the pipe or wireline. The contractor must take the appropriate steps to assure compliance by their employees, their subcontractors, and their suppliers with applicable safety rules, regulations and laws. A failure to work safely on NS property may result in the removal of the contractor from NS property and the termination of the property access and/or occupancy agreement.

If you have any questions regarding safety or the meaning of these guidelines, please contact the designated Norfolk Southern Pipe & Wireline project coordinator or work site representative, or email the Norfolk Southern Engineering - Design & Construction Utility group at NSENG.Utility@nscorp.com .

1 - CONTRATOR SITE ACCESS

- 1.1 Contractors may NOT access Norfolk Southern property for inspection, to stage material or equipment, or begin any work until a formal agreement (including all necessary Right of Entry) is executed by NS and the pipe or wireline owner and the contractor receives specific permission to proceed with the work from the designated construction coordination and monitoring agency of NS.

[End of section]

2 - GENERAL SAFETY REQUIREMENTS

- 2.1 Contractors are solely responsible for controlling the means and manner of the work done by their employees, for ensuring the compliance by their employees with the rules and procedures set forth in this manual or otherwise required by applicable laws, rules or regulations, and for the safe performance of their employees during the time they are on or about the property or equipment of Norfolk Southern.
- 2.2 Contractors are responsible for maintaining a copy of these requirements on-site while work is in progress and must ensure that their employees and suppliers are aware them and in compliance.
- 2.3 When any person is injured as result of a work site accident, emergency medical assistance must be called if needed.
- 2.4 Contractors must immediately report all accidents and injuries to the designated Norfolk Southern representative (NOTE: “designated Norfolk Southern representative” or “designated railroad employee” means the project’s Construction Monitor, Observer, Roadway Worker in Charge (Flagger), or any other NS designated individual having oversight of the work site and/or responsibility for providing the contractor protection from railway operations.
- 2.5 The report must include the name and address of each injured person and describe the extent of injury. Names and addresses of all persons at the scene are required, whether or not they admit knowledge of the accident.
- 2.6 Contractors must be conversant with and obey the rules and any special instructions issued to them by representatives of Norfolk Southern. If in doubt as to their meaning, contractors must stop work and consult with the designated Norfolk Southern representative for an explanation.
- 2.7 Contractors must expect the movement of trains, engines or cars, or on-track roadway equipment at any time, on any track, at any speed, in either direction.
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- 28** Accidents, defects in track, bridges, signals or highway crossing warning devices, fires on or near the right of way, or any unusual condition that may affect the safe operation of the railroad that becomes known to the contractor must be reported to the designated Norfolk Southern representative or any other railroad employee by the quickest means of communication.
- 29** A contractor who reports for duty under the influence of alcohol or a prohibited drug as defined in Norfolk Southern's Policy on Alcohol and Drugs, or who uses any of the foregoing while on duty, will not be allowed to remain on Norfolk Southern property. Possession of any of the foregoing while on duty, or possession, use, or being under the influence of any of the foregoing while on Company property is strictly prohibited.
- 2.10** Firearms are not allowed on Norfolk Southern property unless given special permission in writing by the head of the Norfolk Southern Police Department.
- 2.11** In case of danger to, loss of, or damage to railroad property by fire, theft, or other causes, contractors must immediately notify the designated Norfolk Southern representative. Unauthorized possession, removal, or disposal of any material from railroad property or property served by the railroad is prohibited. All articles of value found on railroad property must be cared for and promptly reported to the designated Norfolk Southern representative.
- 2.12** Contractors must not do any work in a manner that will jeopardize their own safety or the safety of others. They must ensure that appliances, tools, supplies, and facilities used in performing their duties are in proper condition. It is the duty of every contractor to examine them to determine they are in safe working condition.
- 2.13** Photography on Company property without proper authority is prohibited.
- 2.14** Contractors must follow and observe all local, state and federal laws and regulations applicable to their operations, including but not limited to FHWA, OSHA, DOT and FRA Regulations.


[End of section]

3 - PERSONAL PROTECTIVE EQUIPMENT

- 3.1 Contractors must wear suitable clothing, footwear, and personal protective equipment to perform their duties safely and as prescribed by applicable laws and regulations.
- 3.2 Contractors are responsible for ensuring their workers have and utilize proper personal protective equipment. They are responsible to see that it is kept in good order, properly fitted, and available for their use when needed.
- 3.3 Contractors are prohibited from working on Norfolk Southern property:
- In shorts;
 - In oily, greasy, torn, loose, or frayed clothing;
 - Without shirts or working in shirts that do not cover shoulders, upper arms, back, and abdomen;
 - **EXCEPTION:** Underwater divers and other specialized occupations approved by Norfolk Southern may be allowed to deviate from these requirements as necessary for the performance of their duties.
- 3.4 Contractors must wear protective footwear while on Norfolk Southern property. Protective footwear:
- Has an upper portion constructed of leather or leather-like material that provides firm ankle support and fits snugly about the foot, ankle, and leg. Footwear must be 6" minimum in height as measured from the bottom of the heel to the top of the uppers. Sole and heels must be sturdy, non-leathery, and in good condition.
 - Must have a 90 degree defined heel to the walking surface with a minimum height of 3/8" as measured between the bottom of the heel and the bottom of the sole.
- 3.5 Contractors must wear and utilize at minimum the following personal protective equipment while on Norfolk Southern property; Hard hats, impact resistant eye protection with side shields appropriate for ambient lighting level, protective footwear, ANSI Class II certified reflective exterior clothing or safety vest, and task appropriate gloves.
- 3.6 When required by work task or in proximity to machine/equipment operations, appropriate additional personal protective equipment must be utilized. This includes, but are not limited to; hearing protection, face shields for saw cutting and grinding, spats, knee-guards, metatarsal protection, ice creepers, protective clothing and shields for hot-work (welding, torch cutting or burning), belts, lanyards and full body harness for climbing and/or fall protection, and masks or respirators as prescribed by applicable laws and regulations. Norfolk Southern practices and procedures may require hearing protection or other protective equipment to be utilized without regard to the contractor's work task in specified areas of the property. Contractors should contact the designated Norfolk Southern representative to obtain copies of Norfolk Southern practices and procedures if needed.
- 3.7 Contractors must not wear finger rings (including silicon or plastic), earrings, open gauges, facial rings, or other articles of adornment or clothing that may be snagged by material or equipment.

[End of section]

4 - REQUIREMENTS FOR WORKING ON OR NEAR TRACKS

- 4.1 Contractors must not occupy, perform any work activity in, or break the vertical plane of the track zone with equipment without the permission of the designated Norfolk Southern representative. As used herein, the vertical plane of the track zone is located 15 feet outward from the centerline of the nearest track.
- 4.2 Contractors must not walk or stand between the rails of a track, or place themselves in the foul a live track, without the permission of designated Norfolk Southern representative. The vertical plane of the fouling zone is located 4 foot outward from the nearest rail.
- 4.3 Only when authorized by the designated Norfolk Southern representative may contractors enter the foul zone and cross track(s). If authorized, contractors must cross tracks at a 90 degree angle to the rails, first stopping before entering the fouling zone to look both ways and insure way is clear.
- 4.4 Contractors must not;
- Walk or stand between the rails of a track.
 - Sit, stand, or step on rails, guard rails, switches or frogs.
 - Operate any track switch or derail.
 - Cross over, under, or between coupled rail cars.
 - Step between or immediately in front of standing rail cars, locomotives, or on-track equipment.
- 4.5 All operating equipment within 25 feet of nearest rail must halt operations when a train is passing. Other equipment operating beyond 25 feet may be required to be halted by the designated Norfolk Southern representative if the operation of that equipment is deemed potentially impactful to train passage.
- 4.6 Contractors working adjacent to a track upon which movements are being made must maintain vigilant lookout for approaching movements, and as they pass keeping watch for loose lading or binder chains and straps that could cause personal injury.
- 4.7 Contractors are not expected to inspect passing trains but if a defect is noted or there are other reasons to stop a train in the case of emergency the following methods can be used:
- To give an STOP signal, move the hand, flag, lamp or fusee back and forth horizontally, at right angles to the track, until acknowledged by a short blast of the engine whistle or other response from the train crew.
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- If a dangerous condition is observed in a passing train and its crew cannot be notified to stop by hand signal, notify the nearest Norfolk Southern representative, or contact NS Police at 800-453-2530.
- 4.8 Contractors must not ride on rail equipment except when authorized and in the performance of duty.
- 4.9 Contractors must not sit, stand, or step on any parts of railroad equipment except when authorized and in the performance of duty.

[End of section]

5 - GENERAL REQUIREMENTS FOR WORKING ON NS PROPERTY

- 5.1 All Contractors must perform all duties efficiently and safely while on Norfolk Southern property.**
 - 5.2 Contractors must notify the designated Norfolk Southern representative as to their whereabouts while performing work on company property, and must not occupy or use Norfolk Southern property outside the limits of the Right of Entry agreement for any purpose.**
 - 5.3 Contractors must keep premises and work areas subject to their control neat and clean. Buildings, facilities and equipment must not be defaced.**
 - 5.4 When practicable, equipment or material that would obstruct the view of the track must be left at least 300 feet from highway grade crossings.**
 - 5.5 All equipment left unattended on railroad property is to be effectively immobilized so that it cannot be moved by unauthorized persons.**
 - 5.6 While clearing and grubbing the work site, care must be taken when removing vegetation and material from the railroad embankment slopes with heavy equipment. Work should take place only in accordance with approved work plans and the permission of the designated Norfolk Southern representative.**
 - 5.7 Contractors must exercise care to prevent loss by fires. Frequent inspections must be made of the work area, and fire hazards found must be promptly corrected or reported to the proper railroad officer. No burning, welding, heating or use of open flame is permitted without permission of designated Norfolk Southern representative. Also see Sections 7 and 9 of this document.**
 - 5.8 No metallic measuring tape, chain, or rope is to be allowed to cross or touch the rails without permission of designated Norfolk Southern representative.**
 - 5.9 Motor vehicle operators must reduce speed and sound alarm when approaching persons, doorways, passageways, corners or places where persons are likely to step out.**
 - 5.10 Posted speed restrictions must be observed. If speeds are not posted movements must be made a speed that allows for stopping the vehicle in one-half the driver's range of vision.**
 - 5.11 If active railway tracks must be crossed by a motor vehicle or equipment, the driver must stop short of the track, turn-off radios, lower windows, look both ways, and not proceed until the way is known to be clear.**
 - 5.12 Contractors must comply with all local, state and federal regulations pertaining to worker safety, such as lock-out/tag-out, when working on electrical circuits, machinery, pressure lines, energy storing devices, etc..**
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- 5.13 Standing near or in line with a cable, rope or chain under tension when a pull is being made, or standing under a load, bucket or magnet handled by hoisting equipment, is prohibited.
- 5.14 Contractors must comply with all local, state and federal regulations pertaining to worker safety in regard to confined spaces. Entry must not be allowed unless appropriate steps have been taken in accordance with the contractor's confined space entry program.
- 5.15 Operating any type of internal combustion engine in an enclosed space without adequate ventilation is prohibited.
- 5.16 Climbing or jumping over obstructions or across openings is prohibited. Use authorized paths or routes where provided.
- 5.17 Scuffling, horseplay, practical jokes, and conduct of a similar nature, while on Norfolk Southern property, are prohibited.
- 5.18 Running is prohibited.
- 5.19 Use of handrails on stairs where provided is required.
- 5.20 Smoking including the use of electronic cigarette devices is not permitted in:
- All office facilities, including yard offices, reporting locations, division offices, shop facilities.
 - Company or company-provided vehicles, roadway machines, or on-track equipment.
 - Locker rooms, restrooms, lunch rooms, or tool rooms
 - Shop facilities (including non-office work areas)
- 5.21 Contractors should warn those who handle trash for disposal when glass, sharp metal, or pointed objects are placed in trash receptacles. Contractors whose responsibilities include emptying trash receptacles should wear work gloves and expect the presence of glass, sharp metal or pointed objects.
- 5.22 *Norfolk Southern's Four Rules of Environmental Quality* must be complied with while on property;
1. Don't Dump, Bury, or Burn any waste.
 2. Properly dispose of ALL wastes.
 3. Minimize waste.
 4. Report and manage all spills.
- 5.23 All excess material, waste, scrap, and miscellaneous trash project generated by contractor is to be removed from Norfolk Southern property at the completion of work.
- 5.24 When requested, contractors are to supply the Material Safety Data Sheet (MSDS) for any chemicals, materials, or other substances being used at the work site.

[End of section]

6 - REQUIREMENTS FOR TOOL & MACHINERY USAGE

- 61 Contractors must not use tools, machinery or appliances that are improperly assembled, defective or improvised, nor use them for other than their intended purposes.
- 61 Tools, machinery and appliances not in use must be properly protected. Sharp points or edges must not be left exposed. Laying down a power tool with the motor running is prohibited.
- 62 Operating machines or appliances without safety guards in proper position is prohibited.
- 63 Reaching between, going between, or touching moving belts, chains and cables, or shifting them by hand is prohibited.
- 64 Contractor must have a Lock-out/Tag-out program that complies with applicable laws and regulations. Work on equipment, tools, or machinery must be performed in compliance with this program.
- 65 Using pneumatic grinding tools not equipped with a speed governor in working and safe order is prohibited.
- 66 Pointing pneumatic hammers or other power-actuated tools at a person is prohibited.
- 67 Contractors must take care that tools do not fall from scaffolds or other elevated locations.
- 68 Contractors must ensure that ladders are in good condition and of adequate length and meet all applicable laws and regulatory guidelines for their use and design. Contractors must ensure that scaffolds are properly constructed or assembled, are strong enough for the load, and meets all applicable laws and regulatory guidelines. Only ladders, scaffolds, man lifts, etc. that meet applicable laws and regulatory guidelines should be used.
- 69 Except when on a scaffold with edge barriers or when using a ladder with safety cage, contractors must use fall-protection equipment in accordance with OSHA and FRA regulations when working on;
- Towers and masts,
 - When working on bridges, abutments, or other elevated structures.
 - On steep hillsides, cliffs, or embankments.
- 6.10 Moving scaffolds or ladders from point to point while people are on them is prohibited.
- 6.11 Leaning out, or reaching out more than an arm's length from edge of ladder, scaffold, or elevated platform or structure is prohibited.
- 6.12 Contractors must maintain adequate clearance between work equipment and energized power lines.

[End of section]

7 - REQUIREMENTS FOR ELECTRICAL & LINE WORK, HOT WORK, & CONFINED SPACE ENTRY

- 7.1** Only trained and qualified contractors shall work on electric wires and apparatus, climb poles or towers, enter power plants or energized substation enclosures, perform welding or torch cutting, or perform work in confined spaces. Qualified contractors performing such work must comply with all federal, state and local regulations applicable to such work.
- 7.2** Before climbing a pole, tower or other structure, contractors must first examine and test it to ensure it will support the weight of individuals working on the pole, tower, or structure. A defective pole must not be climbed until it has been made safe, either by pike poles or lashing it to a new pole in the event of replacement. A defective tower or other structure must be suitably reinforced before it is climbed. When ascending or descending a wooden pole, observe the pole surface and avoid setting climbing gaffs where they come in contact with cracks, holes, knots, or any other obstacles that might cause gaffs to cut out. Before commencing work on wooden poles, assure that gaffs have been recently gauged and are in safe condition for climbing.
- 7.3** Contractors must not stand, sit, or lean on a cross arm while working on a pole until they are positive that the arm is strong enough to safely support their weight.
- 7.4** When working on or handling wire, rope, or cable, on curves or at corners, contractors must not place themselves in the inside angle of the curve or corner unless they are properly protected.
- 7.5** When cutting wire, contractors must take particular care to secure loose ends. Contractors must use care to prevent injury when removing insulation or metal sheeting from wire and cable.
- 7.6** Use both hands when ascending or descending ladders, poles, or structures. Body belts, shoulder straps, or pockets must be used to carry small tools or material. Hand lines must be used for heavier items.
- 7.7** Two or more contractors must not climb up or down the same pole at the same time. A contractor following another must wait until the preceding contractor is either in position on the pole with safety belt fastened around the pole, or in the clear at the bottom.
- 7.8** Contractors are required to have their own hot work permit program that meets applicable laws and regulations.
- 7.9** Contractors must comply with all local, state and federal regulations pertaining to worker safety in regard to confined space entry. Entry must not be allowed unless appropriate steps have been taken in accordance with the contractor's confined space entry program which must consider and air quality monitoring and emergency evacuation.

[End of section]

8 - REQUIREMENTS FOR CRANES, HOISTS & PULLING EQUIPMENT

- 8.1 Contractors must see that capacity of cranes is not exceeded, that outriggers are properly used when required and that hooks, chains, cables, ropes and slings used for hoisting are of the proper size and in condition to handle the load safely.**
- 8.2 Before using cranes, pullers, hoists, derricks, or similar equipment, the operator must ensure that the equipment is in safe condition. The contractor must ensure that all applicable laws and regulations pertaining to cranes, hooks, chains, cables, ropes and slings are complied with.**
- 8.3 Cables, chains, pulleys, drums, and hooks must be inspected as required by applicable laws and regulations, and brakes and limit switches must be tested periodically as required by applicable laws and regulations to ensure that they are in proper condition and operate as intended. The operator must know the lifting capacity of the equipment.**
- 8.4 Warning must be given to alert anyone in or near the path of a moving load or load handling equipment. Movement must stop unless everyone is clear.**
- 8.5 Standing near or in line with a cable, rope or chain under tension when a pull is being made, or standing under a load, bucket or magnet handled by hoisting equipment, is prohibited. All machinery used to pull cables or chains must have safety shields.**
- 8.6 No crane or boom equipment is allowed within 25 feet of nearest rail without specific permission of the designated Norfolk Southern representative.**
- 8.7 No crane, boom equipment, or any part of a suspended load is allowed to foul the vertical plane of the Track Zone (15 feet from centerline of nearest track), or lift a load over a track without permission of the designated Norfolk Southern representative.**
- 8.8 All contractors are to stay with their machines when crane or boom equipment is pointed toward track.**
- 8.9 All cranes and boom equipment under load (to include pile driving) and other operating equipment within 25 feet of nearest rail must stop work when a train is passing. Other operating equipment may be required to be halted by the designated Norfolk Southern representative if the operation of that equipment is deemed potentially impactful to train passage.**
- 8.10 Swinging loads must be secured to prevent movement while train is passing.**
- 8.11 No loads are to be suspended above a moving train.**
- 8.12 All contractor cranes and boom equipment is to be turned away from track after each work day or whenever equipment is unattended by the operator.**

[End of section]

9 - REQUIREMENTS FOR EMERGENCY RESPONSE PLANNING & WORK SITE FIRE PROTECTION

9.1 EMERGENCY RESPONSE

- Contractors must:
- Know the street address of work site or other identifiable point of reference for the work site.
- Know the contact procedures for the nearest emergency service department serving the work site.
- Have a working means of making contact with emergency services readily available on-site.
- Establish a clear emergency alarm/signal for workers at the work site, identify a planned evacuation route, and a designated a reassembly point.

9.2 FIRE EXTINGUISHERS

- Contractors must:
- Have the appropriate type of device available on-site for the type work being performed.
- Have an appropriate number of devices available for the volume of work being performed.
- Ensure workers know; where the nearest fire extinguisher is located, how to operate it, and what type of fire on which it should be used.

9.3 COMBUSTIBLES

- Combustible material under or near welding, cutting or grinding operations must be moved a safe distance away, or covered with fire retardant material. Where this is not possible, all sparks and slag must be contained in an approved spark catcher.
- Work areas must be orderly and maintained free of trash and scrap material as necessary to help prevent fires.

9.4 FLAMMABLE LIQUIDS & REFUELING

- Smoking or open flames shall not be allowed within 25 feet of areas where fuel is being dispensed.
- Equipment must not be refueled while running or when hot.
- If necessary to transport gasoline or other flammable liquids, contractors must:
 - Use SAFETY CANS bearing Underwriters Laboratories or Factory Mutual logos.
 - Have a fire extinguisher readily available.
 - Maintain ventilation, and
 - Ensure protection against fire.

9.5 FLAMMABLE GAS USAGE & HANDLING

- The use of matches, cigarette lighters, or other open flames to light torches is prohibited. Operator should light his own torch using only a friction spark lighter or hot metal.
- Gas Cylinder valves and regulators must be closed when moving equipment from one area of the work site to another, or when leaving equipment unattended.
- Throwing, dropping or roughly handling loaded or empty oxygen, acetylene or other gas cylinders, or carboys, is prohibited.
- Hoisting gas cylinders without cradle is prohibited. Gas cylinders must not be handled by a magnet.

[End of section]

CONTACT INFORMATION

Norfolk Southern Railroad Police

Network Communication Center

800-453-2530

(Use this number to make emergency notifications of conditions impacting railroad property, the safe passage of trains, or highway at-grade crossing light/gate failures)

RailPros

Designated Administrator & Field Coordinator for NS Pipe & Wireline Occupancy Program

833-315-0594

Norfolk Southern Real Estate Department

System Manager Property Services

404-962-5653

Norfolk Southern Engineering Department

Chief Engineer - Design & Construction

404-529-1221

System Manager Utility Engineering

404-962-5542

Norfolk Southern Safety & Environmental Department

404-582-5374

Project Specific Contact Information (should be completed by Contractor)

Project Name: _____

Project Owner: _____

Project Location: _____ R.R. MP: _____

Designated Norfolk Southern Representative(s)

NAME: _____

CONTACT NUMBER: _____
