

CLASS 420 ITEM 223420

**NORFOLK SOUTHERN
OPERATING GUIDELINES FOR CONTRACTORS**

EFFECTIVE: August 31, 2017

CONTRACTOR SAFETY

Numbers to call to report conditions or obtain further information:

Norfolk Southern Police

Communication Center

Atlanta, GA

(including highway crossing gate failures)

800-453-2530

Microwave: 7-589-2677 (COPS)

Safety Department

Atlanta, GA

404-582-5374

Environmental Department

Atlanta, GA

404-582-4456

Material Management Department

Norfolk, VA

757-668-1612

Engineering Department

Atlanta, GA

Maintenance of Way & Structures (MW&S)

404-529-1470

Communications & Signals (C&S)

404-529-1216

Design & Construction (D&C)

404-529-1228

Transportation Department

General Managers Office

Southern Region (Atlanta, GA)

404-529-1827

Northern Region (Atlanta, GA)

404-527-3463

Mechanical Department

Atlanta, GA

404-582-6731

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CONTRACTOR* SAFETY STATEMENT OF POLICY

SAFETY

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.

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 contractual relations with Norfolk Southern.
6. Safety is good business.

We expect our contractors to abide by our Six Tenets of Safety. Safety is a condition of a continued contracting relationship with Norfolk Southern.



*As used herein contractor refers to the contractor and his/her employees, agents and subcontractors.

INTRODUCTION

This document will help you understand and comply with Norfolk Southern safety and security requirements. These requirements apply to you and your employees, including your subcontractors, while you are on Norfolk Southern property. It is extremely important that you understand and adhere to each of these rules.

The terms “contractor” or “contractors”, as used in the rules which follow, include the employees, agents, and subcontractors of any contractor.

Contractors are responsible for knowing and following the applicable local, county, state and federal laws and regulations, and any special provisions 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 a Norfolk Southern supervisor for assistance regarding 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 working on Norfolk Southern property. Responsibility for safety cannot be transferred. Each contractor is responsible for the safe performance of the work they have contracted to do. The contractor must take the appropriate steps to assure compliance by their employees and their subcontractors 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 contractual relationship.

All NS contractors are required to comply with NS’s contractor screening program, which is administered by e-VERIFILE. In addition, most NS contractors will be required to participate in NS’s Vendor Selection and Management Program, which is administered by BROWZ.

Additional contractor topics concerning intermodal operations are covered in the Norfolk Southern Railway Intermodal Operations Manual, safety section pages 1–76.

If you have any questions regarding safety or these guidelines, contact any designated NS employee or the Norfolk Southern Safety Department at *[insert general number]*.

CONTRACTOR EMPLOYEE SECURITY

Contractors must secure background investigations of their employees through e-VERIFILE.com. Contractor employees successfully screened by e-VERIFILE will be issued a picture identification card, which is required for the contractor's employees to enter and work on NS property or perform services for NS. Contractor employees without the identification card will not be allowed to work on NS property. Employees who leave the employment of a contractor must surrender the identification card to either the contractor or to NS. All charges incurred in the use of e-VERIFILE services and products are the sole responsibility of the contractor. The e-VERIFILE.com charges are not included among recoverable expenses, such as travel or other business expenses allowed by contract; however the contractor may include such charges as a part of its overhead costs in determining its price proposals. Contractor must execute e-VERIFILE.com's standard Subscriber Agreement. The contact information for e-VERIFILE.com is:

www.e-railsafe.com or 770-859-9899 Ext 1.

In the event that NS ceases the use of e-VERIFILE.com for background investigations or switches to another similar service, the contractor will be notified by NS of the termination and/or transfer. In the event that NS switches to another vendor for similar services the requirements of this Section will apply to the contractor with regard to the use of the alternative vendor's services.

NS does not warrant or guarantee either the accuracy or completeness of the services performed by e-VERIFILE.com, and NS shall have no responsibility to Contractor for the services performed by e-VERIFILE.com. Contractor uses such services solely at the risk of the contractor. NS leaves it to the sole discretion of the contractor as to performing other background investigations of the contractor's employees.

CONTRACTOR INSURANCE REQUIREMENTS

A contractor may not begin work prior to notification by NS that all insurance documents have been approved by the Railway's Risk Management group. A contractor shall at its expense, obtain and maintain during the period of this contract, in a form and with companies satisfactory to the Railway, the following insurance coverage at levels required by the contract:

- 1) Workers' Compensation Insurance
- 2) Employers' Liability Insurance
- 3) Commercial General Liability Insurance
- 4) Automobile Liability Insurance

Additional coverages may be specified in the contract.

GENERAL SAFETY REQUIREMENTS

1.1 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.

1.2 Contractors are responsible for maintaining a copy of the guidelines and providing them to their employees.

1.3 When any person is injured as result of an accident, emergency medical assistance must be called if needed.

1.4 Contractors must immediately report all accidents and injuries to their supervisor and to the designated Norfolk Southern employee (NOTE: "designated Norfolk Southern employee" or "designated railroad employee" means the project or work item supervisor or any other employee designated to have oversight responsibility related to the project or work being performed by the contractor).

- 1.4.1 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.

1.6 Contractors must be conversant with and obey the rules and any special instructions issued to them by Norfolk Southern. If in doubt as to their meaning, contractors must consult with the designated Norfolk Southern employee for an explanation.

1.7 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 Norfolk Southern designated employee or any other railroad employee by the quickest means of communication.

1.8 A contractor or contractor employee 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 or occupying facilities provided by the Company is prohibited.

1.9 Firearms are not allowed on Norfolk Southern property unless given special permission in writing by the head of the Norfolk Southern Police Department.

1.10 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 employee. 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 employee.

1.11 Some platforms, bridges and other structures, switch stands and tunnels have close clearances that can injure a person riding on the top or side of a car or engine. Contractors must become familiar with these and other places and protect against injury.

1.12 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.

1.13 Contractors must expect the movement of trains, engines or cars at any time, on any track, in either direction.

1.14 Photography on Company property without proper authority is prohibited.

1.15 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.

GENERAL REQUIREMENTS FOR WORKING ON NS PROPERTY

- 2.1 All Contractors must perform all duties efficiently and safely while on Norfolk Southern property.
- 2.2 Contractors must notify the designated Norfolk Southern employee as to their whereabouts while performing work on company property.
- 2.3 Contractors are not expected to inspect passing trains but if a defect is noted or there are other reasons to stop a train the following methods can be used:

To give a 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.



If a dangerous condition is observed in a passing train and its crew cannot be notified to stop by hand signal, notify the designated Norfolk Southern employee or nearest Norfolk Southern employee.

- 2.4 Contractors must not ride on rail equipment except when authorized and in the performance of duty.
- 2.5 Contractors must not sit, stand or step on any parts of railroad equipment except when authorized and in the performance of duty.
- 2.6 Contractors must not step on rails, guard rails, switches or frogs. This restriction does not apply when loading, unloading, or installing rail or track material.
- 2.7 Contractors must not cross over between coupled cars unless duties require, then must maintain secure handhold and use a sill (end) platform if possible.
- 2.8 Contractors must not stand on track in front of closely approaching equipment, or step between coupled moving cars or locomotives, for any reason. They must not step between or immediately in front of standing cars or locomotives unless necessary in the performance of duty, and only after arranging for protection against the equipment being coupled to or moved.
- 2.9 Contractors must keep premises and work areas subject to their control neat and clean. Buildings, facilities and equipment must not be defaced.
- 2.10 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 employee.
- 2.11 The Company's communication facilities must not be used for personal calls and must be confined to emergencies and communication in connection with work being performed.
- 2.12 No steel tape or chain is to be allowed to cross or touch the rails without permission of the designated railroad employee.

2.13 Truck and tractor operators must reduce speed and sound alarm when approaching persons, doorways, passageways, corners or places where persons are likely to step out.

2.14 Posted speed restrictions must be observed.

ADDITIONAL SAFETY REQUIREMENTS

3.1 Contractors must wear suitable clothing and footwear to perform their duties safely and as prescribed by applicable laws and regulations

3.2 Contractors are prohibited from working on NS 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;
- EXEPTION: Underwater divers and other occupations approved by Norfolk Southern may be excepted from this rule as necessary for the performance of their duties.

3.3 Contractors must wear protective footwear when working on/around moving equipment, machinery, tracks, electrical hazards, or other areas with uneven terrain/surfaces.

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.

3.4 Safety equipment such as hard hats, eye and hearing protection, protective footwear, steel insoles, ice creepers, belts, lanyards, protective clothing, gloves, spats, guards, full body harness, metatarsal protection, masks and respirators prescribed by applicable laws and regulations and Norfolk Southern practices and procedures must be worn in specified areas, jobs or conditions. Contractors should contact the Norfolk Southern designated employee to obtain copies of Norfolk Southern practices and procedures if needed.

3.5 Contractors are responsible for ensuring employees have proper protective equipment. They are responsible to see that it is kept in good order, properly fitted, and available for their use when needed.

3.6 Contractors who handle materials or work around machinery, cars or other equipment, must not wear finger rings, earrings, facial rings, or other articles of adornment or clothing that may be snagged.

3.7 Contractors must comply with all local, state and federal regulations pertaining to worker safety, such as lockout/tagout, when working on electrical circuits, machinery, pressure lines, energy storing devices, etc.

Contractors should request copies of applicable NS worker safety compliance programs in Lockout/Tagout, Confined Spaces, Respiratory Protection, Hot Work and other areas if their work involves covered activities.

3.8 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.

3.9 Use of handrails on stairs where provided is required.

3.10 When practicable, equipment or material that would obstruct the view of the track must be left at least 300 feet from highway grade crossings.

3.11 Climbing or jumping over obstructions or across openings is prohibited. Use authorized paths or routes where provided.

3.12 Contractors are prohibited from passing over or under safety valves or automatic blow down valves on stationary boilers or steam generators under pressure.

3.13 Operating any type of internal combustion engine in an enclosed space without adequate ventilation is prohibited. Contractors must not enter confined spaces unless appropriate steps have been taken in accordance with the contractor's and Norfolk Southern's confined space entry program to ensure the safety of everyone.

3.14 Smoking including the use of electronic cigarette devices is not permitted in:

- **All office facilities, including Norfolk Southern's General Offices in Roanoke, Atlanta, and Norfolk, yard offices, agencies, division offices, sales offices, and offices within shop facilities**
- **Classrooms and offices in Norfolk Southern's Technical Training Center**
- **Meeting rooms and company-sponsored meetings held off the property**
- **Company vehicles or company-provided vehicles**
- **Locomotive engine cabs and cabooses**
- **Sleeping cars or trailers, office cars, dining cars, camp cars, or dormitories**
- **Locker rooms, restrooms, lunch rooms, or tool rooms**
- **Norfolk Southern aircraft**
- **Shop facilities (including non-office work areas)**

3.15 Scuffling, horseplay, practical jokes, and conduct of a similar nature, while on Norfolk Southern property, are prohibited.

3.16 Running is prohibited in shop areas, buildings or on structures.

3.17 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. Accordingly, contractors performing such work should either dump the receptacle or lift out the liner (if used).

REQUIREMENTS FOR WORKING ON OR ABOUT TRACKS

- 4.1 Contractors must not walk or stand between the rails of a track or foul a live track without proper authority.
- 4.2 Contractors working adjacent to a track upon which movements are being made must maintain vigilant lookout for approaching movements.
- 4.3 Contractors must not operate valves, controls or switches to energize power circuits or to cause equipment or machinery to move until they know that no one is in position to be injured.
- 4.4 Contractors who perform any work in the general vicinity of railroad tracks and who are under contract to the railroad must provide On-Track safety protection as required by FRA Roadway Worker Protection regulations. Contractors must ensure that all employees working in the foul of the track are trained in Roadway Worker Protection rules. Information about training in Roadway Worker Protection is available from the Norfolk Southern designated employee.

REQUIREMENTS FOR DERAILS AND SWITCHES

- 5.1 Contractors must not operate any switch or derail unless under the direction and supervision of the Norfolk Southern designated employee.

EQUIPMENT REQUIREMENTS

- 6.1 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.
- 6.2 Except when a scaffold or ladder is used, a safety harness, belt, net, or guard rope must be used in accordance with applicable local, state and federal laws during work, including:
 - A. Outside a window above ground level.
 - B. On a steep pitched roof.
 - C. On a steep hillside, cliff, or embankment.
 - D. In dangerous positions when working on railroad bridge or other structures and as prescribed by FRA regulations.
 - E. In any other situation specified by the contractor or Norfolk Southern.
- 6.3 Moving scaffolds or ladders from point to point while people are on them is prohibited.
- 6.4 Leaning out, or reaching out more than an arm's length from edge of ladder, scaffold, or elevated platform is prohibited.
- 6.5 Contractors must maintain adequate clearance between work equipment and energized power.

6.6 Scaffolds and ladders in use at locations where persons or vehicles could collide with them must be protected. Rope barriers or other means must be used to protect persons from falling objects.

6.7 Contractors must use fall-protection equipment in accordance with OSHA regulations when working on towers and masts, and FRA regulations when working on bridges.

6.8 No equipment is allowed within 25 feet of centerline of track without specific permission of the designated railroad employee.

6.9 Trucks, tractors, or other equipment may not touch the ballast line without specific permission of the designated railroad employee.

6.10 All operating equipment within 25 feet of nearest rail must halt operations when a train is passing. All other operating equipment may be halted by the designated railroad employee if such railroad employee views the operation of the equipment to be dangerous to the passing train.

6.11 While clearing and grubbing, no vegetation is to be removed from a railroad embankment with heavy equipment without permission of the designated railroad employee.

6.12 No equipment is to be parked or material stored on railroad property without permission of the designated railroad employee.

6.13 All unattended equipment left parked on railroad property is to be effectively immobilized so that it cannot be moved by unauthorized persons.

REQUIREMENTS FOR HANDLING MATERIAL

7.1 Material and equipment must be kept a safe distance from tracks, walkways, trucking spaces and edges of platforms, and must be secured against movement.

7.2 When unloading poles or similar lading, use caution to prevent lading from becoming dislodged unexpectedly. Tag lines must be used if conditions warrant.

7.3 Throwing, dropping or roughly handling loaded or empty oxygen, acetylene or other gas cylinders, or carboys, is prohibited.

7.4 Hoisting gas cylinders without a prescribed cradle is prohibited. Gas cylinders must not be handled by a magnet.

7.5 Contractors are to supply the manufacturers Material Safety Data Sheet (MSDS), when handling chemicals, materials, or other substances that could cause irritation or illness.

7.6 Contractors are to warn their employees of the hazards of treated wood.

7.7 Overloading or unsafe loading of trucks and trailers is prohibited.

7.8 Contractors are prohibited from standing on or working from a platform on a forklift truck or similar device, unless the platform is in accordance with applicable laws and regulatory guidelines.

7.9 Always look in both directions before crossing platforms or trucking spaces. Crossing closely in front of moving trucks or tractors is prohibited.

7.10 Before a tractor or forklift enters a truck, trailer, or railway car, the operator must know that the equipment is secured against movement and that the floor is in safe condition.

7.11 Before leaving a forklift truck, tractor, or other equipment unattended for any reason, contractors must see that controls are neutralized, power is shut off, and brakes are set. If the truck or tractor is parked on an incline, wheels must be blocked. Trucks, tractors or other equipment must be left clear of tracks.

7.12 Contractors must take care that materials do not fall from scaffolds, locomotive running boards, end sills, tops of cars, or other elevations.

REQUIREMENTS FOR USING TOOLS AND MACHINERY

8.1 Contractors must not use tools, machinery or appliances that are improperly assembled, defective or improvised, nor use them for other than their intended purposes.

8.2 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.

8.3 Operating machines or appliances without safety guards in proper position is prohibited.

8.4 Reaching between, going between, or touching moving belts, chains and cables, or shifting them by hand is prohibited.

8.5 Lockout-Tagout — Contractor must comply with its own Lockout Tagout program, in accordance with applicable laws and regulations. Contactor must request a copy of Norfolk Southern's Lockout Tagout Program.

8.6 Using pneumatic grinding tools not equipped with a speed governor in working and safe order is prohibited.

8.7 Pointing pneumatic hammers or other power-actuated tools at a person is prohibited.

8.8 Contractors must take care that tools do not fall from scaffolds, locomotive running boards, end sills, tops of cars, or other elevations.

REQUIREMENTS FOR ELECTRICAL AND LINE WORK, WELDING, AND CONFINED SPACE ENTRY

9.1 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 perform work in confined spaces. Qualified contractors performing such work must comply with all federal, state and local regulations applicable to such work. Contractors must request a copy of Norfolk Southern's Electrical Safety Program Manual and applicable fall protection procedures.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

9.8 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.

9.9 Always close cylinder valves when moving equipment from one job location to another or when leaving equipment unattended.

REQUIREMENTS FOR CRANES, PULLERS, HOISTS AND DERRICKS

10.1 Contractors must see that capacity of the crane is not exceeded, that rail clamps and 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. NOTE: Rail clamps are an appurtenance of On-Track equipment.

10.2 Before using cranes, pullers, hoists, derricks, or similar equipment, the operator must ensure that the equipment is in safe condition. The contactor must ensure that all applicable laws and regulations pertaining to cranes, hooks, chains, cables, ropes and slings are complied with.

10.3 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.

10.4 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.

10.5 No crane or boom equipment is allowed within 25 feet of nearest rail without specific permission of the designated railroad employee.

10.6 No crane or boom equipment is allowed to foul track or lift a load over the track without permission of the designated railroad employee.

10.7 All contractors are to stay with their machines when crane or boom equipment is pointed toward track.

10.8 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. All other operating equipment may be halted by the Norfolk Southern designated employee when a train is passing if such railroad employee views the operation of the equipment to be dangerous to the passing train.

10.9 Swinging loads must be secured to prevent movement while train is passing.

10.10 No loads are to be suspended above a moving train.

10.11 All contractor cranes and boom equipment is to be turned away from track after each work day or whenever equipment is unattended by operator.

REQUIREMENTS FOR THE USE OF FLAMMABLE GAS, FLAMMABLE LIQUIDS, AND FUELS

11.1 Smoking or open flames shall not be allowed within 25 feet of areas where fuel is being dispensed.

11.2 If necessary to transport gasoline or other flammable liquids, contractors must:

- A. Use SAFETY CANS bearing Underwriters Laboratories or Factory Mutual logos.
- B. Have a fire extinguisher readily available.
- C. Maintain ventilation, and
- D. Ensure protection against fire.

OFFICE SAFETY REQUIREMENTS

12.1 The contractor and its employees must stand or walk clear of doors, open doors slowly and not push on glass panels of doors. When opening or closing doors, use the knob or handle, where provided, and keep hands off door edges and facing.

FIRE PROTECTION REQUIREMENTS

13.1 ALARMS

Contractors must:

- A. Know where the nearest fire alarm box is located.
- B. Know how to activate an alarm.
- C. Know alarm, evacuation, and disaster signals for the work area, along with the proper exit route.

13.2 EXTINGUISHERS

Contractors must:

- A. Know where the nearest fire extinguisher is located.
- B. Know how to operate it. Know the type of fire on which it should be used.
- C. Return extinguishers for servicing promptly after use.

13.3 COMBUSTIBLES

- A. Combustible material must be kept away from steam lines, radiators, heaters, and service lines.
- B. Combustible material under or near welding and burning 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.

13.4 ORDERLINESS

Work areas must be orderly and maintained free of trash and scrap as necessary to help prevent fires.

13.5 REFUELING

Equipment must not be refueled while running or when hot.

REQUIREMENTS FOR HOT WORK

15.1 Contractors are required to have their own hot work permit program that meets applicable laws and regulations. Contractors must request a copy of Norfolk Southern's Hot Work Program.