

New online ordering process for PPE introduced

After piloting a new online personal protective equipment (PPE) ordering process on the Powder River Division, BNSF is now rolling out a new online PPE store, supported by Grainger. The online store gives all BNSF exempt and scheduled Transportation and Mechanical employees direct access to order their required PPE. The Engineering team continues to pilot the use of the online site and is not included in the rollout at this time.

The new online ordering process is designed to improve consistency across the system while also ensuring employees have convenient access to order required PPE items at any time.

The following is the current rollout schedule for each division:

- August 11 – Red River Division
- August 25 – Kansas Division
- September 1 – Heartland Division
- September 8 – Southwest Division
- September 15 – California Division
- September 22 – Chicago Division
- September 29 – Twin Cities Division
- October 6 – Montana Division
- October 13 – Northwest Division
- October 20 – All other exempt employees

Once the program is activated for a division, employees in that division will have direct access to the new Grainger PPE Online Store using a link on the BNSF Employee Portal. Employees will be responsible for ordering their own required PPE as necessary.

Once ordered, PPE will be shipped directly to the employee's home (or any other address designated when the online order is placed) within two to three days. More detailed instructions will be shared with those in each division a week prior to the go-live dates.

What's available in the PPE Store

The Grainger website includes many of the same items you'd find in local PPE vending machines today, including safety vests, gloves and safety glasses (includes general bifocals, not personal prescription options). However, the new Grainger PPE Online Store offers expansive PPE options with more sizes and brands than are available in the vending machines or at local facilities today. Grainger will also provide 24x7 customer service to BNSF employees as part of this new program.

What's not available in the PPE Store

The Grainger PPE Online Store does **not** supply:

- Safety boots, which will continue to be handled through the BNSF boot voucher program.
- Specialty PPE such as welding jackets, welding gloves, welding vests, which will continue to be managed at the local level
- Hearing protection or hard hats, which will continue to be managed at the local level

Employees responsible for bringing their own PPE to work

Under this new program, all Transportation, Mechanical and exempt employees will be responsible for bringing their own PPE to work every day. Employees are encouraged to think ahead and plan accordingly for their PPE needs, and reorder as necessary.

The new Grainger site has general limitations on how many PPE items you can order, but everyone will be provided enough PPE supplies to last a full calendar year, including consideration for normal equipment wear and tear.

If you have any questions about this information or new process prior to your division's go-live date, please submit a question to [Ask BNSF](#).

Once the new process is rolled out on your division, please call Grainger Customer Support at (844) 820-6290 for any technical or order-related questions.

How to place an order

A link to the new online Grainger PPE Ordering Site will be shared with all employees on each division one week prior to the go-live date for each division.

To make an order, you must be logged into the BNSF network to access the site because it uses single sign-on (SSO) credentials for employee access. Once logged in, you will have access to appropriate PPE for your specific job and role, based on your SSO credentials. Employees will not be charged for these items. All purchases will be automatically charged back to the appropriate BNSF cost center.