



# THE BELT RAILWAY COMPANY OF CHICAGO

## **MECHANICAL GENERAL ORDER #2019-004**

Effective 0001, June 24, 2019

**To: ALL CONCERNED**

**Subject: 2019, Mechanical Summary General Order**

The following modifications are made to documents in effect as shown below:

### **BRC Safety Rulebook, SAF-1, Effective January 1, 2017**

Replace Rule 11.7.3 Footwear PPE Requirements, Page 18, with the following:

#### **11.7.3 Footwear PPE Requirements: (Supersede)**

When working in areas where this is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole of the foot or electrical hazard; protective footwear as defined in OSHA Standard 29 CFR 1910.136 is required.

All footwear, worn as safety footwear for complying with Rule 11.7, must meet the requirements of ASTM 2413.11 which specifies requirements for built in safety devices and safety toes.

Individual departments may specify additional requirements.

Compliant footwear is required for employees in the following departments:

- Transportation
- Mechanical
- Engineering
- IT (Communications)

### **18.2.3 Proper Clothing (MECH/ENGR)**

When cutting, heating or welding wear hearing protection, high top boots, leather welding gloves or leather welding mittens and flame-resistant clothing.

When performing overhead electric arc, or oxy/ fuel operations wear an approved heat resistant jacket.

Always wear flame resistant clothing. Flame resistant clothing should not be synthetic, synthetic blends such as nylon, rayon, polyester, etc. Clothing should protect the skin from infrared and ultraviolet radiation, as well as reduce the possibility of it catching fire or melting from hot sparks or hot slag.

Additional protective outerwear such as leather aprons, leather leggings, spats or sleeves shall be worn for overhead welding and for any other applications where clothing or body is in danger of being exposed to sparks or hot slag.

All buttons on jackets must be buttoned. Sleeves and pockets must be secured against sparks or hot slag. Clothing must be free of oil or grease and trousers or overalls must be without cuffs.

Do not carry cigarette lighters or matches where they may be exposed to sparks or excessive heat.

#### **Function Specific Precautions: (ENGR)**

Employees must wear a protective flame-resistant jacket while performing the following functions:

- Cutting
- Heating
- Frog Welding
- Thermite Welding

#### **Site Specific Precautions: (MECH)**

At the following locations, the use of flame-resistant outerwear is mandatory:

##### **Mechanical Repair Track:**

Employees working outside on light bad orders cars must wear a protective flame-resistant jacket at all times during their work shift.

##### **Locomotive Shop / Car Shop:**

Employees who perform cutting, heating, or welding inside the Car or Locomotive Shop buildings must wear a protective flame-resistant jacket while performing those functions.

### **18.5.2 Oxygen Torch Requirements (NEW)**

Each oxygen fueled torch must be equipped with external (in-line) flashback arrestors and reverse-flow check valves unless the torch is equipped with both of these devices built-in.

When external (in-line) devices are required, a device that includes a flash back arrestor and reverse-flow check valve in a single unit must be installed in each oxygen and fuel-gas line between the line and the torch. External devices must be of the approved types, compatible with the torch on which they are installed, and capable of allowing adequate gas flow.

Check valves and flashback arrestors should be inspected regularly to ensure that rust, dirt, or other debris is not present. As recommended by the manufacturer, all in-service check valves must be tested at least every 6 months for proper operation.

NOTE: Although some torches have built-in flashback arrestors, many are equipped with built-in reverse-flow check valves only. These types of torches require the addition of the external flashback arrestors, which also typically contain a check valve within a single unit. Although this results in a redundant check valve (since there is one built into the torch and one in-line), this application is acceptable as the pressure drop across a check valve is very slight.

### **18.5.3 Torch Pressure (NEW)**

The pressure of acetylene gas in a hose or pipeline must not exceed 12 pounds per square inch.

When an alternative fuel gas is used, the hose or pipeline pressure must be in accordance with the supplier's recommendation.

### **18.5.4 Torch Flash Back Precautions (NEW)**

In case of flash back, first close the oxygen valve at once (a delay is dangerous) then close the flammable gas torch valve.

When shutting down the torch after use, first close the oxygen torch valve; then, close the flammable gas torch valve.

### **BRC Mechanical General Rules, MECH-1, effective January 1, 2017**

Update MECH-1, Mechanical General Rules, Page 5, Add Rule M2.2.1 to read as follows

#### **M2.2.1 Mechanical Department Standard for Employee Attendance (New)**

The Belt Railway Company of Chicago (BRC) relies on employees to fulfill their employment obligations so that we can meet our business obligations to our customers. Abuse of attendance directly impacts our operations and jeopardizes the prospects of profitability and continued employment. All Mechanical Department employees are required to adhere to the prescribed working hours faithfully and are required to work full-time.

An employee will be in violation of Mechanical Department attendance standards when there exists a:

- Frequent or pattern of calendar weekend layoffs.
- Frequent or pattern of holiday layoffs.
- Frequent or pattern of layoffs on either side, or both sides, of rest days.
- Frequent or pattern of tardiness, leaving assignment early and/or unavailability to perform service.
- Frequent or pattern of layoffs within 2 hours of on-duty time.
- Frequent or pattern of sick layoffs without timely acceptable medical documentation.

BRC Mechanical Department management will review employee attendance on a quarterly basis. When, in the assessment of a Mechanical Department officer, attendance is being abused by an employee, the company officer will issue an "Attendance Advisory Letter" stating to the employee that there exists an attendance problem, specifying the date(s) involved, and issuing instruction to refrain from further attendance problems. BRC recognizes that situations and circumstances may impact attendance and the company officer will use reasonableness in addressing these issues. Every effort will be made to identify those employees who have legitimate reasons for their absence. The department officer may develop a written "action plan" on a case-by-case basis specifying attendance requirements. Attendance coaching or referral for assistance may be available as long as the request for coaching or referral assistance is made by the employee prior to an event that results in a formal investigation.

Repeatedly laying off sick will be considered unacceptable unless the employee provides proper medical documentation with an original statement signed by a medical practitioner that confirms the employee was unable to work the entire specified period or period(s) of absence. A telephone number of the medical care provider must also be included so that the period of absence can be verified. The stated period of time in which to provide documentation will not exceed thirty (30) calendar days. BRC reserves the right to disregard incomplete or unsatisfactory documentation. Failure to provide evidence of illness or absence may be treated as an employee being absent under false pretenses and will be dealt with accordingly. Employees found in violation of falsifying his or her reason(s) for absence will be subject to immediate dismissal.

If abuse of attendance continues, an employee may be subject to formal investigation, even with documentation, and be subject to discipline up to and including dismissal. It is the employee's responsibility to fully comply with these standards.

Update MECH-1, Mechanical General Rules, Page 5, Rule M4.5 to read as follows:

**M4.5 Divulging Information** (Supersede)

Employees who make up, handle, or care for any of the following information, or who have access to same, must NOT allow any unauthorized person to access them, or disclose any information contained within them.

These items of information include, but are not specifically limited to:

- Correspondence, written or electronic
- Reports
- Books
- Bills of Lading or Waybill Information
- Statistics

Update MECH-1, Mechanical General Rules, Page 6, Rule M5.4 to read as follows:

**M5.4 Cellular Phones, Electronic Devices, Games or Reading** (Supersede)

Unless permitted by the railroad, employees on duty must not:

Play Games

Use electronic devices not related to their duties. The use of ear buds, head phones, or any Bluetooth communication device is prohibited.

Mechanical Department Employees must not use a personal cellular phone while performing duties in any shop facility. Cellular Phones are not allowed within work areas of the Locomotive Shop, Car Shop or Service Track. Cellular phones are to be stowed in personal lockers, prior to on duty time. It is permissible to use these items during break periods, and only in this area. They must be stowed before resuming duty.

Mechanical Department Employees performing duties in the train yard may use cellular phones for minimal voice communication when:

- When employees are in a place of safety and discontinue all work activities
- When it will not interfere, or distract them from safety or the performance of duties

Foreman are permitted to use phones only for work related calls, and then only when such use can be performed safely.

**BRC Timetable and Special instructions #6, Effective June 19, 2017**

Physical Characteristics:

New Information: **Page 21** in Timetable #6

ITEM 4 – CLEARING YARD SPECIAL INSTRUCTIONS (Addition to Page 21)

2. Operating Characteristics – OTHER THAN MAIN TRACK(S):

**DIESEL SHOP LIMITS (NEW)**

Diesel Shop limits now extend west on the North Thoroughfare from West End of 412 Pocket Switch to a point approximately 360’ west of the switch to allow access to the Store House Lead. A sign is in place denoting the new west limits

ITEM 5 – SYSTEM SPECIAL INSTRUCTIONS (Page 49)

Update GCOR 7.6 to read as follows:

**GCOR 7.6 Securing Cars or Engines (SUPERSEDE)**

**Replace Grade Securement Chart-Chart A,**

**Timetable and Special Instructions #6, Page 49, with the following:**

<b>Grade Securement Chart- Chart A</b>						
<b>Tons</b>	<b>Grade</b>					
	<b>"0"</b>	<b>&gt; 0.25</b>	<b>&gt; 0.50</b>	<b>&gt; 0.75</b>	<b>&gt; 1.00</b>	<b>&gt; 1.25</b>
≤ 1000	3	3	3	3	3	3
1000+	3	3	3	3	5	6
2000+	3	3	5	5	6	8
3000+	3	5	5	7	8	10
4000+	4	5	5	8	10	13
5000+	5	6	7	9	12	15
6000+	5	7	8	11	14	18
7000+	5	7	9	13	16	21
8000+	5	8	10	14	18	23
9000+	5	9	12	15	20	25
10000+	6	10	13	17	22	28
11000+	6	11	15	18	24	30
12000+	7	14	16	20	26	33
13000+	8	15	17	22	28	35
14000+	8	15	20	23	30	38

**Replace Grade Securement Chart-Chart B,**

**Timetable and Special Instructions #6, Page 50, with the following:**

<b>Grade Securement Chart – Chart B</b>		
<b>Location</b>	<b>Ruling Grade</b>	<b>Hand Brake Requirements</b>
CLEARING YARD		
CLEARING YARD (Receiving Yard)	N/A	Sufficient, not less than 2*
CLEARING YARD (Departure Yard)	N/A	Sufficient, not less than 2*
CLEARING YARD (Hump Approaches)	N/A	Sufficient, not less than 10*
CLEARING YARD (Other Locations)	N/A	Sufficient
CLEARING YARD (NCID, SCID)	N/A	Sufficient
Argo Industrial Lead	1.40%	Refer to Grade Securement Chart A
KENTON LINE		
CRAGIN to 14 <sup>TH</sup> STREET	1.20%	Refer to Grade Securement Chart A
14 <sup>TH</sup> STREET to HAWTHORNE	0.50%	Refer to Grade Securement Chart A
HAWTHORNE to 55 <sup>TH</sup> STREET	0.25%	Refer to Grade Securement Chart A
55 <sup>TH</sup> STREET to WESTERN AVENUE	0.25%	Refer to Grade Securement Chart A
WESTERN AVE to BELT JUNCTION	0.75%	Refer to Grade Securement Chart A
BELT JUNCTION to ROCK ISLAND JUNCTION	0.50%	Refer to Grade Securement Chart A
59 <sup>TH</sup> STREET LINE		
55 <sup>TH</sup> STREET to WEST SUB	0.25%	Refer to Grade Securement Chart A
OTHER LOCATIONS		
ROCKWELL STREET YARD	0.25%	Refer to Grade Securement Chart A
THIRD RAIL SIDING	0.50%	Refer to Grade Securement Chart A

**\* Where tracks require a sufficient number of hand brakes, with a minimum number of cars specified, if the minimum number of cars is not present, apply hand brakes to all cars.**

**Test hand brakes, to ensure they are sufficient as required by GCOR Rule 7.5, Testing Hand Brakes.**

**GCOR 7.10 Movement Through Gates or Doorways (Application)**

In the application of GCOR 7.10, any time a door is operated to allow the movement of rail equipment, on-track equipment, or other equipment; the door must be raised to its fully opened position before allowing equipment to pass through it.

Doors must not be left in a partially opened position for the purposes of air flow.

Doors must be either in fully closed or fully open position, except when defective.

H.J. Simon  
Superintendent – Mechanical

Mechanical General Orders in Effect:

<b><u>Year of Issuance</u></b>	<b><u>Numbers</u></b>
<b>2019</b>	<b>004</b>