



THE BELT RAILWAY COMPANY OF CHICAGO

MECHANICAL GENERAL ORDER #2020-002

Effective 0001, April 1, 2020

To: ALL CONCERNED

Subject: 2020, Mechanical Summary General Order

Mechanical General Order 2020-001 is void.

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

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

Replace **Rule 11.4 Hard Hats**, Page 15, with the following:

11.4 Hard Hats (SUPERSEDE)

Hard hats must be worn at all Locomotive, Car and Maintenance of Way facilities, and at work sites and in other designated hard hat areas as specified by department head.

A hard hat is not required in:

- office areas and lunch rooms,
- vehicles or equipment that provide overhead protection against falling objects,
- areas exempted with documentation by the appropriate department head.

Only liners that do not interfere with fit and function of the hard hat may be worn.

Baseball or similar type caps must not be worn under hard hats.

Altering of hard hats or hard hat suspensions are prohibited.

Hard hats must not be worn backwards, unless attachments being used are designed for such use, and suspension is reversed.

Bump caps may be used by Mechanical Department and Signal Department Employees only, and only when the work being performed does not involve overhead lifting.

Exceptions:

Transportation employees are not required to wear hardhats when:

- moving locomotives to or from locomotive service areas,
- spotting cars within car or maintenance of way repair facilities.

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)

11.7.5 Winter Footwear:(NEW):

BRC Mechanical Department and BRC Transportation Department in train and engine service employees are required to wear approved winter footwear whenever snow or ice is present on the ground or forecast to occur during the assigned work shift. Employees subject to this rule are required to have approved studded overshoes readily available for use when weather conditions require. Two types of winter footwear are approved for use while performing train, yard and engine service:

- LaCrosse Two Buckle Overshoe, Item 00367130
- LaCrosse Four Buckle Overshoe, Item 00367190

Information regarding the procurement or replacement of winter boots can be obtained from the Chief Clerk, Transportation or the Field Team Leaders (Transportation) or the Mechanical Department Foremen (Mechanical).

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 our employees to fulfill their employment obligations so that we are able to meet the business obligations we have made to our customers. Attendance that is not regular and reliable directly impacts our operations and jeopardizes the prospects of profitability and continued employment. All employees are required to adhere to their prescribed working hours faithfully and are required to work full-time.

An employee will be in violation of BRC 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 management will review employee attendance on a quarterly basis. When, in the assessment of management, attendance is being misused by an employee (*more than two (2) unexcused absences in a calendar quarter*), management 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 management will use reasonableness in addressing these issues. Every effort will be made to identify those employees who have legitimate reasons for their absence.

The appropriate departmental manager 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 is considered unacceptable unless the employee provides timely 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, the reason(s) for the absences, and expected frequency of absences, if any, in the future. A telephone number of the medical care provider must also be included so that the period of absence can be verified. The stated period during which to provide documentation shall not exceed fifteen (15) calendar days. BRC reserves the right to disregard repeatedly incomplete or unsatisfactory documentation. Failure to provide evidence of illness or absence may be treated as an employee being absent under false pretenses. Employees found in violation of falsifying his or her reason(s) for absence may be subject to discipline, up to and including dismissal.

If violation of BRC attendance standards continues, even with medical documentation, an employee may be subject to formal investigation and may be subject to discipline up to and including dismissal. It is the responsibility of ALL BRC employees to fully comply with these standards

It is the employee's responsibility to fully comply with these guidelines. If there are any questions, contact the undersigned.

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
- While driving any company vehicle or operating equipment

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

Update MECH-1, Mechanical General Rules, Page 14, **Rule M7** to read as follows:

M7 – Blue Flag Protection

F. Movement in Engine Service Area (Application)

In the application of **Rule M7, Blue Signal Protection** the following instructions outlines the procedures for applying and removing Blue Signal Protection within the limits of the Mechanical Department Facility-Diesel Shop.

Locomotive Blue Signal Protection

Use of Blue Light:

Whenever Blue Signal Protection is provided within the limits of the Mechanical Facility – Diesel Shop, a blue light must be illuminated at all times in addition to any other requirements.

Application of Protection:

Whenever the term Foreman is used in this instruction, it applies to the Service Track Foreman. The Service Track Foreman is in control of all movements within the limits of the Mechanical Facility – Diesel Shop.

Prior to making a movement, or changing blue signal protection, the Foreman and the Mechanical employee(s) involved must:

Have a Job Briefing that outlines the following items:

- All movements to be made
- Protection provided and displayed
- Protection to be removed, if any
- Employees involved
- Other conditions

Proper Display of Blue Signal Protection

Blue Signal Protection will be provided on all locomotives needing Blue Signal Protection.

Employee placing blue signal protection must obtain a blue signal (light).

All employees in the workgroup are responsible for placing their own personal tags on the blue signal protection displayed in the locomotive.

When an employee does not have a tag, the Foreman will provide a temporary tag, the employee is responsible for ensuring their name is shown on the tag during use.

Adding Additional Workman to a Workgroup

When an additional workman joins a workgroup, do the following:

- Communicate with the Foreman and conduct a job briefing
- The Foreman is responsible for notifying the balance of the work group of the addition of the employee.
- Place individual tags on existing Blue Signal(s) to acknowledge that the employee is in/on, or around the locomotive(s).

When a single workman leaves a workgroup that will remain protected, do the following:

- Remove the Personal ID tags from the Blue Signal Protection that is provided.
- Communicate with the Foreman prior to departure from the workgroup.
- Foreman will notify the workgroup that the employee is no longer working on the equipment.

Removing Blue Signal Protection

Individual employees are responsible for removing personal ID tags. Do not remove personal ID tags placed on Blue Signal Protection by another employee.

Prior to removing Blue Signal Protection, ensure all employee tags have been removed.

Remove blue signal protection and perform an "All Clear" inspection

"All Clear" inspection involves observation of the following areas:

- Top of locomotive(s)
- Bottom of locomotive(s)

Notify the Foreman by radio that the work group is clear of the equipment, and Blue Signal Protection is no longer required.

H.J. Simon
Superintendent – Mechanical

Mechanical General Orders in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2020	002