

THE BELT RAILWAY COMPANY OF CHICAGO

Office of Engineering

Safety Rule of the Week

****Effective 12:01 a.m. December 12, 2020 through December 18, 2020 at Midnight****

December 11, 2020

SAFETY RULE OF THE WEEK:

SAFETY RULEBOOK SAF-1:

System General Order 2020-008

17.10.3 Lock Out/Tag Out Procedures (ENGR) (ADDITION)

When an employee is working on any 120, 240, or 480-volt equipment connected to a potentially energized circuit, and there is any possibility of a portion of the power feeds becoming energized, LOTO must be used.

To utilize LOTO, do the following:

1. Identify all sources of electrical energy.
2. Notify other employees within the work group of the status of power and the need for LOTO.
3. Shut down affected equipment. Assure circuit breakers and Main Disconnect are off.
4. Isolate affected equipment using available disconnect devices.
5. Apply LOTO protection, utilizing a BRC authorized LOTO Kit (refer to SAF-1 17.10.3)
6. Release any stored energy remaining in the machine.
7. Verify isolation, APPLY METER TO VERIFY THE ABSENCE OF ELECTRICAL CURRENT.
8. Service Equipment. Do not bypass any LOTO protection during the process.
9. Release LOTO upon completion.

When utilizing LOTO with more than one employee, use an LOTO device equipped with multiple locks. Each member of the work group utilizing LOTO must apply their own lock to the multiple lock device.

The pulling of fuse, the powering off of a circuit breaker, or other means of isolation not employing LOTO are not alternatives to following LOTO procedures.

Employee names must be affixed to LOTO tags.

Employees are responsible to maintain the LOTO keys personally, these must not be shared or given to other employees.

Employees may not utilize LOTO tags or keys belonging to another employee.

GENERAL CODE OF OPERATING RULES:

5.11 Engine Identifying Number

Trains will be identified by initials and engine number, adding the direction when required. When an engine consists of more than one unit or when two or more engines are coupled, the number of one unit only will be illuminated as the identifying number. When practical, use the leading unit.

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