

THE BELT RAILWAY COMPANY OF CHICAGO

Office of Engineering

**Safety Rule of the Week**

***\*\*Effective 12:01 a.m. September 4, 2021 through September 10, 2021 at Midnight\*\****

September 3, 2021

**SAFETY RULEBOOK, SAF-1:**

**10.0 Safety Responsibilities**

Safety is the most important element in performing duties.

Employees must:

- Be responsible for their personal safety and accountable for their behavior as a condition of continued employment.
- Take every precaution to prevent injury to themselves, other employees, and the public.
- When anyone is injured, do everything possible to care for them.
- Comply with all rules, policies, verbal warnings, placards, and current instructions.
- Report, correct, or protect any unsafe condition or practice.
- Be aware of their surroundings and maintain situational awareness to avoid risks associated with required tasks.
- Use good judgment when assessing the safety of all tasks to avoid injury or damage to equipment. In case of doubt or uncertainty, employees must take the safe course.
- Warn others of all unsafe work practices and conditions.
- Promptly tag (where appropriate) and report any defect and hazard and report it to your supervisor.
- Understand that the Belt Railway of Chicago has empowered each employee to work safely and risk free.
- Employees of one department whose duties are connected with, or who may find themselves under the supervision of another department, must provide themselves with a copy of the applicable safety rules, and any revision from both departments, and assure compliance with them.
- Immediately report all injuries occurring while on duty or on company property to a supervisor.
- Report all personal injuries that occur off duty that will in any way affect the employee's performance must be reported as soon as possible before reporting for duty.
- Past practices that do not conform to the rules, or place an employee at risk, are unacceptable. Continuation of unsafe practices, which endangers an employee or others, may subject the employee to disciplinary proceedings.
- When equipment is involved in a personal injury, loss of life, or damage to property, the employee in charge must immediately secure the equipment and the area.

**GENERAL CODE OF OPERATING RULES:**

**1.0 General Responsibilities**

**1.2 Personal Injuries and Accidents**

**1.2.3 Equipment Inspection**

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The equipment inspected must be marked for identification and placed in custody of the responsible manager or employee until the claims department is contacted and determines disposition.

**SCOTT SCHIEMANN, Chief Engineer**

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