

# Safety Rules

## Revision Page

Employee signature and date are required as acknowledgement of inserted revision page(s).

The following revisions are in effect June 25, 2017 at 0001 hours

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### **GS-26. Using Chairs**

Never use a chair as a step stool or ladder.

#### **A. Inspecting a Chair**

Before sitting in a chair make certain that the chair:

- Is free from obvious defects.
- Is stable and supported by all legs.
- Has at a minimum a seat and seatback firmly attached to the base or frame.

#### **B. Using a Chair**

While using a chair:

- When sitting down, lower yourself into the chair in a slow, controlled manner holding the chair in place to prevent it from moving.
- Keep all chair legs or casters on the floor at all times.
- Do not put your feet above the level of the seat.
- Do not lean out beyond the area covered by the legs.
- When exiting a chair, rise in a slow, controlled manner. Use the armrest or seat to push off, if necessary.
- Where appropriate, push the chair under the desk or table so that it does not obstruct walkways or present a tripping hazard.

### **GS-27. Reporting Highway Crossing Malfunctions**

Highway crossing warning devices observed to not be operating properly must be reported to the proper authority as soon as possible. Employees who routinely communicate with the Rail Traffic Controller and possess voice radios should report crossing warning system malfunctions to the Buckingham Branch Control Center (BBCC): 866-244-4529. This number is included on the emergency notification sign that is in place at every road crossing on BBRR. This sign also contains identification information for the crossing that can greatly assist in taking the appropriate action in the event of a malfunction crossing warning device.

### **GS-28. Omitted**

### **GS-29. Omitted**

### **GS-30. Omitted**

### **GS-31. Lantern Batteries**

When transporting or storing lantern batteries, precautions must be taken to prevent the battery terminals from being short-circuited.

- Insulating caps must be utilized over the terminals when the batteries are not in a lantern or other device.
- If insulating caps are not available, battery terminals must be protected to prevent short-circuits.
- Never place a battery in a grip or other means of storage with metal object.

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**GS-32. Arc Flash and Electrocutation Hazard Personal Protective Equipment.**

Employees performing electrical repairs must comply with the arc flash label instructions posted on the electric panel. If no instructions are posted, employees must take the following precautions:

- A.** When working in energized service panels feeding electrical equipment; on or near exposed, energized 120 or 240 volt components or circuits, employees must wear:
  - 1. Hard hat, approved safety glasses with side shields, and safety toe shoes.
  - 2. Rubber insulating gloves, 500V Class 00 minimum rating with leather protectors.
  
- B.** Working in or troubleshooting in switch heater panels, panel boards, switchboards, disconnect switches, motor control centers or other panels, within 4 feet of exposed, energized 480V components or circuits, employees must wear:
  - 1. Hard hat, approved safety glasses with side shields, and safety-toed shoes.
  - 2. Category 2 flame resistant coveralls.
  - 3. Arc Flash rated face shield.
  - 4. Rubber insulating gloves, 500V Class 00 minimum rating with leather protectors.
  - 5. Hearing protection (ear inserts).
  
- C.** Connecting or disconnecting/inserting or removing/racking-in or racking-out circuit breakers or motor starters within 4 feet of energized 480V equipment, employees must wear:
  - 1. Hard hat, approved safety glasses with side shields, and safety-toed shoes.
  - 2. Category 4 flame resistant coat, leggings, and arc flash hood.
  - 3. Rubber insulating gloves, 500V Class 00 minimum with leather protectors.
  - 4. Hearing protection (ear inserts).
  
- D.** Working within 12 feet of high voltage power lines (751V and above), employees must wear:
  - 1. Hard hat, approved safety glasses with side shields, and safety-toed shoes.
  - 2. Category 4 flame resistant coat, leggings, and arc flash hood.
  - 3. Rubber insulated gloves, 17,000V Class 2 minimum with leather protectors.
  - 4. Hearing protection (ear inserts).



Section 1  
General Safety Rules

**GS-33 Operating Motor Vehicles**

In addition to following all federal, state, and local laws, employees operating motor vehicles must comply with the following:

- A.** Company vehicles must be inspected for a properly maintained back up alarm, fire extinguisher, and a first-aid kit if equipped.
- B.** Employees operating commercial vehicles (CDL required) must complete all required pre-trip inspections.
- C.** When parking, avoid situations and areas requiring backing movements upon exit:
  - 1. If unable to avoid such situations, vehicles are to be backed into parking spaces.
  - 2. When backing, inspect areas to the rear to verify that no personnel or obstructions are in the path of movement.
  - 3. If two or more people are occupying the motor vehicle, the operator is to designate one person to guide backing movement from a position of safety on the ground.
- D.** Apply the parking brake to a stationary vehicle if the engine must be left running in order to accomplish its intended task.
- E.** Use of an electronic device for other than hand-free voice communication is prohibited while operating a motor vehicle.
- F.** Vehicle passenger compartments must be kept in an orderly condition and free of loose items.

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