

General Safety Rules

GS-1. Safety Responsibilities

All employees governed by these rules, must ensure that:

- A copy of the CSX Safeway is accessible while on duty.
- Behavior in the workplace is civil and courteous.
- Local, state and federal laws and regulations that relate to job tasks are observed.
- Work areas and environment are clean, orderly and protected from controllable hazards.

GS-2. Substance Abuse

Employees reporting for duty, on duty, on CSXT property or occupying facilities provided by CSXT are prohibited from having in their possession, using, or being under the influence of alcoholic beverages or intoxicants.

Employees shall neither report for duty nor perform service while under the influence of, nor use while on duty or on CSXT property, any drug, medication, or other substance, including prescribed medication that will in any way adversely affect the employees' alertness, coordination, reaction, response or safety.

The illegal use and/or possession of a drug, narcotic or other substance that affects alertness, coordination, reaction, response or safety is prohibited while on or off duty.

GS-3. Job Briefing

Effective job briefings at the beginning of and throughout our workday make us more aware of our surroundings and better prepared to recognize and avoid potential hazards. Remain alert for anything out of the ordinary that occurs during your shift and report any suspicious activity to your immediate supervisor, yardmaster or dispatcher immediately. If they are not available, report the condition or activity directly to the Public Safety Coordination Center at 1-800-232-0144.

A. When to Conduct a Job Briefing

Conduct a job briefing:

- Before beginning a work activity.
- When work activity or work conditions change.
- When another person joins the crew.
- When required to handle a hand operated main track switch in non-signaled territory.

B. Conducting a Job Briefing

When conducting a job briefing:

- Discuss the sequence of job steps.
- Identify, eliminate, contain, or communicate all potential hazards related to the job.
- Inspect tools and equipment before use.
- Identify proper PPE for the job task.
- Ensure understanding of the planned sequence of events.
- Follow up to ensure compliance with safe work practices.

GS-4. Warning other Employees

Warn co-workers of unsafe acts and hazards.

GS-5. Reporting Injuries or incidents

A. On Duty Injuries

Any employee experiencing an on-duty injury must report the injury to a supervisor at the time of the occurrence prior to leaving the property on the day of the occurrence so that prompt medical treatment may be provided. A form PI-1A must be completed by the employee reporting the injury.

(Exception: An employee departing the property to obtain urgent medical attention for a serious injury must report the injury to a supervisor and complete the form PI-1A as soon as practicable.)

B. Medical Attention

Employees must immediately notify their supervisor of the decision to seek medical attention as a result of any on-duty injury. This requirement is intended to facilitate work coverage and timely regulatory reporting.

C. Off Duty Injuries

Employees who sustain an off-duty injury that will in any way affect performance of their duties must report the injury to their supervisor prior to reporting for duty.

D. Information concerning injuries

Employees with knowledge or information concerning an injury or accident to themselves, another or non-employee must report the information to their supervisor at the time of the occurrence so that emergency assistance and proper medical care can be promptly provided.

E. All incidents

Employees must immediately report to the train dispatcher or supervisor all incidents involving equipment and any other incident involving loss or damage to CSX property

GS-6. Personal Protective Equipment, Clothing, and Jewelry

Obtain, be familiar with, and wear approved and properly fitted personal protective equipment and clothing required for your job classification and/or work environment. Keep the equipment in good working condition and available for immediate use. Do not alter or otherwise tamper with personal protective equipment. (Specific departmental PPE requirements can be found under the Departmental Safety Rules.)

A. Complying with Specific Requirements

When you are required to enter an area or facility that has personal protective equipment requirements that are in addition to those contained in this rule, comply with those requirements as well as these.

B. Clothing

Do not wear loose-fitting clothing that could become entangled in equipment or could be a tripping hazard.

1. Shirts

Wear a shirt that:

- provides protection from sun, insects, abrasions, and/or scratches.
- has at least one-quarter length sleeves.
- covers the chest, abdomen and back.

2. Trousers

When working outside an office environment, wear trousers that cover your entire lower body and legs. Shorts are prohibited when on-duty.

C. Wearing Jewelry

Do not wear:

- Finger rings outside an office environment.
- Jewelry that could become entangled in equipment.
- Mouth and tongue jewelry.
- Metal objects; including finger rings and/or watchbands when repairing or maintaining electrical equipment.

D. High Visibility Apparel

Wear CSX approved high visibility apparel within 25 feet of a track.

Except:

- ***When riding in enclosed equipment or vehicles.***
- ***When working in a shop or locomotive servicing facility designated by blue flag protection.***
- ***Engineering employees working underneath properly secured and protected roadway equipment.***
- ***When working in designated passenger loading/unloading areas***

High visibility apparel must be worn as a top layer of clothing. Employees engaged in cutting, burning or welding outside of a shop environment must wear CSX approved, flame resistant, high visibility apparel.

GS-7. Operating Tools, Equipment, Doors, and Windows by Hand

When operating tools, equipment, doors and windows by hand:

- Use only tools and equipment you are qualified to use.
- Do not use excessive force.
- Inspect all tools and equipment and related safety devices for unsafe conditions before use, removing from service if defective.
- Use the proper tools for the purpose designed, unauthorized modifications are prohibited.
- Avoid placing any part of your hand or body where it can be pinched.
- Use the door handles or other opening/closing devices where provided.
- Make certain that the sliding door on a freight car is properly tracked before attempting to operate it.

GS-8. Slip, Trip and Fall Prevention

Constant awareness and concentration are your best protection against slip, trip, and fall hazards. Local conditions can change at any time and you must remain alert and mindful of your surroundings. Use designated walkways, handholds and railings when available. Always choose routes that afford the safest walking conditions and be in a position to have a clear view of where you are walking. During times of poor weather or other unusual conditions, approved and appropriate personal protective equipment must be used.

GS-9. Avoiding Human Remains, Blood, or other Fluids

After any accident or incident where human remains, blood, or other fluids are observed on company equipment or property:

A. Avoidance and Notification

- Do not attempt to remove or clean this matter; it is not your responsibility.
- Promptly notify your supervisor, train dispatcher or yardmaster so that appropriate action can be taken to perform any necessary cleaning of equipment as soon as possible.

If you should come in contact with human remains, blood, or other fluids, immediately wash the contact area then report to the nearest medical facility for further examination.

B. Sharps and Needles

Only designated CSX Transportation Medical and Occupational Health Employees are authorized to use needles and sharps for occupational purposes. CSX Transportation employees who utilize needles or sharps for medical purposes (i.e. diabetics) are responsible for the safe disposal of those needles or sharps. CSX Transportation employees who utilize needles or sharps for medical reasons must follow these guidelines for proper disposal:

- Recap your hypodermic syringe or lancet after use.
- Store your new and used syringes or lancets in a hard, closed casing marked with the word "biohazard" and/or labeled with a biohazard label.
- Dispose of the hypodermic syringe or lancet off CSX Transportation property in an appropriate manner.

Syringes or lancets are not to be discarded on CSX Transportation Property. All CSX Transportation employees should report inappropriate disposal to their supervisor. If you encounter needles or sharps on CSX property:

- It is not your responsibility to dispose of these needles or sharps.
- Do not attempt to dispose of, or otherwise handle these needles or sharps.
- Promptly notify the proper authority so that appropriate action can be taken to safely remove any needles or sharps as soon as possible.

GS-10. On or About Tracks

When working on or about tracks:

- Apply the appropriate protection (3 –Step, Roadway Worker, Blue Signal, etc.) for your job classification where required.
- Be alert for and keep clear of the movement of cars, locomotives, or equipment at any time, in either direction, on any track.
- Do not cross within 25 feet of the end of standing cars, equipment, or locomotives, except when proper protection is provided.
- Stand at least:
 - 30 feet or more from a switch or derail associated with the route of passing equipment, when practical.
 - 10 feet or more from a switch or derail being traversed by equipment during switching operations when practical.
- Stop and look in both directions before making any of the following movements:
 - Fouling or crossing a track.
 - Moving from under or between equipment.
 - Getting on or off equipment.
 - Operating a switch.
- You may cross more than one track without stopping at each track if you determine it is safe to do so.

- Except for an Engineering Employee performing repairs, do not step or sit on any part of:
 - a rail
 - a switch or switch machine
 - a frog
 - a derail
 - an interlocking machine or its connections
 - a retarder
 - a defect detector.

- Never take shelter under any car, equipment, or locomotive.
- Do not use push poles to move locomotives or cars.

GS-11. Getting On or Off Moving Equipment

Getting on or off moving equipment is prohibited, except in emergency.

GS-12. Getting On or Off Equipment

A. Getting on or off equipment:

- Before getting on equipment, scan the area of the equipment you will get on to make certain that it is free of hazards.
- Before getting off equipment, stop at the bottom step or ladder rung to observe where you are going to place your feet.
- Dismount equipment in an area that provides solid footing and does not have any object or condition that would cause you to stumble or fall.
- Always face the equipment.
- Maintain three points of contact (two hands and one foot or one hand and two feet).
- Maintain a handhold until your feet are firmly positioned.
- Keep clear of adjacent tracks.
- Make certain to mount or dismount on the off side away from any:
 - live track
 - main track
 - close clearance
 - hazards that may be present

B. Using Car Ladders

- When it is necessary to use a car's ladder, use the side ladder to the extent possible.
- When using a car's ladder, improve your footing by turning your feet at an angle and place the ball of your foot on the ladder's rungs braced against the ladder's side rails.

GS-13. Riding Equipment

A. Riding on Equipment

When riding on equipment:

- Face the direction of the movement.
- Be prepared at all times for unexpected movements and slack action.
- Keep secure hand holds and footing at all times.
- **Do not ride the side of a car unless equipped with a horizontal grab iron at least 12 inches above the floor of the car, or two vertical grab irons, located in a position that allows an employee to stand upright on the step.**
- Do not ride the end of cars being shoved, nor on the end platform between coupled cars, unless the car is equipped with a riding platform that has a safety rail positioned between you and the end of the equipment.
- Ride the side of, not between, cars. It is permissible to ride the trailing end of a cut of cars equipped with an end platform.
- Do not ride on the coupler (drawhead), cut lever, or cushion underframe device. Be aware of where you are and alert to what is going on around you.
- Do not ride on the bottom step when going over highway crossing at grade.
- Stay off locomotive walkways at speeds greater than 15 miles per hour.
- When practical, move away from the side of equipment that is adjacent to a main track or siding that has equipment on it.
- Ride in seats that are permanently installed and approved by the manufacturer.
- **Never place your hands, arms, or legs inside equipment with shiftable loads or near the end gates of a "drop end" gondola.**
- **On flat cars, hold onto available grab irons and not the bridge plates or container brackets.**
- **On tank cars, do not ride the middle ladder.**

B. Riding in Equipment

When riding in equipment:

- Unless other duties require, remain seated.
- When necessary to move around in equipment, maintain stability and a firm hand hold on available grab irons or on other permanently attached objects and maintain firm, braced footing, with at least three points of contact.
- Wear seat belts when riding in equipment that is equipped with them.

C. Crossing Over

Do not cross over any equipment that is not equipped with sufficient hand holds and locations to place your feet to permit you to maintain three points of contact (two hands and one foot or one foot and two hands).

1. When crossing over:

- Make certain that the equipment is stationary and secure.
- Secure the appropriate protection, (3-Step, Roadway Worker, Blue Signal, etc.)
- Do not step on:
 - One brake platform to another.
 - A cut lever.
 - An angle cock.
 - A coupler.
 - A component of a cushion underframe system.
 - A sliding center sill.

GS-14. Close Clearances

- When riding on equipment, stop the movement and dismount before reaching a close clearance.
- Always be aware of close clearance locations and include that information in job briefings and work plans.

GS-15. Adjusting a Coupler

When adjusting a coupler secure the appropriate protection (3-Step, Roadway Worker, Blue Signal, etc.).

- Do not use excessive force or kick the coupler.
- If you determine that excessive force would be necessary to move the coupler, use a knuckle-mate device, coupler alignment strap, or get help from another employee.

GS-16. Operating Hand Brakes

When operating a hand brake on standing equipment, secure the appropriate protection (3-Step, Roadway Worker, Blue Signal, etc.) when necessary.

A. Before Operating a Hand Brake:

- Observe the type and condition of the hand brake, including the brake wheel or lever and chains.
- Do not use any part of a hand brake as a handhold.
- Do not operate, and report the defect to the proper authority immediately, any hand brake that is difficult to operate, defective, damaged or does not function properly.
- Keep your hands, arms, other body parts and clothing clear of moving parts.

B. Operating a Vertical-Wheel Hand Brake:

Unless you are using a brake stick, do not apply a vertical-wheel hand brake mounted on the end of a car while standing on the ground.

When operating a vertical hand brake;

- On locomotives, stand on the walkway and place one hand on the handrail or against a flat surface of the locomotive.
- On cars, hold firmly with left hand to a grab iron, ladder rung or hand hold.
- On cars with brake platforms, place right foot on the brake platform and place left foot on the far end of the ladder rung, firmly braced against its side rail.
- On cars without a brake platform, stand on the sill step.

C. Operating a Ratchet-type Hand Brake

Inspect the lever stop on the hand brake housing before attempting to apply or release the hand brake. If the lever stop is missing, do not operate the hand brake and report the defect to the proper authority immediately.

When operating a ratchet-type hand brake:

- On locomotives, stand on the walkway and hold on the walkway railing with one hand.
- On cars, ensure the area where you are standing provides stable footing and face the car.
- On cars, use one hand to operate the hand brake and place your other hand firmly against the car.

D. Operating Horizontal (Staff) Hand Brakes on Moving Cars

- Do not operate a hand brake with a drop-shaft while the car is moving
- Do not hold tension on a horizontal hand brake by hand while the car is moving.

GS-17. Use of Brake Sticks

Use a company-approved brake stick only on vertical wheel hand brakes, to open a knuckle, to operate retainer valves that are on standing equipment, or remove track skates from the rail and complying with the appropriate protection (3-Step, Roadway Worker, Blue Signal, etc.) when necessary.

GS-18. Operating Track Switches and Derails

A. Switches and Derails that are Difficult to Operate

If you discover a switch or derail that requires an unusually high level of effort to operate:

- Do not operate the switch or derail.
- Immediately apply a switch or derail bad order tag.
- Report that switch or derail promptly to the proper authority immediately.

B. Taking Necessary Precautions

Always remember that a switch lever may be under tension. Make certain that the lever of a switch does not fly up or swing around and hit you when you release it from its latch or keeper.

Before operating a switch or derail:

- Identify the type of switch or derail to be operated.
- Make certain that the device is not locked (including a switch point lock), spiked, or tagged out of service.
- Make certain that there is nothing in the points of the switch or derail that will interfere with its operation.
- Look in both directions for moving equipment.
- Make certain that no obstructions will interfere with operating the switch.

C. Removing Foreign Material from Switch Points

To remove foreign material from between the points and the stock rail, use a broom, stick, or similar device to remove the object. Do not use your hands or feet to remove foreign material from between switch points.

D. Operating a Switch or Derail

When operating a switch or derail:

- Face the device squarely.
- Keep foot firmly braced.
- Grasp handle with both hands.
- Do not use your feet for any purpose other than to operate the keeper or to apply the final downward pressure to the switch lever to latch it.
- Keep your body, hands, and feet clear of all moving parts.

GS-19. Handling Track Skates

When handling a track skate, comply with the following:

- Before applying or removing a track skate, look in both directions and listen for moving equipment.
- Use good lifting principles and always use the track skate handle.
- Wait until all movement has stopped before attempting to move a track skate.
- If a track skate is difficult to remove, obtain help or report it to the proper authority immediately.
- Place the removed track skate parallel to and against the rail to avoid creating a tripping hazard.

GS-20. Handling Air Hoses

Before handling air hoses, secure the appropriate protection (3-step, Roadway Protection, Blue Signal, etc.) when required.

When working with air hoses:

- Be aware of end platforms, brake steps, and other potential hazards.
- Assume a balanced stance that will enable you to quickly step out from between the equipment in the event of an unexpected movement.
- Keep one foot outside the rail, if possible.
- Make certain that both anglecocks are in the CLOSED position before making any adjustments to the air hoses.
- Do not extend over the top or under the draw head to operate an anglecock.
- Protect your eyes by turning your head away from the glad hands when air hoses are being uncoupled.
- Do not kick or strike an air hose.

GS-21. Handling End-of-Train (EOT) Devices

Before installing, removing, or servicing an EOT on equipment, secure the appropriate protection (3-step, Roadway Worker, Blue Signal, etc.) when required.

- When you must move an EOT across a train or cut of cars, get another employee to help you. One employee should place the EOT onto the coupler and the other employee should remove the device to the destination side.
- Do not place an EOT where it could be a tripping hazard. Use EOT racks wherever possible.
- Secure hose to the EOT (if hook is available) when walking.

GS-22. Lifting Objects and Handling Materials

Use good lifting principles when you are required to lift an object.

Good lifting principles are as follows:

- Assume and maintain a stable, balanced posture.
- Make certain that the load can be grasped securely and controlled during transport.
- Keep the load close to your body.
- Keep your upper body as erect as possible and your lower back bowed in.
- Tighten your abdominal muscles and lift/lower with your legs.
- Lift smoothly, don't jerk.
- Never use excessive force.
- Do not twist your body while lifting, transporting, or lowering a load.
- When moving heavy or bulky loads:
 - Use a cart or similar device,
 - Look for ways to reduce the load, or
 - Get help.

GS-23. Handling Materials

When handling materials:

- Inspect any load before lifting/carrying an object. Look for sharp edges and/or projections that could cause injury or prevent the load from being securely grasped. Make certain that the load is stable and will not shift during lifting, transport, or lowering.
- Ensure that walkways are clear of obstructions and free of slip/trip hazards before lifting or carrying.
- When available, use approved material handling and lifting devices to lift and transport loads.
- Do not carry objects or loads that block your view of the walking surface or the travel route.
- If handling materials with assistance, always have a job briefing.

GS-24. Riding in Motor Vehicles

A. Ensuring the Motor Vehicle is Safe

Before riding in or operating a motor vehicle, to the extent possible, inspect the vehicle's equipment and safety devices for unsafe conditions.

If any of the vehicle's equipment or safety devices are unsafe:

- Do not ride in the vehicle.
- Remove the vehicle from service, if it is under your charge.

B. Using Seat Belts

While in moving motor vehicles that are equipped with seat belts, wear the seat belts in the manner intended. Remove any tool belt, RCO Vest, or other equipment that could prohibit the proper use of a seatbelt.

Exception: Seat belt usage is not required in a hi-rail equipped vehicle on the rail.

C. Using Approved Seats

While being transported, only ride in seats that are permanently installed and approved by the manufacturer.

GS-25. Inside an Office Environment

In addition to other rule requirements, comply with the following when you are inside an office environment:

- Keep work areas orderly and free of slip, trip, and fall hazards.
- Keep desk drawers, file drawers, and locker doors closed when not in use.
- To maintain balance, do not overload the top drawers of filing cabinets.
- Clean up spills immediately. If the spill cannot be cleaned up right away, secure the area until the spill can be cleaned.
- Use furniture only for its intended purpose.

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 armrests 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 dispatcher or yardmaster and possess voice radios should report crossing warning system malfunctions to the dispatcher or yardmaster as appropriate. Employees who do not have a voice radio or are unfamiliar with such communications should notify the PSCC at 1-800-232-0144. This number is included on the emergency notification sign that is in place at every road crossing on CSXT. This sign also contains identification information for the crossing that can greatly assist in taking the appropriate action in the event of a malfunctioning crossing warning device.

GS-28. Use of Personal Electronic and Electrical Devices

Railroad operating employees are prohibited from using personal electronic and electrical devices for any function (such as text messaging, gaming and internet browsing) other than voice communication while on duty.

These devices must be turned off (with any ear pieces removed) and stored:

- While on a moving train.
- When a duty requires a railroad operating employee to be on the ground, on or riding rail equipment, or when any other employee is assisting with preparation of the train (brake test).
- When operating on-track equipment that is moving.
- Within dispatcher centers, yardmaster and operator offices.

Note: Personal cellular phones may be used in case of emergencies or for communication redundancy if radio or other communication failure (Operating Rules 408 and 409).

Personal cellular phones may be used for minimal personal voice communication purposes:

- When train or locomotive or on-track equipment is stopped.
- When not engaged in any switching operation or riding equipment.
- When employees are in a place of safety not closer than 25 feet from nearest rail.
- When it will not interfere or distract from safety or performance of duties.

A personal electronic or electrical device that enhances an individual's physical ability to perform their duties such as a hearing aid is not prohibited by this rule.

GS-29. Use of Railroad Provided Electronic and Electrical Devices by Railroad Operating Employees

1. Employees at the Controls of Moving Equipment

An operator at the controls of moving equipment or on-track equipment is prohibited from using railroad provided electronic or electrical devices when:

- At the controls of moving equipment or on-track equipment.
- Engaged in switching operations.
- Riding equipment
- Another employee is assisting in the preparation or repair of a train or OTE.
- Not in a place of safety within 25 feet of nearest rail.
- It will interfere or distract from safety or performance of duties.

Note: This does not apply to operator control units while engaged in remote control operations, or railroad radios.

2. Other Railroad Operating Employees

Other railroad operating employees may use railroad provided electronic and electrical devices in the cab of moving train or on-track equipment only for an authorized business purpose, after having a safety briefing and all personnel on crew agree that it is safe to do so.

Railroad provided electronic or electrical devices are not to be used outside the cab of the locomotive or on-track equipment unless the following conditions are met:

- Train or locomotive or on-track equipment is stopped.
- Not engaged in any switching operation or riding equipment.
- Employees are in a place of safety not closer than 25 feet from nearest rail.
- Will not interfere or distract from safety or performance of duties.
- All members of crew have been briefed that operations are suspended.

Note: Railroad provided cellular phones may be used when radio failure occurs per Operating Rules 408 and 409 (Communication Equipment Failure).

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.

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

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, panelboards, 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-toe 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-toe 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-toe 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)*

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.**

- 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.**
 - a. **If unable to avoid such situations, vehicles are to be backed into parking spaces.**
 - b. **When backing, inspect areas to the rear to verify that no personnel or obstructions are in the path of movement.**
 - c. **If two or more people are occupying the motor vehicle, the operator is to designate one person to guide backing movements 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.