



Denver Transit Operators General Safety Instructions

Revision 3

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INTRODUCTION

GENERAL

These General Safety Instructions apply to all employees of Denver Transit Operators. They replace and supersede all previous versions of this document.

MISSION STATEMENT

Our mission is to provide safe, efficient, and reliable transportation services to our customers by promoting a positive attitude towards safety and applying it to every aspect of our day to day work.

SAFETY STATEMENT

Safety is our first priority.

Our goal is to make Denver Transit Operators free of injuries therefore we will strive to prevent every workplace incident or injury.

We are committed to creating a work place where all employees work safely therefore it is the responsibility of every employee to comply with all safety rules and instructions, to use sound judgment and to always take the safe course.

Safety must always be the most important factor in the performance of our duties.

GENERAL SAFETY INSTRUCTIONS

DEFINITION OF TERMS

3-Point Protection: A type of protection that is applied to a train to ensure that no movement will be made while an employee is fouling the equipment. The Operator must have the Master Controller Key in **Neutral**, Master Controller in **Full Service**, Parking brake **Applied**.

Adjacent Tracks: Two or more tracks with track centers spaced less than 25 feet apart

Blocking Device: Blocking devices prevent the use of signals, switches, appliances or sections of track. They may be applied through the use of pins, pushbuttons, or computer keypads. Blocking devices shall not be considered effective until the appropriate confirmation on the respective model board or control device has verified that the blocking device is operative.

Blue Signal: A blue light (lit or extinguished), blue flag or blue sign displayed: On a train or any piece of equipment, or at hand-operated switches, or on derails, in accordance with the rules governing blue signal protection of workers.

Company: As used in these Instructions, the company refers to the commuter rail system serving the Denver Region, the Denver Transit Operators, also referred to as DRCR or the Railroad.

Controlled Track: Track upon which all movements must be authorized by a Rail Traffic Controller or Operator.

Derail: A track safety device designed to guide a car off the rails at a selected spot as a means of protection against collisions or other accidents.

Effective Locking Device: A locking device that is vandal and tamper resistant and can be unlocked only by the class, craft, or group of employees for whom protection is being provided.

Electronic Devices: Use of an electronic device means use of a mobile telephone or another electronic device to conduct a verbal communication; place or receive a telephone call; send or read an electronic mail message or text message; play a game; navigate the Internet; play, view, or listen to a video; play, view, or listen to a television broadcast; play or listen to a radio broadcast other than a radio broadcast by a railroad; play or listen to music; execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task.

Personal Electronic Device: An electronic device that was not provided by the railroad. A device intended to accommodate a disability, such as a hearing aid, is not covered by this definition.

Exclusive Use of Track: A method of establishing working limits on controlled track in which movement authority is withheld or restricted by the Rail Traffic Controller or Operator, or one or more approaches to the working limits are protected by flagmen.

Flagman: An employee designated to direct or restrict the movement of trains at a point on a track to provide on-track protection for roadway workers. This employee may not perform any other duties.

Foul Time: A method of establishing working limits on a controlled track. Notification is given to the requesting employee by the specific segment of that track during a specific time period and that required blocking devices have been placed on the control console to protect the track that will be fouled. Foul time shall remain in effect until the employee to whom the foul time was issued has reported clear of the track.

Fouling a Track: The location of an individual or equipment in such proximity to a track that the individual or equipment could be struck by a moving train or on-track equipment, or in any case is within 4 feet of the field side of the near running rail.

Inaccessible Track: A method of establishing working limits on non-controlled track by physically preventing entry and movement of trains and equipment.

Individual Train Detection (ITD): A procedure that may be used under strictly defined circumstances by trained and qualified lone workers to provide on-track protection on certain tracks outside working limits.

Interlocking Limits: The tracks between extreme opposing signals of an interlocking.

Hazardous Material: Any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.

Lookout: A lookout is an employee assigned to provide train approach warning to a single employee.

M/W Work Extra: A train that is being operated within working limits in conjunction with roadway maintenance, construction, or repairs, under the direction of a designated Employee in Charge.

Non-Controlled Track: A track not under the control of a Dispatcher

On Track Protection: The state of freedom from the danger of being struck by a moving railroad train or other equipment, provided by operating and safety rules that govern track occupancy by personnel, trains, and on-track equipment.

Pilot: A qualified employee assigned to a train or track car when the Engineer, Conductor, or Track Car Driver is not qualified on the physical characteristics or rules of the railroad or portion of the railroad over which the movement is to be made.

Rules Qualified Employee: An employee who has successfully completed all required training for, has demonstrated proficiency in, and has been authorized to perform the duties of a particular position or function.

Railroad Bridge Worker: An employee of, or contract employee of, a railroad responsible for the construction, inspection, or maintenance of a bridge whose assigned duties, if performed on a bridge, include inspection, testing, maintenance, repair, construction, or reconstruction of the track; bridge structural members; operating mechanisms and water traffic control systems; or signal, communication, or train control systems integral to that bridge.

Restricted Speed: A speed that would permit stopping within one half the range of vision short of a train, obstruction, switch improperly lined, applied derail, any signal requiring a stop and looking out for broken

rail, crossing protection out of order and not exceeding 15 MPH. This restriction applies for the entire movement unless otherwise specified in the rule or instruction that requires Restricted Speed.

Roadway Work Group: Two or more employees working together on a common task. A gang is a roadway work group.

Roadway Worker: An employee of, or an employee of a contractor to Denver Transit Operators, whose duties include inspection, construction, maintenance, or repair of track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities, or roadway maintenance machinery on or near track with the potential of fouling a track, and employees responsible for on-track protection.

Sharps: Any contaminated objects that can penetrate the skin, including, but not limited to: needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Track Barricade: A designated sign or obstruction fastened to a track that prevents access to that track.

Track Car: Specialized equipment other than trains, including highway rail vehicles, operated on-track for inspection or maintenance purposes.

Track Centers: The distance from the centerline of one track to the centerline of an adjacent track.

Warning Tag (RW-2): Tag used to indicate that equipment is out of service and should not be operated.

Watchman (Train Approach Warning): Employees assigned to warn other employees of the approach of trains, engines, or other equipment to permit the employees to safely clear the track before the train, engine, or equipment reached the work site.

Working Limits: A segment of track within definite limits, established by DRCR Operating Rules, upon which trains and engines may move only as authorized by the Employee in Charge having control of the track within the working limits.

RULE 50 - SAFETY ESSENTIALS

50-A In case of doubt or uncertainty, stop work and request clarification from your supervisor.

50-B Denver Transit Operators is committed to making safety the first priority in everything we do. The following safety essentials support this commitment and compliance with them is a condition of employment with Denver Transit Operators.

50-C Prepare to do every job safely. If you are the employee in charge, conduct a Job Safety Briefing at the start of each job and at other times as required by rule or circumstance.

50-D Always wear the personal protective equipment required for your task and for the area in which you are working.

50-E Keep work areas, facilities, vehicles and equipment clean, orderly and free of unprotected hazards.

50-F Take the proper precautions to protect against hazardous energy and hazardous substances.

50-G Do not possess, use, or be under the influence of intoxicants or controlled substances.

50-H Expect and protect against the movement of trains, engines, track cars or other equipment at any time, on any track, from either direction.

50-I Before and during use, inspect tools and equipment for hazardous defects. If you find defects, ensure they are repaired or removed from service.

50-J Be properly rested, alert and attentive and refrain from activities that distract from safe job performance when on duty.

50-K Immediately report all injuries and occupational illnesses so they can be properly investigated to prevent recurrence.

RULE 51 - SAFETY RESPONSIBILITIES OF EMPLOYEES

51-A Working safely

51-A(1) Working safely is a condition of employment.

51-A(2) Always follow these basic safety instructions:

- Comply with all company safety rules, procedures, instructions and warnings including verbal warnings, warning signs, posted instructions and placards identifying restricted areas, safety and health precautions or potential hazards.
- Warn coworkers of unsafe practices or hazardous conditions.
- While performing service, employees are prohibited from sleeping or assuming the attitude of sleep.
- Plan your work and take enough time to perform tasks safely.
- Perform tasks only when authorized and capable to perform them.
- Do not perform a task alone that can only be performed safely with assistance.
- Do not engage in activities that may adversely affect safety including horseplay, practical jokes and harassment.
- Do not engage in an unauthorized act that defeats the purpose of a safety device.

51-B Supervisor's Responsibilities

51-B(1) If you are a supervisor, you are responsible for the safety of the employees under your jurisdiction.

51-B(2) As such you must:

- Ensure that employees work in a safe manner consistent with all company safety rules, instructions, training practices, policies and procedures.
- Routinely observe, instruct and, if necessary, correct employees to ensure that they comply with all safe work practices.
- Warn employees of unusual hazards. Personally and continuously supervise work involving unusual hazards.
- Instruct employees new to your workgroup, job, facility, or area about potential hazards and safe work practices.
- Ensure that all reports of unusual occurrences including personal injuries are properly recorded and investigated.

51-C Reporting Incidents and Unusual Occurrences

51-C(1) Employees must immediately report all incidents and unusual occurrences arising from railroad operations or affecting railroad property that involve personal injury, property damage or any threat to personal safety or to the safe and efficient operation of the railroad. This includes but is not limited to:

- Collisions
- Derailments
- Rail-highway grade crossing accidents
- Theft, vandalism
- Vehicle accidents
- Fires
- Defects to track, bridges, signals, electric traction systems or rolling stock.

51-C(2) Employees must notify their supervisors of incidents and occurrences as soon as possible, depending on the urgency of the circumstances. Immediately report incidents that may affect the safe operation of the railroad or that require emergency response to the Operation Control Center Train Dispatcher.

51-D Reporting and Investigation of Employee and Non-Employee Injuries

51-D(1) Employees must immediately report any injury that they incur while on duty or on company property or as a result of railroad operations to a supervisor or other designated authority.

51-D(2) Employees must immediately report injuries to customers, contractors, trespassers or other non-employees that occur on company property or arise from railroad operations.

51-D(3) If you sustain an injury while off duty that affects your ability to perform your duties you must report it to your supervisor immediately.

51-E Information Disclosure

51-E(1) When asked to provide information regarding incidents, accidents, personal injuries, rule violations or other unusual occurrences, employees must disclose all relevant facts to those authorized to receive the information.

51-E(2) They must provide truthful accounts and must not withhold information. However, some information is confidential and cannot be disclosed to some parties. When disclosing information, follow these guidelines:

Information	People Authorized to Receive Information
Information concerning accidents or personal injuries that occur to non-employees	Authorized railroad representative Officer of the law.
Facts concerning injury or death of an employee	The injured employee Immediate relative of the injured or deceased employee Authorized railroad representative. Officer of the law.
Information in files or other privileged or confidential railroad reports concerning accidents or personal injuries	Authorized railroad representative.

NOTE: You may disclose information when authorized by the proper manager.

51-F Job Safety Briefings

51-F(1) A Job Safety Briefing is a key safety planning tool that is essential to getting the job done right the first time without injury or damage and in a manner consistent with Denver Transit Operators standards. A Job Safety Briefing ensures that each team member is alert and focused, knows what the job is and how it will be accomplished safely. To be effective the briefing should be a two-way communication that gives the team a chance to discuss the job and any safety concerns or suggestions they may have.

51-F(2) If you are an employee in charge, follow these guidelines when conducting a Job Safety Briefing:

- Require that all individuals involved in the task attend the briefing.
- Conduct the briefing at the beginning of the job and at any time during the job as conditions change, new tasks are started or there are unanticipated developments that could affect the safe performance of the work.
- Hold the briefing at the work site, in the locker room or wherever the whole crew can gather and hold a discussion.

51-F(2) Be sure to cover the following items in the Job Safety Briefing:

- A statement of the job and the basic job steps
- Assignment of tasks and responsibilities
- Existing and potential hazards
- Required tools, equipment, and materials
- Necessary safeguards and procedures
- Special conditions to watch for
- When to stop and re-brief
- Feedback and questions

- If the job is complex, brief it in portions and be alert to changes in job conditions that require a re-briefing.
- Follow up to ensure that each person performs their responsibilities and that the job proceeds as planned.

51-G Drugs and Alcohol

51-G(1) Using or possessing alcoholic beverages while on duty or on company property is prohibited.

51-G(2) You must not have any measurable alcohol on your breath or in your bodily fluids when reporting for duty, while on duty or while on company property.

51-G(3) The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medications that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed and submitted to the Human Resources Department for review.

51-G(4) You must not have any prohibited substances in your bodily fluids when reporting for duty, while on duty, or while on company property.

51-H Medical Conditions

51-H(1) Employees are responsible to ensure that any personal medical conditions do not interfere with their ability to safely perform their duties.

51-H(2) Employees with medical conditions that may adversely affect their ability to work safely (such as uncontrolled diabetes, high blood pressure, sleep disorders including apnea, visual impairment, hearing impairment, etc.) must inform their medical practitioner of the nature of their job duties. The medical provider must determine that any prescribed treatment including medication will not impair the employee from safely performing their duties.

51-H(3) Employees must notify their physician or their medical provider if a prescribed treatment or medication is affecting their ability to work safely.

51-I Empowered with the Right to Challenge a Directive

51-I(1) An employee governed by, the Operating Rules has the right to challenge, in good faith, any directive that would violate a Denver Transit Operators rule or cause an unsafe situation in the following areas:

- Operating Rules
- Employee Timetable
- Airbrake and Train Handling Instructions
- General Safety Instructions
- Container of Current Rail Operating Conditions
- General/Bulletin Orders
- Operation/General Notices
- Roadway Worker Protection Manual

51-I(2) Once a challenge is made in good faith, the employee has the right to refuse to act on the directive until the challenge is resolved. During this time, the following events may occur:

- The challenging employee may be directed to perform other tasks unrelated to the challenge.
- Another qualified employee may perform the challenged task, once this employee is informed of the challenge and does not also make a good faith determination that the task would violate a rule.

51-I(3) Employee Responsibility

- An employee shall immediately inform the supervisor whenever he makes a good faith determination that he has been directed to violate a rule.
- An employee may only challenge a rule on which he is qualified.

51-I(4) Challenge Procedure

- An employee invoking a challenge must proceed in the following manner:
 - Inform the supervisor who has issued the directive that complying with the instruction would violate one or more rules or instructions. The employee should identify the rule or instruction
 - Inform the supervisor of all pertinent conditions involved to ensure that he is aware of the basis of the challenge
 - If the employee making the challenge is working with one or more other employees there must be a job safety briefing with all employees and the supervisor to review the above conditions.

51-I(5) The challenge may be resolved without a second supervisor review by one of the following:

- A supervisor's acceptance of the challenge
- The challenging employee accepts the directive
- A compromise solution acceptable to both parties is reached
 - In any of the solutions above, there will be another job safety briefing

51-I(6) Procedure When Being Ordered to Comply with a Directive

- The challenging employee(s) must request a second review by another supervisor.
- The following is a list of supervisors responsible for conducting a second review of a challenge:

Operations

- Chief Transportation Officer
- Transportation Manager
- OCC Manager
- Deputy OCC Manager
- OCC Supervisor
- Operating Rules Specialist
- Transportation Supervisor

Vehicle Maintenance

- Chief Mechanical Officer
- Deputy Chief Mechanical Officer
- Vehicle Maintenance Instructor
- Vehicle Maintenance Supervisor
- Warehouse manager

Engineering

- Chief Engineer
- Deputy Chief Engineer
- Traction Power Supervisor
- Signals Manager
- Signal Supervisor
- IT and Communications Manager
- Track and Facility Maintenance Manager
- Track Supervisor
- Facility Supervisor

Note - Personnel in the jobs listed above are listed by name in Timetable Appendix 2 with contact information listed in Timetable Appendix 3

- The second reviewing officer must not be the supervisor who issued the challenged directive or that person's subordinate.
- A supervisor may only issue a directive or be a reviewing officer on rules on which he is qualified.
- The second reviewing supervisor may resolve the challenge by:
 - Overruling the original supervisor
 - Suggesting an alternative acceptable to all parties
 - Ordering the employee(s) to comply with the original supervisor's directive
- If a Dispatcher issued a directive that is being challenged, an OCC Manager or Supervisor may be the second reviewing officer.
- The employee will not be required to comply with the directive until completion of a second review.

51-I(7) An employee, who adheres to these procedures when making a challenge in good faith, will not be subject to discipline for violation of the rule or instruction being challenged, when being ordered to comply by a second reviewing supervisor.

51-I(8) In all cases, the Empowerment to Challenge is not intended to abridge any rights or remedies available to the employee under a collective bargaining agreement or any other federal law.

51-J Policy Against Harassment

Regional Transit District Commuter Railroad is committed to complete and accurate reporting of accidents, incidents, injuries and occupational illnesses that arise from railroad operations. Harassment or intimidation that is calculated to discourage or prevent an employee from receiving proper medical treatment or from reporting an accident, incident, injury or occupational illness will not be permitted or tolerated by Regional Transit District Commuter Railroad.

The following practices are not a violation of the above policy:

Taking steps, including training, coaching and counseling to correct unsafe work practices, educate about safe work practices and encourage personal responsibility for safety on the part of those who persistently engage in unsafe work practices or rules violations.

Holding employees accountable through a reasonable discipline program for unsafe acts and violations of safety rules, instructions, training practices, and policies and procedures.

The Regional Transit District Commuter Railroad Reporting Officer investigates all reports of violations of this policy. Alleged violations must be submitted in writing to Human Resources.

Employees who report violations of this policy must not be harassed, intimidated or otherwise punished for making the report. Employees including managers, supervisors, officials, or other employees or agents of Regional Transit District Commuter Railroad who violate this policy or any of the requirements of 49 CFR

Part 225 or cause any requirement to be violated are subject to discipline up to and including dismissal and/or civil or criminal penalties.

RULE 52 GENERAL SAFETY

52-A Possession of Firearms or Other Deadly Weapons

52-A(1) Do not possess firearms or other deadly weapons while on duty or on railroad property unless specifically authorized to do so.

52-A(2) You may carry a knife with a blade no longer than 3 inches. A blade longer than 3 inches is allowed only if you are specifically authorized to use it to perform your job duties. Under no circumstances are knives to be used to strip insulation from electrical wire.

52-B Use of Electronic Devices

52-B(1) Employees are prohibited from use of an electronic device when performing safety critical tasks, unless specifically authorized.

52-B(2) While performing these tasks, earpieces or headphones from any such device must be removed from the ear. In particular, this includes, but is not limited to:

- while operating on-track equipment,
- when providing Roadway Worker Protection,
- when fouling a track.

52-B(3) Employees must not use and must power off all personal electronic devices and company provided mobile telephones whenever they are in the controlling cab of a train. Earpieces or headphones from any such device must be removed from the ear.

52-B(4) Only use a cell phone if its use will not compromise safety or divert attention from safe job performance.

52-B(5) Cell phone use is prohibited when:

- Crossing main line and yard tracks
 - Employees must be in the clear of all tracks before use of cell phone
- Operating a train, on-track equipment, or machinery
- Driving a company or private vehicle on company business (unless equipped with a hands-free mode of operation)
- In the controlling cab of a locomotive, phone is turned to be turned off at all times.

52-C Safety Inspection

52-C(1) Before beginning work or use inspect work locations, tools, equipment and vehicles for conditions that might cause injury, property damage, or interference with service. If you find such a condition:

- Take action to correct or protect against the hazard or discontinue activity in the area or use of the tool, equipment or vehicle.
- Where appropriate, promptly tag as defective, including details of date, person tagging, and nature of defect.
- Report the defects or hazards to your Supervisor, Dispatcher or the Roadway Worker in Charge.

52-D Slip, Trip, and Fall Hazards

52-D(1) To avoid slipping, tripping and falling:

- Use established routes, paths, crosswalks and walkways whenever possible
- Look out for tripping and slipping hazards. Avoid them and remove or correct them whenever possible. If they cannot be corrected, warn others in the area and promptly inform your supervisor of their type and location
- Do not jump across excavations, holes, pits or other hazards
- Do not run except in an extreme emergency
- Do not walk into poorly lit areas unless you have enough light for safe movement
- Use handholds and railings whenever they are available
- When walking through halls, passageways, or on steps, keep to the right, use handrails and use each step of the stairway
- Be careful going around corners. Give way to a person with a load
- Be alert to all walking conditions and adjust your activities to accommodate surface, weather, lighting and grade conditions

52-E Personal Attire

52-E(1) Employees must be suitably dressed to perform duties safely. Employees required to wear a uniform must do so. The following requirements apply to employees not required to be in uniform:

- Waist length shirts with sleeves must be worn. Short sleeve shirts may be worn if not performing work requiring full arm protection. Tank-tops or other sleeveless shirts are prohibited.
- When working on or about tracks or operating equipment, employees must wear trousers that cover the legs.
- Clothing must be sufficient to protect against adverse weather conditions and other hazards such as sun, insects, abrasions or scratches.
- Refer to the personal appearance section of the employee handbook.

52-E(2) Clothing must not:

- Interfere with vision, hearing and free use of hands and/or feet.
- Block peripheral vision. When hooded sweatshirts and/or coats or similar type clothing are worn, they must be secured around the face to prevent the blocking of peripheral vision.
- Be torn, baggy, or ragged.
- Be so loose that it will snag easily or catch on cars, engines, tools, machinery or other equipment but must allow freedom of movement.

- Be worn so it creates the possibility of being caught or affecting safety. Clothing and jewelry must be tied, fitted, covered, or otherwise removed to prevent entanglement with a moving part or contact with energized equipment.

RULE 53 PERSONAL PROTECTIVE EQUIPMENT (PPE)

53-A PPE Policy

53-A(1) Denver Transit Operators provides personal protective equipment (PPE) to reduce employee exposure to hazards. Employees and all visitors, guests, contractors and other people invited onto Denver Transit Operators property must adhere to these requirements.

53-A(2) PPE should be employed as the "last line of defense" in protecting against personal injury or illness. Whenever possible hazards must be reduced or eliminated through other means, such as engineering controls, job redesign, job safety analysis, alternative procedures, or substitution of tools, equipment, or chemical products.

53-A(3) Only PPE approved by the Safety and Security Department is permitted. No substitutions or exceptions to the use of standard company issued PPE are permitted without written authorization from the Chief Safety and Security Officer.

53-A(4) You are required to comply with departmental policies and with directions from supervisors when directed to wear additional PPE beyond the requirements of this policy.

53-A(5) Personal protective equipment is not required when performing office tasks in office areas.

53-B Caring for PPE

53-B(1) You are responsible for the PPE assigned to you. You must:

- Properly care for all PPE assigned to you.
- Keep PPE clean and in good repair.
- Inspect PPE before each use.
- Immediately report to your supervisor any lost PPE or PPE that becomes defective or no longer provides the necessary protection.
- Not make any modifications or alterations to any PPE that would void its warranty or compromise its function such as painting hardhats or removing side shields from eyewear.

53-C Standard PPE

53-C(1) Supervisors and employees must be alert for tasks or conditions that require PPE beyond these standard requirements.

53-C(2) Work procedures, tool and equipment instructions, job safety analysis (JSA's), product labels and SDS may indicate the need for additional or specialized PPE.

53-C(3) Do not start work until all necessary PPE is available and in use. Do not continue work when you determine that the available PPE does not provide adequate protection.

53-C(4) Head Protection Requirements:

- Denver Transit Operators approved hardhats are required to protect against injuries to the head resulting from falling or flying objects bumps or blows to the head or electric shock. In addition, hardhats improve visibility and help to distinguish authorized employees on Denver Transit Operators property. Hardhats must be worn at all times when:
 - On or about tracks including main tracks, yards and sidings.
Exception: Revenue train crews when in revenue service.
Exception: During Vehicle Maintenance servicing activities at the direction of Vehicle Maintenance Supervisor
 - Wherever there is a risk of falling or flying objects, striking the head on stationary objects or contact with electrical conductors.
 - In designated hardhat areas or facilities.
Note: Offices, lunchrooms, break areas, clean rooms, and similar locations may be exempted from hardhat requirements at the direction of facility management.
- When wearing hardhats be sure to:
 - Adjust your hardhat's suspension so that the shell does not touch your head.
 - Inspect your hard hat's shell, suspension and chin strap (if provided) daily for cracks, dents, or tears. Check that the cradle is firm and that the straps are in good condition. Replace your hard hat if it takes a heavy blow even if you cannot see damage.
 - Wear the suspension properly with the brim of the hat facing forward in its intended orientation.
 - When wearing hardhats do not:
 - Place anything in the suspension area of your hard hat.
 - Paint, drill holes in or otherwise modify the hardhat shell.
 - Wear a hard hat over another hat or hood unless it is an approved winter liner.
 - Apply decals that are not issued by the Company.

53-C(3) Eye and Face Protection Requirements:

- Denver Transit Operators approved eye and face protection is required to protect employees from the hazards of flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Wear eye and/or face protection, ANSI Z87 marking, when:
 - In a facility or location designated as requiring eye/face protection.
 - In the working areas of shops and maintenance facilities.
 - On or about tracks, including main tracks, yards and sidings.
Exception: Train crews when inside the operating cab of EMU's
 - In any area where the hazards listed in the above paragraph may be present or whenever your supervisor considers such protection necessary.
 - If your job intermittently requires eye or face protection, carry your protection with you at all times and ensure it is always ready to use immediately.

53-C(4) Foot Protection Requirements:

- Footwear must protect employees from foot injuries due to the common hazards of their work environment or job tasks such as falling or rolling objects, objects piercing the sole or uppers, uneven or slippery walking surfaces or electrical hazards. Safety Footwear must meet the following criteria:
 - Leather or leather-like upper
 - Sturdy non-leather sole that will resist puncture.
 - 3/8 to 1 inch defined heel
 - Minimum ASTM F2412-05, ASTM F2413-05-75-pound impact and compression toe.

- When working in storerooms, shops, yards, on the right of way or in any other non-office area, safety footwear is required to be worn by all employees except train operators.
 - Train operators must wear a sturdy work boot in good condition worn fully fastened or secured with at least a 6-inch high ankle, a defined heel at least ½ inch high and slip-resistant soles.
- Unless you work exclusively in an office, you must not wear thin-soled or high-heeled shoes, sandals, athletic (sports) shoes or similar footwear. Refer to the Personal appearance section of the Employee Handbook
- When traveling to or from work through areas such as parking lots, along designated walkways, in public areas or when working in an office, footwear must be appropriate for the conditions and protect against common hazards. For example, sandals, open toe shoes or high heels are not appropriate when the walking surface is ballast or gravel or metal grating.
- If in doubt about the proper footwear for your job or for specialized requirements consult your supervisor or the Safety and Security Department.
- Employees will wear anti-slip footwear when working in icy or snowy conditions.

53-C(5) Hearing Protection Requirements:

- Hearing protection is required to protect employees from the hazards of high noise levels that may lead to injury or damage to hearing. Before using hearing protection to reduce excessive noise exposure, engineering and administrative controls must be evaluated as the preferred mitigation. If engineering and administrative controls do not reduce exposure sufficiently then the appropriate personal hearing protection for the task or area must be identified and used.
- Hearing Protection is required in the following instances:
 - In a high-noise area where required by posted sign or special instructions
 - During tasks identified as producing excessive noise
 - During tasks that involve welding, cutting or heating operations.
 - In an area where continuous noise requires you to raise your voice to be heard at a distance of 3 feet
- Job titles or positions that involve a potential for routine exposure to excessive noise will be identified by the Safety and Security Department. Employees holding the identified job titles or positions must participate in Denver Transit Operators' Hearing Conservation Program.

53-C(5)a Types of Hearing Protection:

- Disposable earplugs - You may wear disposable equipment if you have infrequent exposure to elevated noise levels.
- Reusable earplugs - If you use hearing protection frequently, reusable equipment may be more convenient.
- Earmuffs - Earmuffs may be more comfortable for some individuals than earplugs. Follow the manufacturer's instructions for use and maintenance to ensure that you have proper protection. If they are worn or damaged, replace them as necessary.
 - These types of hearing protection are available as standard stock items. There are no significant differences in noise reduction ratings among the three types. Selection should be based on comfort and convenience.
- Specialized hearing protection may be needed for individual employees or groups who have special communication needs or special fitting problems.
 - **Warning:** Do not use non-approved or makeshift hearing protection.
- If you have any questions about how to properly select or wear hearing protection, ask your supervisor or contact the Safety and Security Department.

53-C(5)b Noise Survey.

- As part of its Hearing Conservation Program, Denver Transit Operators has performed a noise-level survey to measure a baseline of noise levels and to check that noise reduction techniques work. The Denver Transit Operators noise survey is contained within Denver Transit Operators's Hearing Conservation Program.

53-C(6) Hand Protection Requirements:

- All Denver Transit Operators employees must wear approved protective gloves to prevent abrasions, punctures, chemical or thermal burns, exposure to temperature extremes, harmful substances or electrical hazards.

53-C(7) High-Visibility Vest Requirements:

- A Denver Transit Operators approved high-visibility work wear is required to protect employees from hazards resulting from not being visible to equipment or vehicle operators. In addition, high-visibility work wear helps to distinguish authorized employees on Denver Transit Operators property. High-visibility work wear is to be worn in accordance with the specifications listed below:
 - Working on or about the right of way or in yards
Exception: uniformed employees in passenger service.
 - Working at highway vehicle crossings or near highway vehicle traffic.
 - Working in any designated "high-visibility " area.
 - Must be worn as an outer garment, fastened closed at the front, sides and back. Not covered or partially covered by clothes, coats, etc.
 - Must be orange in color with retro-reflective striping and meet ANSI Class II or III reflective standards.
 - Acceptable items include vests, shirts, coats, jackets or raingear.
- High-visibility work wear is not required:
 - When traveling to or from work or between locations such as parking lots or designated walkways in shops or yards.
 - When apply grounds to the OCS in a bucket truck.
 - While wearing leathers/greens when performing hot work.

RULE 54 HAZARD COMMUNICATION AND MATERIALS**54-A Hazard Communication Standard**

54-A(1) The Federal Hazard Communication Standard (HCS) requires that employers must inform employees about toxic substances and chemicals that they may be exposed to in the workplace. Employees must have access to Safety Data Sheets (SDS) directly or upon request. Employees must be trained about:

- Their rights under the legislation
- Chemicals they use and may be exposed to
- Labeling requirements and the labeling system
- Information available on an SDS and the general uses of protective clothing (PPE) required for exposure to the chemicals
- Training is required before initial exposure or when exposure changes

54-B Safety Data Sheets (SDS)

54-B(1) Safety Data Sheets are available for all hazardous chemicals. They contain basic information as defined by OSHA's Hazard Communication Standard. Denver Transit Operators' AssetWorks contains the link to SDS for materials used at Denver Transit Operators and approved by the Safety and Security Department.

54-C Employees' Rights Under the Law

54-C(1) As a Denver Transit Operators employee, you have the right to refuse work if you cannot obtain an SDS for a product you are working with or may be exposed to while at work. You have a right to refuse work if you do not receive initial training and annual training for handling hazardous materials

54-D Approval of Chemical Products and Labeling

54-D(1) The Safety and Security Department must review and approve all chemical materials before purchase or use including cleaning products and paints. Supervisors must ensure that approval is received prior to allowing a product to be used by employees or contractors on Denver Transit Operators.

54-D(2) Labeling Chemical Containers

- At the time you place a chemical in a container, affix to that container a label identifying the chemical and appropriate hazard warnings. Container labels must conform to requirements described in the most current version of DTO Hazard Communication program document.

54-E Emergency Response for Hazardous Materials Released By Freight Carriers

54-E(1) Denver Transit Operators does not transport hazardous materials. Denver Transit Operators is in proximity to share track corridor with freight carriers that transport hazardous materials.

54-E(2) Denver Transit Operators trains may be involved in hazardous material incidents that require emergency action by RTD employees.

54-E(3) When a hazardous material spill or leak occurs, the material carrier should respond to the emergency. The carrier should be fully trained in responding to incidents involving the hazardous material they transport. In the event of a spill or leak, follow these steps if you can do so safely:

- Rescue injured persons if it is safe to do so
- Move the injured to a safe area away from the incident, upwind of airborne leaks and where emergency medical services can reach them.
- Give first aid if you are trained to do so.
- Avoid coming in contact with bodily fluids if possible.

54-E(4) Employees must determine the details of the incident and notify the Denver Transit Operators Operations Control Center Provide as much detail as possible including:

- the location of the incident
- the nature of the emergency or incident, including the hazardous material involved if this can be safely obtained from the placards which are required on cars that contain hazardous materials
- the condition (intact, leaking, burning) and number of containers involved
- the name of the carrier, car numbers, and telephone numbers located on the involved cars

Note: Cooperate fully with the emergency personnel and other responding authorities. Follow their instructions for evacuating the area, giving first aid, etc.

54-F Hazardous Material Container Handling

54-F(1) To work with hazardous material containers safely:

- Ensure that drums containing flammables are grounded and equipped with an automatic shutoff valve.
- When transferring gasoline or other flammables between containers, maintain metal to metal contact or proper grounding between the containers.
- Do not store or transport gasoline in unapproved containers.
- Do not burn or puncture disposable pressurized containers or aerosol spray cans. Do not warm aerosol can contents.
- Before heating either full or empty metal barrels, tanks or drums remove all bungs, plugs, and manhole covers. Do not use open flames on barrels or drums.

RULE 55 BLOODBORNE PATHOGENS EXPOSURE

55-A Exposure

55-A(1) Certain human bloodborne diseases, such as Hepatitis B and HIV (the virus that causes AIDS), can transfer from one person to another. This transfer can occur only if a person is exposed to infected blood, bloody materials, or certain internal body fluids. Current evidence indicates that people cannot contract bloodborne diseases by casual or social contact, such as:

- Shaking hands
- Using the same telephone, doorknob, or tools

55-A(2) For specific tasks and positions that may have a risk of exposure, refer to Denver Transit Operators's Exposure Control Plan. For specific information on disinfecting procedures, refer to Denver Transit Operators' Bloodborne Pathogens Student Handbook.

55-B How to Minimize Risk of Exposure

55-B(1) Minimize the risk of exposure to bloodborne diseases in the workplace by following these guidelines:

- Always use universal precautions by treating all human blood and certain body fluids as if they are infectious for HIV, HBV, and other bloodborne pathogens.
- Unless properly trained and equipped, avoid situations that have the potential to expose you to human body fluids.
- Needles, syringes or any other sharp object with readily visible blood should only be disposed of by personnel qualified to handle bio-hazards in accordance with the Denver Transit Operators Exposure Control Plan.

- Post-accident cleanup of human remains or human body fluids must be handled by personnel qualified to handle bio-hazards in accordance with the Denver Transit Operators Exposure Control Plan.
- Wear latex or vinyl gloves when directly handling human blood, bloody materials, or body fluids. Afterward, carefully remove the gloves and wash your hands thoroughly with soap and hot water.
- Wear latex or vinyl gloves when cleaning human blood from equipment or work areas. (Use a 10-to-1 solution of tap water and regular bleach)
- If you use syringes or needles to self-administer allergy or insulin shots, do not dispose of the used needles in company or other trash containers, share the needles with other employees, or discard the needles on company property other than in an approved sharps container. For information on disposing of needles or syringes, contact the Occupational Health or Safety and Security Departments.
- Always wear safety glasses, face shield and gloves as indicated above, and any other PPE required for the job or by your supervisor.
- Do not bring food or drinks into an area or consume them while working in an area where contact with human body fluids may occur.
- Do not smoke, apply cosmetics, or adjust contact lenses where exposure may occur.
- Use a grabber or other tool to pick up contaminated sharp objects, and dispose of them in a "sharps" container.
- Always wash your hands when a job is complete or when you leave the area.

55-C How to Respond to Possible Exposure

55-C(1) If another person's blood is transferred to you through a break in your skin (rash, cut, abrasion, etc.) or through a mucous membrane (mouth, nose, and eyes) follow these steps:

- Thoroughly wash using an approved disinfectant, or soap and water if other disinfectant is not available, the affected area by vigorously rubbing together all surfaces of the affected area (i.e. hands) for at least 10 seconds, followed by thorough rinsing under a steady stream of water.
- Report the incident to your supervisor immediately.
- Immediately go to the nearest designated facility for examination, and immediately notify the Human Resources and Safety and Security Departments.
- If possible, without creating an additional exposure, carefully identify any "sharp" involved in the incident.

55-C(2) The supervisor should:

- Complete the "Initial Report of Incident." and follow the guidelines in the Incident Investigation Manual for reporting needle sticks.
- Investigate the incident for possible preventive actions.

RULE 56 FIRE PREVENTION**56-A Facility Contingency Plans**

56-A(1) Denver Transit Operators have an Emergency Operations and Incident Management plan that details fire, explosion, spill or release of hazardous materials and flood conditions as well as any other conditions requiring an emergency evacuation.

56-A(2) Each Facility Director, Manager, or Supervisor must maintain a current copy of and be familiar with the contingency procedures for the facility. They must ensure that employees in their charge who have plan responsibilities know and can execute those responsibilities. Changes affecting the plan must not be made without approval of the Safety and Security Department.

56-B Fire or explosion:

56-B(1) In the event of a fire or explosion follow these steps:

- Remain calm and evaluate the situation
- If you are certain that the fire can be extinguished safely, extinguish the fire and report the incident to your supervisor.

56-B(2) Notify Operations Control Center and provide detailed information regarding the situation and your location whether or not the fire has been extinguished.

56-B(3) Notify others in the area of the situation and tell them to leave. Notify your supervisor and leave the area, reporting to the area of assembly.

56-C If the emergency involves a spill:

56-C(1) Warn others and notify your supervisor.

56-C(2) If you are properly trained and capable, stop the spill from getting worse and clean up the spill using all appropriate Personal Protective Equipment.

56-C(3) If you cannot control the situation safely, contact the Operation Control Center and request emergency assistance.

56-D Emergency Evacuation

56-D(1) Prior to the need for an evacuation, employees must familiarize themselves with evacuation routes and assembly locations at facilities where they are working or visiting.

56-D(2) All visitors to Denver Transit Operators facilities must receive a Safety Briefing that includes a review of emergency evacuation procedures.

56-D(3) If an emergency requires total or partial evacuation of a facility, remain calm and follow instructions from your Railroad Operations Commander (ROC), Supervisor or emergency responders.

56-D(4) If necessary to evacuate, do so immediately and in an orderly manner. Report directly to your designated area of assembly and follow all instructions from emergency personnel.

56-D(5) Provide assistance to visitors, mobility impaired persons or others who may require it.

56-D(6) Once safely in the designated assembly area remain there until released by an appropriate authority.

56-E Emergency Exits

56-E(1) Keep all emergency exits clear of debris, stored materials, ice and snow, or equipment.

56-E(2) Ensure that designated EMERGENCY EXITS are properly identified and illuminated.

56-F Fire Detection and Suppression Systems

56-F(1) Standpipe connections, hydrants, fire hose locations, fire alarm boxes and fire suppression devices and equipment must all be clearly identified and readily visible. They must be kept clear of debris accumulation, stored material and equipment.

56-F(2) Any condition that might compromise the performance of a life safety system must be promptly reported to the appropriate authority.

56-G Fire Fighting Equipment

56-G(1) Have a fire extinguisher readily available when welding or cutting inside or immediately adjacent to a building.

56-G(2) Have a fire extinguisher, water, sand, or dirt readily available when welding or cutting on track or along the right of way. (See Rule 65 for welding requirements)

56-H Fire Extinguishers

56-H(1) Types of fire extinguishers.

- Denver Transit Operators use three types of fire extinguishers:
 - Class A - Ordinary Combustibles: Involves materials such as wood, paper and rubbish. Fight these fires with a water extinguisher.
 - Class B - Flammable Liquids: Involves liquids such as gasoline, diesel fuel, oil and grease. Fight these fires with a B:C extinguisher.
 - Class C - Electrical: Involves Electrical Equipment: Fight these fires with a B:C extinguisher.
- Be familiar with the location and operation of fire extinguishers within your work location and the types of fires that might occur in your area.
- Ensure that fire extinguishers are installed where they are protected from physical damage or impact and that their locations are clearly identified and kept free of debris, stored materials or equipment.
- The designated person responsible for the facility must ensure that monthly inspections and initialing of tags on all fire extinguishers is performed as required by NFPA 10.

56-H(2) Fire Extinguisher Use

- Prepare for fires by understanding these guidelines before you experience a fire situation. Remember, fire extinguishers are not a substitute for a Fire Department response. The Fire

Department must be called to respond to any fire within a facility that requires the use of a fire extinguisher.

56-H(3) Fire Extinguisher Preparation

- Do the following before you attempt to fight a fire with a fire extinguisher:
 - Initiate a 911 call through the Operations Control Center to summon the Fire Department and provide your location and describe the situation. Ensure that the fire is small and is not spreading—a fire can double in size in minutes.
 - Ensure that you can get out safely if you are unable to control the fire.
 - Ensure that you have the proper extinguisher for the type of fire that you are trying to extinguish.
 - Ensure that you know how to operate the extinguisher and that it is charged and in working condition.

56-H(4) Fire Fighting

- Do the following when fighting a fire:
 - Be at least 6 to 8 feet away from the fire.
 - Keep the wind at your back.
 - Stay facing front—never turn your back on a fire.
 - If possible, put a barrier between you and the fire.
-
- When using a fire extinguisher, use the “P.A.S.S.” method of operation
 - Pull the pin
 - Aim the extinguisher at the base of the fire
 - Squeeze the handle
 - Sweep from side to side at the base of the fire

56-H(6) If the fire cannot be extinguished

- Move to safety and wait for the Fire Department.
- If you are able to extinguish the fire, remain on the scene to ensure that the fire does not restart and remain there until the Fire Department arrives.

RULE 57 MOTOR VEHICLES**57-A Driver Requirements**

57-A(1) Only employees authorized by their departments may operate company-owned or leased vehicles. When operating Denver Transit Operators vehicles, follow these guidelines:

- Know and obey local, state, and federal laws and regulations for operating vehicles, both on and off company property.
- Carry a valid driver's license of the proper class and with the required endorsements when operating a company vehicle or privately-owned vehicle on company business.
- Do not use company vehicles for personal business, unless authorized to do so.
- Do not use privately owned vehicles while on duty without being authorized by your supervisor and having appropriate insurance coverage.
- Ensure that necessary emergency equipment, tools for changing tires, a fire extinguisher, and a first aid kit are in the vehicle and in good condition.
- Other than in an emergency, only carry Denver Transit Operators employees in a company vehicle unless you are authorized to carry non-employees.

- Fasten your seat belt and other safety restraints and instruct passengers to do the same. Carry only as many passengers as there are seat belts. See rule 57-C(4), "Wearing Seat Belts."
Note: If a passenger removes any part of his or her seat belt or lies back, stop the vehicle until the seat belt is worn correctly.
- Before moving vehicle, properly secure all material, tools and equipment.
- Do not use motorcycles to perform your duties.
- Do not drive if you are sleepy, ill, not alert, or incapable of driving safely or are under any form of medication which prohibits driving or operating heavy machinery.
- When entering or exiting the vehicle on a highway, use the door that is away from traffic, if possible.
- Do not transport gasoline or flammables in the trunk of a vehicle. See Rule 57-E(1) "Transport of Flammable Material."

57-B Passenger Requirements

57-B(1) When riding as a passenger in a vehicle use the following guidelines:

- Only ride in the cab provided. Do not ride on a hydraulic gate, running board, fender, bumper, bed of truck, top of cab, or load.
- Do not project any body part beyond the side or end of the vehicle.
- Notify the driver before boarding any vehicle. Do not get on or off a moving vehicle except in an emergency.
- Do not occupy vehicles that are being raised or supported by a jack.
- Before placing any body part under a raised vehicle, ensure the wheels and the vehicle are blocked to prevent movement or collapse.

57-C Motor Vehicle Operation

57-C(1) When performing Pre-Trip Inspection of Vehicles, follow these guidelines:

- Inspect the vehicle and its safety devices. Do not operate a vehicle if it is not safe.
Note: During inspection, do not place body parts under the vehicle. If repairing the vehicle, See Rule 57-F(1).
- When carrying a load, distribute the load properly and secure load to prevent shifting and interfering with the driver's vision, motion range, or use of emergency equipment.
- When inspecting a vehicle without a tailgate or sideboards, properly secure or remove all equipment and materials to prevent them from falling out and striking another vehicle.
- If you find mechanical or structural defects or irregularities (including broken or cracked glass), correct the problem or report it to the proper authority promptly.

57-C(2) To operate a motor vehicle safely follow these guidelines:

- Before entering a motor vehicle, do a walking circle inspection. Remove any obstructions that would prevent safe movement of the vehicle.
- Before moving the vehicle, check all blind spots.
- Obey all traffic laws including, but not limited to:
 - Operate vehicles at a reasonable speed according to speed limits, weather, traffic, road conditions, and other conditions.
 - Do not operate vehicles in a manner that may endanger other persons or property.
 - Use your turn signals when making turns or lane changes.
 - Make a complete stop at all stop signs.
 - Observe all conditions to prevent accidents and injuries to yourself and others.

- Operate a motor vehicle safely when responding to an emergency situation.
- Talk to passengers only when necessary.
- Do not move a vehicle while passengers are getting on or off.
- Avoid sudden starts and stops.
- When following another vehicle, allow at least 1 car length between you and the other vehicle for each 10 MPH you are traveling.
- If the road is wet, snowy, or icy, allow at least 3 car lengths for each 10 MPH.
Note: Commercial vehicles require greater following distances due to the weight of the vehicle and stopping distance.
- Do not operate a vehicle downhill with the gears in neutral or with the clutch disengaged.
- Do not drive a vehicle with the tailgate down or with anything that blocks the view of the rear lights.
- If you must drive through deep water, apply the brakes lightly several times while passing through the water and again after you clear it.

57-C(3) Observing Load Limits

- Do not load a vehicle beyond the lesser of its rated capacity or the load limit permitted by law for each axle and the total vehicle.

57-C(4) All employees must wear seat belts while operating or riding in moving equipment or vehicles that are equipped with them. Follow these guidelines:

- Wear seatbelts in both the front and rear seats of a vehicle where provided.
- Wear seat belts according to the manufacturer's guidelines posted in the vehicle or on the equipment.
- When entering a vehicle, promptly put on the seat belt.
- Adjust the seat belt to leave enough slack, but not too much to be thrown forward during a collision, lurch, or sudden stop.
- Keep the seat belt secured until preparing to leave the vehicle.
- Do not lie down while wearing a seat belt.

57-C(5) When approaching Crossings within Yard Facilities follow these guidelines:

- Drive the vehicle at a speed that allows you to stop within 50 feet of and no closer than 15 feet (where possible) to the rail at any crossing.
- Before proceeding over the crossing, look in both directions and listen for an approaching train or on-track equipment.

Note: Stop signs or other traffic control devices take precedence over these directions.

57-C(6) When approaching Crossings outside of Yard Facilities that are not equipped with automatic warning devices (lights, gates, or bells):

- Be prepared to stop before proceeding over the crossing and look in both directions while listening for an approaching train or on-track equipment.

57-C(7) Whenever possible avoid reverse movements and position the vehicle to avoid such movements. When backing up is unavoidable follow these guidelines:

- Inspect the areas to the rear of the vehicle to ensure that no persons or obstructions are in the path of movement.
- In vehicles not equipped with backup alarms, sound the horn three short before backing.
- Back up slowly and for as short a distance as possible.
- If another employee is in the vehicle, or another employee is available, have him or her stand outside the vehicle and guide you as you back up.

- Keep the guiding employee in sight. If you cannot see him or her, stop the movement until the guiding employee comes back into sight.

57-C(8) When parking and securing vehicles, park in designated areas. Park a safe distance from traffic lanes and at least 12 feet from the nearest rail. When parking a vehicle and leaving it unattended follow these guidelines:

- Turn the engine off.
 - If the vehicle has a standard transmission, place the vehicle in low gear and shut off the engine.
 - If the vehicle has an automatic transmission, and is equipped with a "park" position, place them in "park."
- Turn the wheels so that the vehicle will not roll into the road or into a dangerous situation.
- Remove the keys and lock all doors including exterior cabinets.
- If parking on a grade set the parking brake and take other precautions to prevent the vehicle from rolling unexpectedly.

Caution: Do not run internal combustion engines in a closed or unventilated building unless the vehicle is being repaired or adjusted and protection is provided against carbon monoxide with the building doors and windows open, or the exhaust discharged outside using an approved exhaust system.

57-D Vehicle, Machinery, and Equipment Fueling

57-D(1) Follow these guidelines while fueling vehicles, machinery, power tools, and other equipment:

- Stop engines.
- Turn off radio transmitters.
- Do not smoke.
- Do not fuel near open flames.
- Avoid inhaling gas or diesel vapors.
- Prevent static electricity discharge by positioning the safety can spout or hose nozzle so that it touches the side of the tank opening.
- Do not leave the fueling hose unattended when fueling.
- Ensure tanks are filled on the ground (not on the bed of a truck or car) when filling portable cans.
- Before using gasoline-powered tools, ensure they have fuel. If refueling is necessary during use allow the engine to cool before refueling. Hot engine parts may ignite the fuel.
- Take precautions to avoid spills.

57-E Transporting Flammable Material

57-E(1) Properly secure tools, equipment, materials, and freight. Do not transport hazardous materials, such as gasoline and solvents, in passenger compartments. Transport gasoline or other flammable material in a DOT-approved container. When transporting hazardous materials, follow federal and state placarding and shipping document regulations.

57-F Working Under Vehicles or Trailers

57-F(1) Only sit or lie underneath vehicles or trailers when repairing them. Ensure that the:

- Brakes are set.
- Wheels are blocked.
- Engine is stopped.
- Proper support stands are in place.
- Do not sit, lie or place any body part in a position where it could be caught or crushed under a raised vehicle or trailer supported only by a jack.

RULE 58 MATERIAL HANDLING**58-A General Requirements**

58-A(1) When you perform manual lifting or handle material, use methods that protect you and the material. When you are involved in heavy lifting, familiarize yourself with lifting procedures and ensure you are physically qualified to lift heavy loads.

58-B Prepare to lift

58-B(1) Follow these guidelines before lifting:

- Size up the load to ensure that it is within your lifting capacity and is balanced. If it is not, get help or use a mechanical lifting device.
- Inspect the route over which you will carry the load for:
 - Tripping or slipping hazards such as obstructions or spilled materials.
- Inspect the area where the load will go to be sure it is clear of debris and that it will hold the size and weight of the load.
- Inspect the load for sharp edges, slivers, and wet or greasy spots.
- Use proper PPE and gloves free from oil, grease, or other agents that can cause a poor grip.
- Consider how far you will carry the load. Your gripping power will weaken over long distances. Do not continue to carry when the load is too heavy.

58-C Single person lifts

58-C(1) When lifting use the following guidelines:

- Lift with your legs.
- Assume a comfortable stance.
- Lift smoothly.
- Keep the load close to your body.
- Avoid twisting your body as you lift.

58-C(2) When unloading use these guidelines:

- Bend your knees to lower the load. Keep your back straight.
- Keep the weight close to your body.
- Avoid pinch points. Be careful with fingers and toes when setting the load down.
- Slide the load into tight spaces.
- Place the load on a bench or table by resting it on the edge and pushing it forward with your arms and body.
- Be sure the load is secure wherever you place it.

- Be sure the load will not block traffic.

58-C(3) When lifting to a High Place use these guidelines:

- Wear a hard hat when lifting or working overhead.
- Lighten the load if possible.
- Break the load down or repackage it into two or more manageable loads.
- Position an approved ladder or platform facing the rack as close to the rack as possible.
- Get help if necessary

58-C(4) When lowering from a High Place use these guidelines:

- Position an approved ladder or platform facing the rack as close to the rack as possible.
- Test the load by pushing up on it and gauge the weight of the object.
- Verify the stability of the load (no shifting).
- Stand as close to the load as possible.
- Grasp the object firmly, sliding it down your body.
- Get help if necessary.

58-C(5) When using One-Arm Lift use these guidelines:

- Bend at the knees and waist.
- Keep your back straight.
- Grasp the load firmly. Use a handle if possible.
- Lift with your legs, using the free arm for balance.
- Keep your shoulders level.
- Stop and switch hands regularly when carrying load.

58-C(6) When lifting off the floor use these guidelines:

- When lifting an object off the floor:
- Stand as close to the load as possible.
- Obtain good footing and set your feet about 10 to 15 inches apart.
- Assume a squatting position, keeping your back straight and upright. Hold in your stomach muscles to stabilize your back.
- Firmly grip the load with your full palm, not just your fingertips.
- Lift the object smoothly by straightening your knees, while maintaining a straight back.
- Carry the load close to your body. When changing directions, do not twist your body.
- When setting the object down, follow the same guidelines in the reverse order.

58-D Lifting with more than one person**58-D(1)** When lifting with more than one person, follow these guidelines:

- Work with someone of similar build and height, if possible
- Discuss the entire work plan
- One person will coordinate (lead) the effort
- Giving lift, move, and lower commands using a loud, clear voice
- Lift from the hips at the same time
- Raise the load to the desired level
- Move smoothly and in unison
- If either person is losing control of the load, use a loud, clear voice to command "drop and clear"

58-E Carrying Loads

58-E(1) When carrying loads, follow these guidelines:

- Keep the load close to your body
- Do not change your grip
- Avoid twisting your body
- Do not block your vision
- Face the spot where the load will be placed by turning your feet and whole body in that direction

58-F Avoid Sharp Objects

58-F(1) To avoid sharp objects use these guidelines:

- Remove protruding nails, staples, and loose ends of metal bands or wire before transporting material into or out of any container.
- Always inspect the load for sharp objects and puncture points before moving the load.
- Wear gloves when handling material with sharp edges. Use Kevlar or cut-resistant gloves whenever possible.
- Watch for and avoid splinters, burrs, and other sharp edges on iron, pipe, wire, nails, and other metal objects.
- Use caution when applying and disposing of steel banding used to bind and secure packages, cartons, and loads. Wear eye protection, face shields, gloves, and hard hat.
- When cutting banding, stand clear, since banding can snap back. Use wire cutter or snips to cut banding.
- When reaching into a drawer, watch for all pointed or sharp objects.

58-G Keep Hands and Feet Clear

58-G(1) To keep your hands and feet clear when handling material:

- Handle material so it will not shift or drop unexpectedly.
- Keep your hands and feet out from under material being raised, lowered, or suspended. If you must remove something from under the load of a item, use a tool or device designed for that purpose.
- Do not put your hands or feet where material or equipment being handled could fall on or against them.

58-H Prevent Falling Material

58-H(1) To prevent material from falling follow these guidelines:

- Do not stack or leave objects where they are likely to fall or be knocked over.
- When loading or unloading material, make sure the load is kept balanced to prevent the vehicle or load from tipping.
- When unloading piling, poles, pipe, lumber, or similar material, unload the top of the load before cutting the middle or lower side stake or tie wires, if possible.
- When lifting or moving material, be sure that no part of the load can be dislodged to injure you or others.
- Before stacking material on a shelf or pallet, be sure that the shelf is strong and secure, the pallet is secure, not broken, and the pallet is solid enough to hold the load.
- Block, band, or chock material that is apt to roll, shift, or fall.

58-J Using Elevators

58-J(1) To use elevators safely when handling material:

- Wait to move hand trucks on or off an elevator until it has come to a complete stop level with the floor
- Before starting an elevator, make sure that all persons and objects are clear and close the door
- Use a freight elevator, if possible

58-K Storing and Securing Material

58-K(1) To store and secure material safely follow these guidelines:

- Do not block firefighting or first aid equipment and emergency exits.
- When not handling or using material, trucks, transfer plates, gangplanks, or skids, place them a safe distance from: tracks, platforms, walkways, loading docks, doorways and overhead doors.
- When material will be stacked, stowed, or loaded, secure it so that it will not shift or fall.
- Do not leave material standing on end or leaning against a structure or piece of equipment.

58-L Banding Material

58-L(1) When banding material follow these guidelines:

- Keep your hands from between the banding and the material
- When banding is complete, bend the end of the wire left on the banding machine.
- Wear cut-resistant gloves to protect your hands from the sharp corners of the banding and safety glasses and a face shield to protect your face from being cut.
- Use only approved band-cutters to cut steel banding material. Place scrap banding in suitable containers for disposal.

58-M Using Ladders or Portable Stairs

58-M(1) To use ladders or stairs safely follow these guidelines:

- Check to see if lockdown mechanism is engaged.
- For better control, always push warehouse ladders or portable stairs whenever possible.
- Use handholds provided and face the ladder when ascending or descending.
- Do not over reach when using a rolling ladder.

58-M(2) When the ladder is not in use, store it out of the path of traffic, and use the lock-down mechanism.

RULE 59 ON OR ABOUT TRACKS

59-A Walking, Sitting, or Standing on Tracks

59-A(1) Follow these requirements when on or near tracks:

- Do not foul tracks except when required to do so to perform your duties.
- Before fouling any track, you are responsible to know how on-track protection is being provided.
- Do not rely on others to warn you of approaching equipment. Be alert and take responsibility for your own safety.
- Expect trains, cars or other equipment to move at any time, on any track, in either direction.

- Do not walk, sit or step on rails, frogs, switches, guard rails, bridge rails, interlocking machinery, or movable connections.
- Before fouling tracks or stepping from between equipment, or from around buildings or close clearance obstructions look in both directions for approaching equipment.
- When crossing tracks use approved walkways when available. If necessary to cross more than one track, stop and look before crossing each track.
- Anyone performing the duties of a Roadway Worker must comply with the requirements for on-track safety contained in the Roadway Worker Manual (RW-1) and they must successfully complete the Roadway Worker Safety Class annually.

59-B Maintaining a Safe Distance from Trains

59-B(1) To maintain a safe distance from trains when on or near tracks:

- Stop all work and remain alert when you are notified or become aware of the approach of a train.
- When trains or equipment are approaching your location ensure that:
 - You move away from the track to avoid be struck by passing cars and trains.
 - Stand clear of all tracks when trains or equipment are passing in either direction to avoid being struck by falling or protruding objects.
- Keep at least 25 feet away from either end of a standing train, locomotive, or cars when crossing tracks.

59-B(2) While within the limits of a the Designated Maintenance Facility, when crossing between standing equipment that is not under blue signal protection employee may cross within 25 feet of standing equipment, provided:

- Check for movement is made prior to crossing track
- Distance is sufficient to allow safe passage should there be unexpected movement
- Designated walkways are used, when available.

59-B(3) When you are operating on-track equipment and a train is approaching on an adjacent main track, stop the equipment and ensure all employees are clear of tracks.

59-C Track Switches

Caution: The switch handle may be under pressure and may pop up when released from the latch or keeper.

Caution: Avoid contact with switch heaters or switch rails when heaters are operating

59-C(1) Only authorized employees are allowed to unlock, operate or repair track switches

59-C(2) Prior to operating a switch, you must be familiar with the type of switch you are about to operate. Switch operations may change depending on weather, temperature, maintenance, or other operating conditions that may exist.

59-C(3) Prior to Switch Operation follow these guidelines:

- Look in both directions for approaching movement
- Visually inspect the switch to ensure that there is no damage, locked or spiked, snow or ice buildup, ballast or any other material that could interfere with the safe operation of the switch

- If you must remove foreign material from the switch points, use a broom, stick, or other similar object to remove the object(s). **DO NOT USE YOUR HAND OR FOOT.**

59-C(4) During Switch Operation:

- Adopt a wide, well-balanced stance, and, while bending slightly at the knees, firmly grasp the handle with both hands.
- While maintaining 3 points of contact, use the foot release lever to release the handle from the keeper.
- While straightening the knees, slowly but firmly (do not jerk) pull the switch handle to the neutral position (straight up).
- Once the handle is at the neutral position, adjust your feet to ensure proper balance and move the handle to the lowered latch position with a slow but firm motion.

59-C(5) Types of Switches**59-C(5)a Power Switch**

- Take precautions to avoid injury when working on Power-Operated, Remote or Automatic Control and Interlocking Switches
- Keep hand and feet clear of connections
- Do not operate the switch until it has been taken off power and moved to manual mode

59-C(5)b Dual Control Switches

- Movement must be stopped prior to operation of Dual Control Switch
- The employee operating the Dual Control switch must have permission of the Dispatcher before operating
- If operating a Dual Control Switch by hand, Rules 59-C(3) and 59-C(4) apply

59-C(5)c Hand Throw Switches

- Hand Throw Switches are found inside the Designated Maintenance Facility in CRMF Yard
- If Operating the Hand Throw Switches, Rules 59-C(3) and 59-C(4) apply

59-D Riding on Equipment

59-D(1) Employees must not ride on the outside of locomotives, cars or other moving equipment unless their duties require it and they are authorized to do so.

59-D(2) Employees are prohibited from getting on or off moving equipment except in an emergency.

59-D(3) Follow these requirements if authorized to ride on the outside of equipment:

- Conduct a safety briefing specific to that move with all employees involved.
- Ensure that you have adequate side clearance throughout the move.
- Ensure that there is a secure location for the employee to ride with adequate hand and footholds.
- Keep a firm grip on a grab iron, hand hold, or railing at all times

59-D(4) Do not place clothing, tools, or other objects on grab irons, hand holds, footboards, running boards, steps, or other safety appliances on locomotives, cranes, or other on track equipment.

59-E Riding on TRACK Cars

59-E(1) Ensure only authorized individuals ride on track cars.

59-E(2) Only the machine operator is permitted to ride on any on-track roadway maintenance machine unless a safe and secure riding position on the machine is clearly identified by stenciling, marking, or other written notice and the operator has given permission.

59-F Getting on or Off Standing Equipment

59-F(1) When getting on or off standing equipment, do the following:

- Carefully observe the ground or platform and equipment condition to make sure you will have firm footing
- Face the equipment
- Grasp the grab iron firmly to ensure proper balance.
- Place the ball of your foot firmly in the sill step or ladder before placing your full weight on the sill step or ladder
- Keep your handhold until your foot is firmly placed on the ground or other surface
- Maintain three-point contact during the entire process.
 - Two hands and one foot or one hand and two feet

59-G Opening and Closing Doors

59-G(1) When opening and closing locomotive (EMU) and car doors:

- Use the handles provided to open and close doors.
- Do not place your fingers on the edge of the door or door jamb. Doors can swing shut unexpectedly.

59-H Inspecting Passing Trains and/or Equipment

59-H(1) Inspect all passing trains. If you detect a hazardous condition, use radio to warn the crew members on the passing train to stop. If the train does not stop at once, notify the Operations Control Center by radio.

59-H(2) The word Emergency, repeated three times, is used to signify a condition which may endanger train movement or the safety of individuals. Use of this word gives the sending and receiving employees' absolute priority in use of the radio channel. To stop approaching trains by radio in an emergency use the following transmission:

- **Example:** "Emergency, Emergency, Emergency; All trains approaching (location) come to a safe stop."

59-I Working Around Standing Equipment

59-I(1) Employees must not foul couplers or connect air hoses until they receive acknowledgement that the Operator has applied 3-Point Protection. Ensure you have a 25-foot separation between pieces of equipment when fouling couplers, applying markers, or crossing between equipment.

59-I(2) When necessary to get on or off standing train, self-propelled or other equipment, machinery, vehicle, or platform, table, or other such raised surface, use available ladder or steps instead of swinging up or down or jumping.

59-I(3) Ensure you have proper separation of equipment when fouling or going between equipment for any purpose. You must follow these guidelines prior to fouling the equipment:

- Ensure you have proper protection established.
- If using Blue Signal protection, ensure all requirements are met in Operating Rule 14 prior to fouling the equipment
- If not using Blue Signal Protection ensure that you have established 3-Point Protection with the operator of the train. The Operator of the train must have:
 - The Master Controller Key in **Neutral**
 - The Master Controller in **Full Service**
 - The Parking Brake **Applied**
- Once work is completed and prior to communicating any signal to move, ensure that all crewmembers or employees in the work area are identified and in the clear

RULE 60 RAILROAD RADIO RULES

60-A Radio Operations

60-A(1) Give absolute priority to emergency communications. Except when answering or aiding a station in distress, do not send communication until you are sure that no interference will result to the station in distress.

60-A(2) Employees are prohibited from:

- Knowingly transmitting false distress communications;
- Making unnecessary, irrelevant, profane, obscene, or frivolous transmissions;
- Making transmissions without identifying themselves in accordance with Operating Rule 5-E(1).

60-B Allowable Radio Use

60-B(1) Use radios exclusively for railroad operations. If such communications fail, use other means to avoid delay.

60-B(2) Except in an emergency, use only radios furnished by Denver Transit Operators for railroad operations.

60-C Radio Channel Selection

60-C(1) Radio channels are designated in the Timetable.

60-C(2) Before transmitting by radio, listen to ensure that the channel on which you intend to transmit is not in use.

60-C(3) Engines, track cars, other equipment, and fixed points, when attended and equipped with a radio, must have the radio on and tuned to the proper channel at all times with volume control adjusted to ensure reception at all times.

60.D Radio Voice Test

60-D(1) Radios must be tested prior to the start of the work assignment. The test will consist of an exchange of voice transmissions with another radio station. The employee receiving the transmission will advise the employee conducting the test of the clarity of the transmission.

- On trains, the test will be conducted with a radio not on the same set of equipment.
- Radios not working as intended must not be used and must be reported to the proper authority.

60-E Radio Repair

60-E(1) Employees are prohibited from making technical adjustments to company radio equipment unless specifically authorized to do so.

60-F Identification and Content of Messages

60-F(1) When using your radio, follow these identification and message content procedures:

- To originate a call, identify the name of the railroad (i.e., Reginal Transportation District Commuter Railroad, RTDC), identify your base station, wayside station or yard name, or other designation of station and location.
- Identify your radio unit by the train name, track car, or appropriate designation such as craft and name.

60-F(2) Make communications as brief as possible, and use these key words:

Key Word	Explanation
OVER	Use at the close of each transmission to which a response is expected.
OUT	Use at the close of each transmission to which a response is not necessary.
EMERGENCY	Should be preceded by proper identification. Transmit three times to obtain use of radio channels for an initial report of conditions that endanger train movements.
THAT IS CORRECT	Use when a directive or instruction has been repeated back correctly

60-F(2)a Repeat Communications

- If an exchange of communications continues without substantial interruption, repeat positive identification every 15 minutes.

60-G Proper Understanding and Acknowledgment

60-G(1) Ensure that you are communicating with the proper people, and take action only when you are certain that all conversations have been heard, understood, and acknowledged.

60-G(2) The employee receiving communication must repeat back all transmissions containing any information, instruction, or advice that could affect the safety of railroad operations.

60-G(3) Any radio communication which is not fully understood or completed, except emergency communications, shall not be acted upon and shall be treated as though not sent.

60-G(4) The Dispatcher may accept information regarding the movement of a train from an Operator of another train, from a rail equipment operator, or from another rules qualified employee.

RULE 61 WORKING AT ELEVATIONS**61-A Ladders**

61-A(1) When using a ladder, follow these requirements for safe ladder use:

- Always use ladders for their intended purpose and follow the manufacturers' ratings for capacity. Do not overload a ladder.
- Do not use ladder as a guide, brace, skid or as the working surface of a horizontal scaffold.
- Do not use a trestle or an "A" ladder as a step or straight ladder.
- Tie or block the base of a long ladder as you raise it, or ask someone to hold the base, when necessary.
- Do not move, shift or extend a ladder while it is occupied.
- Do not stand or work from the top two rungs of a straight or extension ladder or from the top step of a stepladder.
- Tie or secure a straight ladder if it is not equipped with spikes, shoes, or non-slip bases suitable for the surface.
- Do not drop or jar ladders unnecessarily.
- Extend the top of a ladder at least 3 1/2 feet above the point of support when using a ladder across a roof eave, gutter, or roofline.
- Do not paint portable wooden ladders. Use a transparent preservative shellac, varnish, or linseed oil.
- Do not use a metal ladder or ladder with vertical metal reinforcing when working near power lines or energized equipment.
- Lock, block, or have another employee guard the door when placing a ladder within the swing of a door.
- When working on a ladder stay at least 10 feet from energized lines and equipment unless qualified to be closer.
- If a ladder must be placed in an area where it may become dislodged by traffic, install a suitable barricade to prevent the base from being struck.
- When leaving ladders unattended, especially outdoors, securely lash or tie them in position.
- Extension ladders longer than 30 feet are prohibited.

61-A(2) Always inspect a ladder before using it and follow these precautions:

- Only use ladders that are in good condition, equipped with safety feet and properly set.
- Do not use ladders with:
 - Broken or missing steps, rungs, or cleats
 - Broken side rails
 - Other faults, such as split or bent rails or rungs
- If the ladder is defective:
 - Take it out of service immediately.
 - Tag it for destruction or repair.
 - Notify your supervisor.
 - Do not return a ladder to service unless the ladder repairs restore the ladder to a condition meeting its original criteria.

61-A(3) Use the following procedure to secure a straight ladder:

- Ensure that the distance from the base of the ladder to the supporting structure is at least one-fourth the working height of the ladder.
- Tie the ladder or have someone hold it if you cannot place the ladder at a safe angle.
- Place the footing on a firm level surface that is not soft or slippery. Do not place the ladder on a box, barrel, block, or other insecure object to make it taller.
- Extend the side rails at least 3 1/2 feet above the top landing.
- Tie or have someone hold the ladder if it may shift is located on a roof or high place.

61-A(4) Leave enough overlap between extended lengths of ladder sections as follows:

Length of Ladder Section	Minimum Overlap
Up to and including 36 feet	3 feet
Over 36 feet up to and including 48 feet	4 feet
Over 48 feet but less than 60 feet	5 feet

61-A(5) Follow these precautions when climbing up or down a ladder:

- Face the ladder you are climbing.
- Use both hands. Have a firm grip on the side rails and safe foot holds. Maintain three point contact, either both feet and one hand or both hands and one foot
- Do not carry tools or materials that prevent a secure hand hold or interfere with safe movement up or down the ladder.
- Inspect hooks on an extension ladder to be sure they are engaged before climbing past them.
- Check for obstructions or tight spots along route before climbing the ladder. If necessary, reposition the ladder.
- While on the ladder do not reach out more than one arm length from the sides of the ladder

61-A(6) Follow these precautions before mounting a stepladder:

- Open the ladder to its maximum spread.
- Lock the spreaders.
- Place all four legs on a solid foundation.
- Ensure that nuts and bolts are tight.

61-A(7) One of the following methods of fall protection is required on all fixed ladders where the top of the ladder is over 24 feet above lower levels:

- A ladder cage or well
- A ladder safety device
- A retractable lifeline

61-A(8) Follow these precautions when storing ladders:

- Store ladders in a dry place
- Keep them free of the following:
 - Mud and grease
 - Exposure to elements such as excessive heat or dampness
 - Place ladders so they are easy to access and inspect.
 - Avoid storing ladders where they may cause an accident or injury when retrieved.

61-B Aerial Work Platforms

61-B(1) When working from aerial platforms, including scissor lifts and boom-mounted baskets or buckets:

- Check pathway and overhead for obstructions before moving the platform.
- Always stand firmly on the floor and do not sit or climb on the edge of the platform or use planks, ladders or other objects to increase reach.
- Do not exceed the manufacturer's rated safe load.
- Use approved/appropriate personal fall arrest system
- Maintain a safe distance from high-voltage power sources.
- Do not modify the equipment without prior written approval from the manufacturer.

61-C Scissor Lifts

61-C(1) When working from a scissor lift:

- Only use scissor lifts equipped with a guardrail and toeboards.
- Guardrails must be completely installed, in good condition and with gates fastened.
- Never climb or stand on toeboards or guardrails.
- Never hang outside the guardrails.
- Use approved/appropriate personal fall arrest system.
- The lanyard must be secured to an anchor point designed and designated by the manufacturer for this use.
- Personnel using fall protection or restraint equipment must attend appropriate training.

61-D Boom-Mounted Baskets or Buckets

61-B(1) When working from a boom-mounted basket or bucket:

- Use approved/appropriate personal fall arrest system.
- The lanyard must be secured to an anchor point designed and designated by the manufacturer for this use.
- Do not attach the lanyard to a pole, piece of equipment, or any other structure.

- Do not allow the platform to rest on or against any structure or equipment while working from the platform, unless this practice is permitted based on the manufacturer's operating manual for the unit.
- Do not climb in or out of an elevated basket or bucket, unless it is equipped with a door or a gate and the lift is positioned to provide safe access.
- On equipment designed primarily as personnel carriers, use only equipment with upper and lower platform controls where the lower controls can override the upper controls.
- Personnel using fall arrest or restraint equipment must attend appropriate training.

RULE 62 OFFICE SAFETY

62-A Sharp Objects

62-A(1) Never use knives, blades, pencils, pins, scissors, paper cutters or other sharp objects in a manner that could cause injury or leave such objects where they may cause injury. Take every precaution to avoid cuts to you or someone else.

62-A(1)a Paper Cutters

- Exercise caution while operating paper cutter, trimmers and power paper punches
- Keep fingers clear of cutting blades and ensure that all proper guards are in place
- After use, leave blades in the closed position and secured

62-A(2) Be sure to dispose of sharp objects in designated areas.

- Do not use wastebaskets for the disposal of sharp objects, glass or other articles that may cause injury.
- Such articles should be placed in special containers, or wrapped, marked and placed beside the wastebasket for disposal.

62-B Chairs, Benches, Tables and Desks

62-B(1) When using Chairs, Benches, Tables and desks follow these guidelines:

- Do not sit or stand on any object not intended for their purpose.
- Employees must ensure the chair or bench is safe, properly positioned and capable of supporting them before use.
- Do not roll chair while you are seated unless preparing to stand up or sit down.
- Employees must keep all chair legs on the floor at all times.
- Employee must push in their chair after use.

62-C Lifting

62-C(1) Employees must not attempt to lift or move bulky or heavy items or materials alone.

62-C(2) Employees must have assistance and follow the requirements prescribed in Rule 58.

62-D When using drawers and cabinets:

62-D(1) When employees are using drawers and cabinets follow these guidelines:

- Always close the drawers or doors of cabinets or desks after using them.
- Never open more than one drawer at a time, and be sure to arrange the contents of filing cabinets so they are not top-heavy.
- Distribute the contents throughout the entire cabinet instead of only in the top drawer.

RULE 63 TOOLS AND EQUIPMENT**63-A Inspection**

63-A(1) Inspect tools and equipment for defects before and during use. Repair or remove from service those that fail inspection. Promptly tag and report to your supervisor or person in charge any defect(s). If necessary, guard the hazard.

63-B Use as Intended

63-B(1) Use tools and equipment for the purposes intended.

63-C Manufacturer Specifications

63-C(1) Read and follow the manufacturer's specifications when using tools and equipment.

63-D Manufacturer Approval

63-D(1) Secure manufacturer approval for any changes made in the recommended use or design before using.

RULE 64 ENVIRONMENTAL SAFETY**64-A Compliance**

64-A(1) In compliance with environmental requirements, take measures to prevent:

- Spills of oil or other material.
- Discharge of contaminants to sewers, waterways, or the ground.
- Smoke and gas emissions when operating combustion equipment.

64-A(2) Treat all unidentified material as hazardous until identified. Do not transport unidentified material.

RULE 65 ELECTRICAL SAFETY**65-A General**

65-A(1) Use ground fault circuit interrupters (GFCIs) on electrical circuits when working in damp areas or outdoors.

65-A(2) Do not use portable metal ladders for electrical work.

65-A(3) Do not use electrical cords for hoisting or lowering.

65-B Authorized Employees

65-B(1) Only authorized and trained employees are permitted to work on electrical apparatus or equipment. Wear a dielectric hard hat when working where you could contact power lines or high-voltage equipment.

65-C Warning Signs

65-C(1) Place danger signs near exposed energized circuits.

65-D Flashlights

65-D(1) Use only an approved flashlight with a nonmetallic case around electrical equipment.

65-E Contacts

65-E(1) Do not use flag sticks or other objects to close or open contacts on engines under electrical load.

65-F Lockout/Tagout

65-F(1) Follow approved lockout/tagout procedures:

- Assume all wires, conductors, and other electrical equipment are energized, unless known to be locked out.
- Do not alter safety features of fuses, circuit breakers, or other electrical equipment.
- Do not open secondary circuits of energized current transformers

65-F(2) When machinery is being repaired, cleaned, or adjusted, ensure that the control switch or power source is locked in the OFF position and tagged. The employee working with the machine must keep the key

65-G Charging and Jumping Batteries

65-G(1) Follow these precautions for servicing batteries:

- Do not smoke in battery-charging areas.
- Do not allow open flames, sparks, or electric arcs in battery-charging areas or around exposed batteries.
- Make sure charging area is adequately ventilated.
- When charging a battery, keep the vent caps in place to avoid electrolyte spray.
- Leave the battery compartment doors open when charging an engine battery from an external source.
- Wear face shield over splash goggles and other protective equipment as required by the job when filling or charging a battery.
- Do not permit battery electrolytes (acid) to contact eyes, skin, or clothing. Wash battery electrolytes from your eyes or skin with cold water immediately.
- Remove any leads from terminal posts when scrapping batteries.

65-G(2) Keep metallic objects including tools, metal jewelry (including watches), and other metallic objects away from the top of uncovered batteries.

65-G(3) Do not use a welding machine to jump-start a battery.