



THE BELT RAILWAY COMPANY OF CHICAGO

MECHANICAL GENERAL ORDER #2018-001

Effective 0001, Monday, January 1, 2018

To: ALL CONCERNED

Subject: 2018, Mechanical Summary General Order

All Mechanical General Orders issued prior to January 1, 2018 are void.

The following modifications are made to documents in effect as shown below:

BRC Safety Rulebook, SAF-1, Effective January 1, 2017

Replace Rule 11.7.3 Footwear PPE Requirements, Page 18, with the following:

11.7.3 Footwear PPE Requirements: (Supersede)

When working in areas where this is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole of the foot or electrical hazard; protective footwear as defined in OSHA Standard 29 CFR 1910.136 is required.

All footwear, worn as safety footwear for complying with Rule 11.7, must meet the requirements of ASTM 2413.11 which specifies requirements for built in safety devices and safety toes.

Individual departments may specify additional requirements.

Compliant footwear is required for employees in the following departments:

- Transportation
- Mechanical
- Engineering
- IT (Communications)

BRC Mechanical General Rules, MECH-1, effective January 1, 2017

Update MECH-1, Mechanical General Rules, Page 5, Add Rule M2.2.1 to read as follows

M2.2.1 Mechanical Department Standard for Employee Attendance (New)

The Belt Railway Company of Chicago (BRC) relies on employees to fulfill their employment obligations so that we can meet our business obligations to our customers. Abuse of attendance directly impacts our operations and jeopardizes the prospects of profitability and continued employment. All Mechanical Department employees are required to adhere to the prescribed working hours faithfully and are required to work full-time.

An employee will be in violation of Mechanical Department attendance standards when there exists a:

- Frequent or pattern of calendar weekend layoffs.
- Frequent or pattern of holiday layoffs.
- Frequent or pattern of layoffs on either side, or both sides, of rest days.
- Frequent or pattern of tardiness, leaving assignment early and/or unavailability to perform service.
- Frequent or pattern of layoffs within 2 hours of on-duty time.
- Frequent or pattern of sick layoffs without timely acceptable medical documentation.

BRC Mechanical Department management will review employee attendance on a quarterly basis. When, in the assessment of a Mechanical Department officer, attendance is being abused by an employee, the company officer will issue an "Attendance Advisory Letter" stating to the employee that there exists an attendance problem, specifying the date(s) involved, and issuing instruction to refrain from further attendance problems. BRC recognizes that situations and circumstances may impact attendance and the company officer will use reasonableness in addressing these issues. Every effort will be made to identify those employees who have legitimate reasons for their absence. The department officer may develop a written "action plan" on a case-by-case basis specifying attendance requirements. Attendance coaching or referral for assistance may be available as long as the request for coaching or referral assistance is made by the employee prior to an event that results in a formal investigation.

Repeatedly laying off sick will be considered unacceptable unless the employee provides proper medical documentation with an original statement signed by a medical practitioner that confirms the employee was unable to work the entire specified period or period(s) of absence. A telephone number of the medical care provider must also be included so that the period of absence can be verified. The stated period of time in which to provide documentation will not exceed thirty (30) calendar days. BRC reserves the right to disregard incomplete or unsatisfactory documentation. Failure to provide evidence of illness or absence may be treated as an employee being absent under false pretenses and will be dealt with accordingly. Employees found in violation of falsifying his or her reason(s) for absence will be subject to immediate dismissal.

If abuse of attendance continues, an employee may be subject to formal investigation, even with documentation, and be subject to discipline up to and including dismissal. It is the employee's responsibility to fully comply with these standards.

Update MECH-1, Mechanical General Rules, Page 5, Rule M4.5 to read as follows:

M4.5 Divulging Information (Supersede)

Employees who make up, handle, or care for any of the following information, or who have access to same, must NOT allow any unauthorized person to access them, or disclose any information contained within them.

These items of information include, but are not specifically limited to:

- Correspondence, written or electronic
- Reports
- Books
- Bills of Lading or Waybill Information
- Statistics

Update MECH-1, Mechanical General Rules, Page 6, Rule M5.4 to read as follows:

M5.4 Cellular Phones, Electronic Devices, Games or Reading (Supersede)

Unless permitted by the railroad, employees on duty must not:

Play Games

Use electronic devices not related to their duties. The use of ear buds, head phones, or any Bluetooth communication device is prohibited.

Mechanical Department Employees must not use a personal cellular phone while performing duties in any shop facility. Cellular Phones are not allowed within work areas of the Locomotive Shop, Car Shop or Service Track. Cellular phones are to be stowed in personal lockers, prior to on duty time. It is permissible to use these items during break periods, and only in this area. They must be stowed before resuming duty.

Mechanical Department Employees performing duties in the train yard may use cellular phones for minimal voice communication when:

- When employees are in a place of safety and discontinue all work activities
- When it will not interfere, or distract them from safety or the performance of duties

Foreman are permitted to use phones only for work related calls, and then only when such use can be performed safely.

H.J. Simon
Superintendent – Mechanical

Mechanical General Orders in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2018	001