

## 1.0 General Responsibilities

### 1.1 Safety

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

#### **Empowerment**

All employees are empowered and required to refuse to violate any rule within these rules. They must inform the employee in charge if they believe that a rule will be violated. This must be done before the work begins.

#### **Job Safety Briefing**

Conduct a job safety briefing with individuals involved:

- Before beginning work
- Before performing new tasks
- When working conditions change

The job safety briefing must include the type of authority or protection in effect.

#### **1.1.1 Maintaining a Safe Course**

In case of doubt or uncertainty, take the safe course.

#### **1.1.2 Alert and Attentive**

Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

#### **1.1.3 Accidents, Injuries, and Defects**

Report by the first means of communication any accidents, personal injuries, defects in tracks, bridges, or signals, or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

The employee on whom the responsibility most naturally falls must assume authority until the proper manager arrives.

When an accident occurs at a road crossing, do not cut trees, weeds or make any changes to the scene until representatives from the Claims Department have investigated.

#### **1.1.4 Condition of Equipment and Tools**

Check the condition of equipment and tools before using them to perform duties. Do not use defective equipment or tools until safe to do so. Report any defects to the proper authority.

#### **1.1.5 Inspection After Derailment**

After re-railing equipment, check the condition of the track to ensure it is safe for the equipment to proceed.

### 1.2 Personal Injuries and Accidents

#### **1.2.1 Care For Injured**

When passengers or employees are injured, do everything reasonable to care for them.