

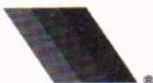
Employees Safety Rule Book



**Safety is Everyone's
Responsibility**

January 2005

NJ TRANSIT
The Way To Go.



FOREWORD

Safety is of paramount importance to NJ TRANSIT. As employees, the safety of our customers, the public, our facilities, equipment, and co-workers must be our top concern. The safety rules and procedures contained in this manual apply to all NJ TRANSIT Bus & Light Rail employees. Your compliance and cooperation with these rules is appreciated and expected. By following all these safety rules and being ever vigilant to hazards that we may encounter, we can achieve an environment that is safe and fulfills our obligation to provide a safe operating environment for our customers, the public, and all employees.

It is the policy of NJ TRANSIT to fully support an ongoing Safety Program comprised of bulletins, regulations, procedures, training, awards, and audits. The rules and procedures contained in this manual are a part of that Safety Program, however, without your active and sincere cooperation and participation, the program cannot succeed.

NJ TRANSIT BUS & LIGHT RAIL OPERATIONS

Safety Department Mission Statement

The Safety Department is dedicated to ensuring that customers and employees of NJ TRANSIT have safe service, equipment and facilities. To accomplish this mission, we will do the following:

Identify, eliminate, reduce or control safety hazards.

Develop and implement progressive preventive safety programs and procedures.

Ensure compliance with local, state, federal and internal safety requirements.

Advocate that employees take personal initiative relative to safety practices and procedures to enhance everyone's well being.

Provide training and support where needed or requested to further improve existing safety programs.

INTRODUCTION

This Safety Manual is provided for the use of employees to ensure the maximum level of safety for themselves, co-workers, customers, and the public. Employees are responsible for knowing and using the rules contained in this manual and are urged to keep this manual available for reference.

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SECTION 1

SAFETY RULES AND PROCEDURES

FOR ALL EMPLOYEES

1000 RULES FOR VISITING EMPLOYEES

Employees visiting any field location of the company shall be expected to follow all rules in this manual as well as any special rules in effect at the location being visited. Visiting employees shall wear appropriate personal protective equipment when required.

1001 REPORTING UNSAFE CONDITIONS AND ACTS

The responsibility of ensuring a safe and healthy transit system and workplace rests with all employees. Employees shall have the proper identification visible and readily accessible while on company property. Employees shall be vigilant to the presence of unsafe conditions and acts and shall report these to a member of the supervisory staff as soon as possible.

1002 LICENSES

No employee shall operate any piece of equipment or vehicle unless they have the required license and qualifications required by the company and/or by state and federal regulations. All on-duty employees shall have their valid license (and medical certificate if required) in their possession before operating any vehicle. Employees holding CDL licenses shall have their medical certificates updated every two years.

1003 INJURY ON DUTY

All cases of injury to employees while on duty, however slight, shall be reported promptly to the Supervisor. For bus operators, report of injury shall be made to the Control Center and to the Garage

Supervisor or Depot Master at their return to the garage.

Employees must complete an "Accident Report of Injury to Employee" form as soon as possible after the occurrence. If the injury is such that a report cannot be made on the day of the occurrence, this information shall be given to the Supervisor, Depot Master, or Foreman who shall arrange for a report to be made as soon as possible.

1004 RETURNING TO WORK

To ensure employees can safely perform their duties, employees who may be absent may be required to be medically qualified before returning to work and complete and pass a safe vehicle operation test administered by the Operational Training Department.

1005 ISSUE AND USE OF SAFETY EQUIPMENT

The company shall make available and issue safety equipment to employees. Once issued, employees shall be responsible for the care and safe keeping of safety equipment and its proper use. Defective equipment shall be turned in for replacement as needed. If equipment is lost or stolen, the employee shall report it to his/her supervisor for replacement. Employees shall wear applicable personal protective equipment as required by the company's PPE policy.

1006 REPORTING INJURIES, ILLNESSES, AND ACCIDENTS

Prompt reporting of injuries, illnesses, accidents,

and fires is critical. Any employee who witnesses such an occurrence described above shall notify his/her immediate supervisor at once. Upon notification, the supervisor shall notify the Control Center, police, fire, or emergency personnel as needed. The employee who witnessed the event must complete an Employee Witness Report.

1007 FIRE ALARMS/BUILDING EVACUATION

In the event of a fire alarm, all employees shall evacuate their place of work immediately. Employees shall follow the posted evacuation plans or follow the instructions of fire marshals or other supervisory employees in all such cases.

1008 HORSEPLAY

Employees are expected to behave in a safe and professional manner. Practical jokes, pushing, or playing in a work area shall be avoided.

1009 RUNNING/JUMPING

Employees shall refrain from running and jumping or vaulting over hand rails or barriers on company property.

1010 USE OF HAND RAILS/WALKING

A major cause of most workplace injuries result from slips and falls. Employees shall take prudent care while walking and going up/down stairs. Use of hand rails is encouraged to reduce the chance of injury should a slip occur.

1011 ACCESS TO GARAGES

Employees not assigned to a garage location shall not enter an active garage unless their job duties require them to do so. The use of any garage maintenance area as a shortcut is specifically prohibited. When in an active garage, employees shall pay attention to vehicle traffic.

1012 VEHICLE OPERATION

Employees parking or operating vehicles on company property shall obey the 5 MPH speed limit and obey safe driving procedures. Careless driving on company property with a private vehicle shall be treated in the same manner as if it were committed with a company vehicle.

1013 ATTENTION WHILE DRIVING/DRIVER DISTRACTIONS

Portable radios, headsets, cassette players, recorders, cellular phones, T.V. or similar types of equipment are not to be used while employees are on duty operating a company owned vehicle.

1014 INTOXICANTS, NARCOTICS, AND DRUGS

The use of intoxicants, narcotics, or other illegal drugs while on duty is prohibited. Employees shall not be under the influence of any substance that may impair their ability to do their job. Employees suspected of being under the influence of alcohol or drugs may be required to submit to an immediate chemical test. Refusal or failure to submit to this test shall constitute gross misconduct.

NOTE: The previous section shall not be construed as a complete description of the company's Drug and Alcohol Policy.

1015 HOUSEKEEPING

A clean work area is directly connected to accident causation. Employees shall keep their work area in a neat, clean, and orderly fashion. Employees shall be especially attentive to slip/tripping hazards in their work area. Common areas such as hallways, aisles and storage areas shall be kept clear for safe passage and free from obstructions. 36 inches of walking space shall be maintained in all aisles and passageways. The vertical clearance between sprinklers and materials stacked below shall be not less than 18 inches.

1016 RIDING ON PASSES

Employees shall refrain from engaging in conversation with the bus operator or in any manner distracting the operator from the safe operation of the vehicle.

SECTION 2

SAFETY RULES AND PROCEDURES

FOR THE OPERATION OF NON-

REVENUE VEHICLES

2000 AUTHORIZATION

For the safety of our employees and the public, no employee shall operate any non-revenue vehicle unless they have been approved to do so by their supervisor.

2001 SPECIAL LICENSES/QUALIFICATIONS

Operation of vehicles such as trucks, wreckers, or construction equipment requires that employees have licenses issued by a state Motor Vehicle Agency, and be qualified by the company and have successfully passed any required training.

2002 CARE OF NON-REVENUE VEHICLES

All personnel who drive a non-revenue vehicle shall ensure the vehicle is safe to operate and report any defects immediately.

2003 SEAT BELTS

All persons, either operating or passengers, in non-revenue vehicles are to wear seat belts. Use of a company vehicle without seat belts shall be grounds for disciplinary action including loss of non-revenue vehicle driving privileges.

2004 TRAFFIC LAWS

All drivers of non-revenue vehicles shall obey all local traffic laws, speed limits and procedures.

2005 ROAD COURTESY/DEFENSIVE DRIVING

All employees using non-revenue vehicles shall follow and practice road courtesy and defensive driving techniques to minimize potential traffic incidents.

2006 ACCIDENT REPORTING

Any employee involved in a motor vehicle related accident shall report such accident to his/her supervisor at once. If the accident is serious, the employee shall notify his/her Supervisor or Control Center via radio (if vehicle is so equipped) as soon as possible after the incident. Employee shall fill out a NJ TRANSIT Bus Operations Occurrence Report regarding all facts of the accident.

2007 ACCIDENT FACTS TO BE REPORTED

1. Date and time.
2. Location (street, city, state).
3. Weather and pavement conditions.
4. Direction of vehicles at time of accident.
5. Names and addresses and telephone numbers of any injured parties.
Names, addresses and telephone numbers of the owner, driver, and all occupants of any other vehicles involved.
Description and license plate number of vehicle or vehicles involved.
8. Insurance information.
9. Detailed description of damage and injuries to all vehicles and persons involved.
10. Description of the accident. Names, addresses and telephone numbers of any witnesses.

2008 LICENSE MAINTENANCE

Employees shall not operate any company vehicle without having their license in their possession. Employees possessing a CDL under federal or state requirements shall have such license with the proper endorsements and the required medical certificate in their possession. If an employee suffers a suspension or revocation of driving privilege or endorsements, such information shall be reported to his/her Supervisor at once.

SECTION 3

Rule 3000 - 3006

SAFETY RULES AND PROCEDURES **FOR OPERATING EMPLOYEES**

GENERAL

GENERAL

3000 LICENSES

While operating any revenue vehicle, including the Newark City Subway, operators shall carry the required valid license and medical certificate while on duty. When a required license has been refused, revoked, or suspended, it must be reported to the company at once. Effective 4/1/92 all employees engaged in operating buses must have the required licenses needed to comply with the Commercial Motor Vehicle Safety Act of 1986 (CDL). This includes the basic license and any additional endorsements needed for performance of their duties.

3001 VEHICLE QUALIFICATION

Unless under the direct supervision or direction of a supervisor, employees shall not operate any revenue vehicle in which they have not been qualified to operate by the Operational Training Department.

3002 FITNESS FOR DUTY

In order to provide the safest and most efficient service, employees are reminded of their obligations to be fit for work duty. Employees shall take prudent care of themselves ensuring adequate sleep to maximize alertness and safety performance.

3003 HOURS OF SERVICE REGULATIONS

To ensure safe operation of equipment all operating employees must comply with the Federal Motor

Carrier "Hours of Service Regulations", 49 CFR, Part 395.

3004 INTOXICANTS, NARCOTICS, AND DRUGS

The use of intoxicants, narcotics, and drugs by operators while either on duty or subject to duty is forbidden. Operators shall not be under the influence, nor shall their ability to perform their duties be impaired in any way due to drugs, medication, or other substances. Operators suspected of being under the influence of drugs or alcohol shall be required to undergo chemical tests immediately. Refusal to submit to such tests immediately shall constitute gross misconduct and operator shall be subject to appropriate discipline. In accordance with company policies and government guidelines, employees shall be subject to post-accident and random drug testing as required under these policies. Any employee taking medication that has warnings about operating machines or driving shall report this to his/her supervisor.

3005 ADMITTANCE TO MAINTENANCE AREAS

Operators shall enter maintenance areas of garages only to pick up vehicles or to take care of company-related business. Excessive walking around storage areas or maintenance areas shall be avoided to minimize potential injury to operators.

3006 SLIP/FALL PREVENTION

One of the largest causes of accidents in the workplace occurs from slips/falls. Operators shall walk through all maintenance and storage areas of garages slowly and carefully, giving prompt attention

to wet/oily spots so as not to fall. When entering or alighting the stairs of a bus, operators shall do so slowly and carefully and give full regard to using available handholds. Operators shall take prudent care before alighting any bus step well for uneven road or floor surfaces, debris or wet/oily surfaces to prevent slips/falls.

Rule 3100 - 3135

SAFE VEHICLE OPERATION

3100 GENERAL

Safe vehicle operation is vital to provide safe service to the public. Your adherence to the following rules and procedures shall ensure your safety as well as that of the customers that you transport.

3101 SEAT BELT USE

Safe vehicle operation starts with the operator securely in control of his/her vehicle. Seat belts must be worn at all times to ensure that the operator stays safely at the controls of his/her vehicle and is not knocked from the seat should a collision occur. Seat belts are required under company policy, as well as various state and federal regulations. Failure to wear a seat belt may result in disciplinary action.

3102 SCHEDULE ADHERENCE

Safety is never to be sacrificed for the sake of maintaining schedules. Operators shall always control their bus in a safe manner and shall reach all time points in an expeditious manner giving full regard to the safety of their customers and the public.

3103 STEERING WHEEL GRIP

In order to maintain vehicle control and react quickly to emergencies, operators shall hold the steering wheel at a 3 and 9 o'clock position with the thumbs facing up. One hand driving or wrapping fingers around the steering wheel spokes is prohibited, as it does not allow for adequate steering wheel control in emergency situations. Additionally, operators can suffer severe injuries if a vehicle should strike a pothole and an improper grip is used.

3104 MAINTAINING A SAFE VEHICLE DURING OPERATION

At all layover points, operators shall (if it is safe to do so and if time permits) walk around the vehicle and check that all access panels and windows are secure and that no fluid leaks have occurred. Operators shall also check for tire and wheel lug nut conditions and that all lights are operating properly.

3105 REPORTING IN-SERVICE VEHICLE DEFECTS

Defects or erratic vehicle performance may indicate safety problems. Major deficiencies or changes in vehicle performance shall be reported to the Control Center as soon as possible.

3106 MIRROR USE

Operators shall check the adjustment of mirrors in such a way as to minimize blind spots. Operators shall be aware that to maximize visibility a variety of sight angles are needed. Seat adjustments from side to side or backward to forward shall enhance mirror visibility and minimize blind spots. Operators shall scan mirrors regularly in order to maintain a cushion of safety around his/her vehicle at all times. Interior mirrors shall be adjusted and scanned to minimize on board incidents.

3107 DIRECTIONAL SIGNALS

Operators shall use directional signals 100 feet before turns, lane changes and merges. Signals shall be used before pulling in or out of stops. Operators shall engage directional signals well before the maneuver as to give other motorists adequate time to react.

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3108 HAND SIGNALS

Operators shall not use hand signals to pedestrians or other vehicle operators. Doing so may subject the company and operators to unnecessary liability if the pedestrian or motorist becomes involved in an accident even if it is not the responsibility of the bus operator.

3109 HEAD LIGHTS

Headlights and marker lights shall be on at all times, while in operation.

3110 DEADHEADING

Many serious and even fatal accidents occur during deadheading trips. Operators shall exercise the same level of caution on these trips as they do on all other trips. All procedures must be strictly observed. Rule violations or infractions of traffic laws shall be treated in the same manner as if the vehicle was in line revenue service.

3111 REAR DOOR INTERLOCK

Rear door interlocks are intended as an added customer safety device for boarding and alighting customers. Since rear door interlocks apply braking force to only one axle with air pressure (which can be quickly lost), the use of the rear door interlock as a parking or service brake is strictly prohibited. Improper use of the rear door interlock shall subject employees to disciplinary procedures.

3112 DETOURS

Unauthorized detours from established routes are prohibited except for emergencies caused by accidents or blockage, or when directed by police or

supervisory personnel. When making a detour for proper cause, operators shall notify the Control Center. While engaging in any detour, operators shall proceed with extreme caution giving full regard to the heights posted at bridges and overpasses and any other posted restrictions for commercial vehicles.

3113 FOLLOWING DISTANCE

Many accidents occur because motorists fail to maintain a safe following distance. Bus operators shall maintain a 4 second safe following distance at all times. Operators shall increase and adjust following distance by 1 or more seconds for each adverse weather condition, change in pavement or change in braking conditions.

3114 LEFT TURNS

Making a left turn is a completely voluntary maneuver on the part of the bus operator that requires good judgment and skill. Operators shall anticipate the need for a left turn well ahead of time allowing adequate time to signal and move into the left turning lane. Operators shall not attempt to start any turn until an adequate break in traffic is available.

3115 RIGHT TURNS

When making a right turn, operators must position bus so that no other vehicle can squeeze between the right side of the bus and become involved in a squeeze accident.

3116 PASSING

Operators shall pass only when needed and avoid

situations that require frequent passing movements. Before executing a passing maneuver, operators shall ensure that signals are used and that adequate space and cushion is maintained around the vehicle to safely make the maneuver. Proper use of mirrors when passing is essential to avoid accidents.

3117 MERGING

Accidents during merging situations normally arise out of over-aggressive driving. Operators shall enter any merging situation with caution and be ready to yield the right of way to other vehicles rather than get involved in an accident. Operators shall scan all mirrors to ensure they have proper room to merge.

3118 PEDESTRIANS

Operators shall practice full road courtesy to ensure the safety of pedestrians. Operators shall yield the right of way to pedestrians and take prudent precautions such as slowing down, braking, and sound horn in areas where pedestrians are likely to be working or walking. Special attention must be paid to pedestrians in and around terminal loading points. Since traffic laws favor the pedestrian, operators shall take prudent care and avoid situations that may give rise to an accident.

3119 LANE CHANGING

Erratic and frequent lane changing shall be avoided as it increases the likelihood of an accident. Signals shall be used 100 feet prior to any lane change.

3120 ADVERSE DRIVING CONDITIONS

Operators shall maintain control of their vehicles at all times and in all conditions. Speed and following distance shall be adjusted to road conditions, such

as ice, snow, wet pavement, or at other times when visibility is restricted. While operating a bus on wet or icy roads, the vehicle's retarder shall be shut off.

3121 ICE AND SNOW CONDITIONS

Operators shall decrease speed and increase following distance when ice or snow is present. Operators shall know that such conditions frequently require a stopping distance two or three times greater than that of dry pavement and shall adjust their speed accordingly. Under ice and snow conditions, operators shall pay special attention and anticipate the need for lane changes or other changes in direction, allowing adequate time and space to do so safely.

3122 RAIN/WET PAVEMENT

Operators shall decrease speed and increase following distance to match weather and pavement conditions knowing that wet pavements require greater stopping distances than dry pavements.

3123 DEEP WATER AND FLOODING

Operators shall not drive buses through water so deep that it might cause damage to the equipment or impair the safety of customers unless so directed by police or a supervisor. In the event it is unavoidable, test brakes to make sure that they are working properly.

3124 POOR VISIBILITY

Operators shall use high beams any time visibility is below normal. Such poor visibility includes fog, mist, or smoke. Operators shall adjust speed and following distance under such conditions as necessary.

3125 HIGH WINDS

When driving in high winds, operators shall adjust speed appropriately and keep the vehicle centered in the lane of travel. Lane changes during such wind conditions shall be minimized. Operators shall position vehicle as to avoid driving next to other vehicles during such weather conditions.

3126 POSTED BUS STOPS

While operating on streets where bus stops have been installed and where there are no curbs, operators shall stop with the front door in the vicinity of the bus stop sign. In such cases, operators shall ensure that both doors are clear of any obstruction.

3127 PULLING INTO STOPS

When pulling into stops, operators shall use directional signals to communicate their intent of pulling over and thus reducing the chance of a rear end collision. When pulling into stops, operators shall ensure that the rear of the bus is completely clear of any intersections.

3128 HIGHWAY STOPS

When stopping at bus stops along highways or other high-speed roads that don't have bus stop cutouts, operators shall engage his/her four-way flashers to alert other motorists of the stops.

3129 LEAVING BUS STOP

When pulling out of bus stops, operators shall make sure customers are clear before closing all doors. Operators shall scan all mirrors for the safety of alighted and boarded customers. Operators shall then signal appropriately and recheck mirrors

ensuring that adequate space is available before attempting to leave a bus stop.

3130 ACCELERATION/HARD BRAKING

The majority of on-board customer accidents occur from panic stops. Operators shall control their vehicles by maintaining adequate following distance and scan ahead to minimize the need for rapid starts, stops, or sudden changes in direction.

3131 INTERIOR SCANNING

Operators shall periodically scan the interior of his/her bus to ensure that all customers have arms and legs inside the bus and to check that customers are not engaged in any activity that may compromise the vehicle's safe operation.

3132 UNSAFE STOPS

Providing safe service to customers is a responsibility of all employees. When confronted with bus stops that are regularly blocked or otherwise unsafe, operators shall report conditions and locations on the "Unenforced Rule Report."

3133 ROAD/TRAFFIC HAZARDS

Operators shall report all road/traffic/weather hazards to a member of the supervisory force when necessary to ensure prompt correction. Hazards of a serious nature shall be reported to the Control Center at once.

3134 PARKING OF BUSES

Operators shall properly secure the vehicle anytime it is to be parked or left unattended. The procedure of engaging the parking brake, placing the transmission in neutral and turning the master switch to the off position shall be followed at all times.

3135 FAREBOX

Operators shall be careful when leaving/entering the driver's seat and ensure that their leg or knee does not strike the fare box. On buses equipped with fare boxes that swivel or slide, operators shall use such option in order to gain greater access to and from the operator's seat.

Rule 3200 - 3211

ACCIDENT RULES/EMERGENCY PROCEDURES

3200 ASSISTANCE TO THE INJURED

Operator's first duty following an accident shall be to take precautions to prevent further accidents at the scene and then care of any injured customers at the scene. The Control Center shall be contacted at once. Operators shall not attempt to render medical attention to any injured person but instead expedite the calling of qualified medical personnel to the scene.

3201 SECURING THE SCENE

When it is safe to do, operators shall move the bus to a safe area and engage four-way flashers after the accident. If the accident occurs on a highway, the bus shall be pulled to the shoulder and emergency triangles put up at once.

3202 ACCIDENT FACTS TO BE REPORTED

Accident facts and information is critical to the company in reducing fraudulent claims and defending the operator after any accident. Every effort should be made to obtain the following information:

1. Date/time.
2. Location (street, house number, mile marker, utility pole number, etc.).
3. Weather/pavement conditions.
4. Direction of vehicles.
Names, addresses, telephone numbers and approximate age of the injured.
Names, addresses and telephone numbers of owner/driver and all occupants of other vehicle/vehicles involved.
7. Description and license plate number of all vehicles involved.

8. Insurance information from vehicles involved.
9. Detailed description of damage to all vehicles, objects, and injuries as a result of the occurrence.
10. Description of the accident.
11. Name and badge number of police or other emergency personnel responding to the scene.
12. Names, addresses and telephone numbers of any bus or street witnesses.

NOTE: At no time shall employee leave an accident scene unless told to do so by the Control Center, Supervisor, or police.

3203 EMERGENCY TRANSFER OF CUSTOMERS

When an emergency occurs and customers must be transferred from one bus to another or to a holding point, operators shall take all the necessary precautions and evacuate customers in a manner that assures the greatest degree of safety. If possible, the bus shall be parked in a position clear of all other traffic to provide safe alighting and boarding.

3204 TOWING

Buses shall not be towed with customers on board at any time.

3205 CUSTOMER EVACUATION

In the event that customers must be evacuated from the bus, operators shall exercise good judgment and evacuate in a safe manner using the following guidelines:

1. Pull bus to the side of the road or in a place away from traffic.
2. Secure bus properly by engaging the parking brake, place the transmission in neutral, and shutting down the engine.
3. Issue instructions to the customers in a clear, calm manner. If bus is equipped with two doors, both doors shall be used to expedite evacuation unless using one of the doors shall place customers at risk.
4. After all customers have left the bus, operators shall ensure that customers are accounted for.
5. After all customers are evacuated, operators shall have customers stand in an area that allows them the greatest safety.

3206 EVACUATING WHEELCHAIR CUSTOMERS

Should it become necessary to evacuate customers from the bus while a wheel chair customer is on board, evacuate other customers first and then determine if the lift shall function. If it works, get the wheelchair customer off the bus. If the lift does not operate and time permits, attempt to lower the lift manually. If it shall not work, seek assistance in evacuating the disabled customer. Call the Control Center as soon as all customers are off the bus. In an emergency evacuation where time is critical, seek assistance and get the disabled customer off the bus as quickly as possible (even if you must leave the wheelchair behind). When all customers are off the bus, call the Control Center.

3207 EVACUATION FROM WINDOWS

In certain emergency situations, evacuation through windows may be the only way to evacuate

customers from the bus. In such situations, operators shall instruct customers calmly and quickly on how to operate the windows and assist customers through the windows and out of the bus safely.

3208 FIRE OR SMOKE ON BUS

1. Immediately pull bus off the road to a safe place.
2. Secure bus and shut down engine.
3. Evacuate customers off the bus and position them at least 200 feet up wind of the bus.
4. Notify the Control Center of the occurrence.
5. Shut down batteries by using the battery-kill switch in the battery compartment.
6. Only after the above instructions have been carried out, and it is safe to do so, operators shall attempt to extinguish the fire using the bus fire extinguisher.

3209 SMOKE OR FIRE ON THE RIGHT OF WAY

If operator encounters fire or smoke on a public street, all due consideration shall be given before attempting to proceed as follows:

1. Operators shall not attempt to go through or around any fire unless they are directed to do so by police or public official.
2. If no police or fire official is on the scene, operators shall detour the area in a safe and slow manner.
3. Operators shall notify the Control Center of such situations at once.

3210 ACCIDENT AND EMERGENCY PROCEDURES

To ensure the safety of yourself and your customers, the following procedures shall be followed during an accident or emergency:

1. If it is possible move the vehicle to a safe location, engage four- way flashers and set up triangles.
2. If needed, evacuate the customers to a safe location.
3. Notify the Control Center of the occurrence and wait for further instructions.

3211 EMERGENCY PROCEDURES FOR SUSPICIOUS, PACKAGES DEVICES, SUBSTANCES AND PERSONS

Always be observant for suspicious packages, devices, substances and people on your vehicle, at terminals, loops and platforms and in your facility.

If you find a package or device or a substance that appears in any way out of the ordinary, the following procedure must be followed:

1. Bring your vehicle to a stop at a safe location, remain calm and evacuate the area. If you suspect an explosive device, do not use the radio or a cell phone within 300 feet of the suspected device.
2. Shut down the vehicles air or heating system to avoid spreading contamination if dealing with a suspicious substance.
3. Do not attempt to touch, move or cover the object.
4. Do not attempt to re-enter the area once you and everyone is out.

5. Contact the appropriate Control Center and wait for further instructions.

If you identify a suspicious person, the following procedures must be followed:

1. Stay alert and observe their location and physical characteristics (height, build, clothing, unusual features, etc.).
2. Try to keep them in your sight at all times.
3. Report to the appropriate Control Center the suspicious behavior or activity using a radio or telephone. Include location in which you found them particularly if it is a secured or unauthorized area.

Rule 4000 - 4022**SAFETY RULES/PROCEDURES FOR**
MAINTENANCE DEPARTMENT
EMPLOYEES

GENERAL RULES:

In order for employees to perform their duties safely they shall learn and comply with the rules and procedures that appear in this book as well as any special bulletins or instructions published by NJ TRANSIT.

4000 REPORTING UNSAFE CONDITIONS AND ACTS

The responsibility of ensuring a safe and healthful workplace rests with all employees. Employees shall be vigilant to the presence of unsafe conditions and acts and shall report these to a member of the supervisory staff as soon as possible.

4001 LICENSES

No employee shall operate any piece of equipment or vehicle unless they have the required license, endorsements and qualifications required by the company and/or by state or federal regulations. All on-duty employees shall have their valid license with applicable endorsements and medical certificate in their possession before operating any vehicle. Employees are required to maintain their license with applicable endorsements and medical certificate in a valid condition. When their license and/or endorsements has been refused, revoked, or suspended, the employee shall report it to the company immediately.

4002 INJURY ON DUTY

In all cases of injury to employees on duty, no matter how minor, shall be reported promptly to the supervisor as soon as possible. Employees must complete "Accident Report of Injury to Employee"

form as soon as possible after the occurrence. If the injury is such that a report cannot be made on the day of the occurrence, this information shall be given to the supervisor/foreman who shall arrange for a report to be made as soon as possible.

4003 INJURY REQUIRING MEDICAL CARE

If an injury on duty requires medical attention, an employee shall see his/her supervisor, or contact the Control Center if the supervisor is not available who shall schedule an appointment with the Medical Department. An approved physician by the Medical Department must render treatment of on-the-job injuries. Treatment of on-the-job injuries by an employee's personal physician is specifically prohibited.

4004 ISSUE OF SAFETY EQUIPMENT

The company shall make available and issue safety equipment to employees. Once issued, employees shall be responsible for the care, safekeeping of safety equipment and its proper use. Defective equipment shall be turned in for replacement as needed.

4005 REPORTING INJURIES, ILLNESSES, AND ACCIDENTS

Prompt reporting of injuries, illnesses, accidents, and fires is critical. Any employee who witnesses such an occurrence described above shall notify his/her immediate supervisor at once. Upon notification, the supervisor shall notify the Control Center, police, fire, or emergency personnel as needed.

4006 FIRE ALARMS/BUILDING EVACUATION

In the event of a fire alarm, all employees shall evacuate their place of work immediately. Employees shall follow the posted evacuation plans or follow the instructions of fire marshals or other supervisory employees in all such cases.

4007 EMERGENCY PROCEDURES FOR SUSPICIOUS, PACKAGES DEVICES, SUBSTANCES AND PERSONS

Always be observant for suspicious packages, devices, substances and people on your vehicle, at terminals, loops and platforms and in your facility.

If you find a package or device or a substance that appears in any way out of the ordinary, the following procedure must be followed:

1. Do not attempt to touch, move or cover the object including cleaning it up or collecting it if a suspicious substance is found.
2. Alert other employees in the immediate area then notify the Superintendent or Foreman including location where it was observed.
3. Isolate the area to ensure other employees do not re-enter.
4. If you know of anyone else that may have been in the immediate area of the substance, or may have come in contact with it, notify the Superintendent or Foreman.

DO NOT leave the premises for any reason unless instructed to do so by emergency personnel. Your Superintendent or Foreman will provide you with where to wait until further instruction by authorities.

If you identify a suspicious person, the following procedures must be followed:

1. Stay alert and observe their location and physical characteristics (height, build, clothing, unusual features, etc.).
2. Try to keep them in your sight at all times.
3. Report to your supervisor or foreman the suspicious behavior. Include location in which you found them particularly if it is a secured or unauthorized area.

4008 FOLLOWING SAFETY RULES AT OTHER LOCATIONS

In the event that an employee is assigned to visit or work at any other NJ TRANSIT field location, other than his/her normal location, the employee shall follow all of these rules as well as any special rules in force at that location.

4009 PERSONAL PROTECTIVE EQUIPMENT

Employees visiting or assigned to maintenance locations shall wear personal protective equipment to include but not limited to the following:

1. Safety glasses.
2. Bump caps while in pits or under vehicles.
3. Reflective vests during hours from dusk to dawn.

NOTE: This does not include an entire list of required personal protective equipment. Refer to the Personal Protective Equipment Catalogue for more information.

4010 HORSEPLAY

Employees are expected to behave in a safe and professional manner. Practical jokes, pushing, or playing in a work area shall be prohibited.

4011 RUNNING/JUMPING

Employees shall refrain from running and jumping or vaulting over handrails or barriers on company property.

4012 USE OF HANDRAILS/WALKING

A major cause of most workplace injuries result from slips/falls. Employees should take prudent care while walking and going up or down stairs. Use of handrails is encouraged to reduce the chance of injury should a slip occur. While walking, employees should pay attention for uneven floor surfaces and any slippery or wet spots that may impair the employee's ability to walk safely. Spills, debris and any other housekeeping hazards should be cleaned up promptly.

4013 PERSONAL VEHICLES

Employees parking or operating their vehicles on company property shall obey the 5 MPH speed limit and obey safe driving procedures. Careless driving on company property with a private vehicle shall be treated in the same manner as if it were committed with a company vehicle.

4014 INTOXICANTS/NARCOTICS/DRUGS

The use of intoxicants, narcotics, or illegal drugs while on duty is prohibited. Employees shall not be under the influence of any substance that may

impair their ability to do their job. Employees suspected of being under the influence of alcohol or drugs may be required to submit to an immediate chemical test. Refusal or failure to submit to this test shall constitute gross misconduct.

NOTE: This section shall not be construed as a complete description of the company's drug and alcohol policy.

4015 HOUSEKEEPING

A dirty work area is directly connected to the cause of employee injuries. Employees shall keep their work area in a neat, clean, and orderly fashion. Employees shall be especially attentive to slip/trip and fall hazards in their work area.

4016 ADHERENCE TO MAINTENANCE PROCEDURES

All employees shall follow all safety procedures and instructions contained in company and manufacturer manuals.

4017 SMOKING

Employees shall be attentive to no smoking signs posted in restricted areas. No employee shall smoke in any restricted area that is posted with a no smoking sign.

4018 ATTENTION WHILE ON DUTY

Use of cell phones, walkmans, headsets or similar types of equipment is strictly prohibited while on duty in all areas of the facility and while operating NJ TRANSIT equipment on or off the premises.

4019 CONFINED SPACES

Employees (except certain cases at the Newark City Subway) are not permitted to enter confined spaces such as manholes, pipe runs, sewer traps, or reclamation pits. In such cases where permission is granted for such entry, entry shall only be made after testing and compliance with the company's Confined Space Program.

4020 GUARDS/SAFETY DEVICES

Failure to use, or the removal of any guard, or the disabling of any safety device on any vehicle, machine, tool, or facility is prohibited.

4021 ELECTRICAL WORK

Employees shall not "jump out," by-pass, or use larger fuses, circuit breakers, or other devices on any vehicle or facility.

4022 LOCKOUT/TAGOUT PROCEDURES

Employees shall adhere to the company's Lockout/Tagout Program. At no time shall an employee remove a lock or tag belonging to another employee.

Rule 4100 – 4113

ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

4100 GENERAL

All Management and Non Agreement employees working in a NJ TRANSIT Bus facility shall comply with the current Personal Protective Equipment Policy. All employees must comply with the following Personal Protective Equipment requirements:

1. Safety Glasses
2. Bump Cap: When going into a maintenance pit or under a bus on a lift.
3. Reflective Vest

4101 CLOTHING

In order to ensure personal safety, employees shall comply with the following:

1. Work uniforms shall be worn at all times while performing duties.
2. Employees shall not wear torn or baggy clothing, open shirts or jewelry to prevent being caught in any belts, moving parts or machinery. If long sleeved shirts are worn, cuffs shall be securely buttoned and fastened and not worn open.
3. Clothing saturated with grease, oil or other chemicals shall be changed immediately to prevent skin irritation and injury.

4102 SHOES

Employees eligible for the company shoe allowance shall not wear shoes unless they meet the Z-41 standards regarding skid resistance soles and steel toes. The use of open-toe shoes, sandals, and canvas shoes is prohibited. All shoes should be

maintained in good condition and laces tied securely while on duty.

4103 SAFETY GLASSES

Safety glasses shall be worn in all working areas of garages and maintenance facilities. When employees are assigned to work in areas outside, safety glasses shall be worn if the employee is involved in painting, chipping, or doing any other work that may cause an eye injury.

4104 SAFETY GOGGLES

Safety goggles shall be worn when engaged in any of the following activities:

1. Grinding or buffing.
2. Spray painting.
3. Steam cleaning.
4. Mixing chemicals or using bulk chemicals.
5. Using or working with dip tanks or parts degreasing machines.
6. Working with any corrosive chemical no matter how small.
7. In battery charging rooms.

4105 WELDING GOGGLES

Employees engaged in cutting, welding, burning, and/or brazing shall wear welding goggles. Employees shall use the proper lens for the specific type of welding being performed.

4106 FULL FACE SHIELD

A full-face shield shall be worn for steam cleaning or working on materials where excessive chips, sparks, or flying debris are generated.

4107 GLOVES

Employees involved in machine shop operations that may have hands pulled into machines shall not wear gloves during such operations.

4108 HAND PROTECTION

Employees shall use heavy-duty work gloves when handling lumber, steel, or other materials which may have sharp edges or which may cause skin laceration or abrasions. Employees involved in parts cleaning, fueling, steam cleaning, general purpose cleaning, handling solvents or corrosive materials shall use chemical resistant gloves.

4109 HEAD PROTECTION

Employees shall wear bump caps while working in a pit or under vehicles, or while checking fluids and repairing buses with the access door panels in a raised position. Employees of the Newark City Subway shall wear hard hats at all times when working. Employees engaged in facility repairs or construction shall wear hard hats in all situations where protection against falling objects is required.

4110 HEARING PROTECTION

Employees working in a dynamometer room shall wear disposable earplugs or muffs. Other employees are encouraged to wear hearing protection if they should enter a high noise area.

4111 RESPIRATORY PROTECTION

Employees shall wear respiratory protection when engaged in activities that expose them to potential harmful levels of contaminants or materials generated by:

1. Brake lathe work.
2. Brake work (while dust is generated).
3. Spray painting.
4. Welding.
5. Grinding and buffing (while dust is being generated).
6. Chemical compounds.

Employees involved in paint booth spraying shall wear supplied air respirators while engaged in painting.

4112 CHEMICAL RESISTANT APRONS

Employees involved in battery charging, dip tank operations, steam cleaning, or who regularly handle bulk amounts of flammable or corrosive materials shall wear a chemical resistant apron.

4113 REFLECTIVE VESTS

Employees assigned to bus maintenance facilities shall wear reflective vests all hours between dusk and dawn or when weather or environmental conditions create poor visibility. This requirement applies to working both in and out of the garage. Vest shall not be worn open or loose.

Rule 4200 - 4211

SAFE USE OF CHEMICALS AND
EMPLOYEE PROTECTION

4200 GENERAL

NJ TRANSIT Bus Operations is committed to the safety and health of its employees. The rules and procedures in this section are intended to guide employees in the safe use of chemicals and the steps necessary to protect themselves from acute or chronic exposure. It is the policy of NJ TRANSIT to procure and purchase only chemicals that allow the lowest possible hazard to both employees and the environment.

4201 HAZARD COMMUNICATION/RIGHT TO KNOW

Pursuant to the Hazard Communication Standard and New Jersey Right To Know Law, employees have a legal right to know the chemical make-up, hazards, and effects of chemicals they work with in the workplace. NJ TRANSIT Bus encourages employees to read the Material Safety Data Sheets (MSDS) before using products. MSDS's are on file at each location.

4202 RE-PACKING/TRANSFER

Employees drawing small amounts of chemicals from bulk containers for use shall label the container with the same Right To Know information contained on the label of the bulk container. Employees shall use only approved or suitable containers for transfer of such chemicals.

4203 CHEMICAL CONTAINER REUSE

Employees shall refrain from reusing previously used chemical containers for the transfer of new or other chemicals. Such transfer can lead to undesirable chemical reactions.

4204 USING A NEW CHEMICAL

Employees shall read Material Safety Data Sheets and labels on all new product containers prior to its first use. Employees shall, before using any new chemical be aware of all instructions, dilution ratios, PPE requirements and other hazard information.

4205 MISUSE OF CHEMICALS

Chemicals are purchased for specific purposes. Using any chemical in a non-approved manner is prohibited. This includes using gasoline or solvents as hand cleaners and any mixing of unauthorized chemicals.

4206 CHEMICAL STORAGE

Employees shall follow the manufacturers' and company guidelines regarding storage of all chemical products.

4207 VENTILATION

Employees shall be sure of the proper operation of ventilation equipment. Inoperable fans, air exchangers, or other equipment shall be reported to the employee's supervisor immediately.

4208 ENCLOSED PLACES

Employees shall not use any chemical in any room or other space that may not be properly ventilated.

4209 CHEMICAL USE NEAR HVAC SYSTEMS

Chemicals shall not be stored, used or dispensed

within 50 feet of an active HVAC system when doing so may allow vapors to enter such system.

4210 APPROVED CHEMICALS

Employees or supervisors on or off company premises while performing work related operations shall use only chemicals approved by the NJ TRANSIT Bus & Light Rail Safety Department. No employee, supervisor, or manager shall procure or bring chemicals onto the property until approval of that chemical and its MSDS sheet is given to the Bus & Light Rail Safety Department.

4211 EMPLOYEE PROTECTION - CHEMICALS

Working with any chemical or cleaner requires that safe and prudent steps be taken on the part of the user to minimize over exposure. The following is encouraged of all employees to ensure safe use of chemicals:

1. To decrease the chance of skin dryness and rashes, employees are encouraged to use barrier cream (available in stock rooms to reduce skin contact with any chemicals).
2. The use of gasoline or other solvents to clean hands or clothes is not permitted.
3. Employees shall use suitable gloves to reduce the contact between skin and chemicals used.
4. Smoking, eating, or drinking while actively using chemicals is prohibited. Employees shall wash hands and face after use and before eating, drinking, or smoking.
5. Employees shall clean their hands frequently of oil and grease to reduce the chances of rash or soreness.

6. Clothing saturated with grease, oil or other chemicals shall be changed immediately to prevent skin irritation and injury.
7. Employees are encouraged to wear long sleeve shirts to minimize chemical exposure to the skin.
8. Employees who work in areas that have freestanding water shall use company provided boots to minimize foot exposure.

Rule 4300 - 4312**HAND AND POWER TOOLS**

4300 GENERAL

To safely accomplish their duties, employees shall use hand tools that are in good condition and only for the purpose for which they are designed and intended. Defective tools shall not be used. The need for special tools shall be brought to the attention of the superintendent or foreman as soon as possible.

4301 SAFE OPERATION

Employees must be qualified and familiar with the safe operation of all electrical and power tools.

4302 INSPECTION OF HAND TOOLS

Employees shall periodically check all screw drivers, wrenches, hammers, and other tools for proper condition. Loose parts, stress fractures, or other defects found shall result in that equipment being reported to the superintendent or foreman and taken out of service.

4303 SHARP/TOOLS/OBJECTS

When using knives, chisels, or other sharp-edged tools, employee shall take prudent care and keep such tools sheathed until needed for use.

4304 SAFE USES OF WRENCHES

1. Select the proper size or socket required for the job. If an adjustable wrench is used, adjust it to properly fit the object to be tightened/loosened.
2. Shims between wrench jaws and object to be loosened or tightened shall not be used.

3. Place the wrench so turning shall be in the direction of the open end of the jaws.
4. The use of "cheaters" on the end of wrenches shall be prohibited.
5. Confine stroke of the wrench to space available. When working in tight places, work gloves are encouraged to reduce bruised knuckles.
6. Before applying full force to any wrench, make sure wrench has a proper grip on the object to be loosened or tighten. Apply force equally and gradually.

4305 SCREW DRIVERS

Employees shall use proper sized screwdrivers for the proper job. Points shall be checked often and repaired or taken out of service if found defective. Screwdrivers shall not be used as chisels, levers, or for any purpose than its intended use.

4306 USING PORTABLE ELECTRIC TOOLS

1. Before any portable electric tool is used, the employee shall check condition of blades, chains, and pads for proper and safe condition.
2. Check that all guards and safety devices are attached and operable. The use of any unguarded electrical hand tool is prohibited.
3. Make sure control switch or trigger is in the off position before plugging into any power source.
4. Before using any handheld power tool, inspect the work area for tripping hazards, such as wet or slippery spots, uneven floor surfaces, or other hazards.
5. Hold all hand tools firmly at the proper handholds and grips designed on the tool.

6. Hold power tools in place until engine or motor has stopped.
7. Do not attempt to clean debris such as drillings from the path of any power tool while it is energized.
8. When changing blades, chains or pads employees shall disconnect the power cord while doing so.
9. The use of extension cords shall be done in such a way as to minimize tripping hazards to other employees in the area.
10. Employees shall use a brush or other such device to remove chippings, residue, scale, or drillings that are generated during use of tools.

4307 ELECTRICAL HAND TOOLS

Prior to use, employees shall examine all electrically operated hand tools to ensure that all safety devices and guards are operable. Power cords shall be examined to ensure that they are in good operating condition as to reduce the chances for electrical shock. Defective electrical hand tools shall be tagged, "out of service - danger" and brought to the attention of the Superintendent or Foreman. Ground terminals on plugs shall not be removed and all adapters shall be properly used.

4308 CLOSE TOLERANCE TOOLS

Employees who use tools such as meters or torque wrenches that require close tolerance shall take prudent care of such tools as to not "knock them" out of calibration. This includes not dropping or throwing any meter, torque wrench, or other device of a sensitive nature.

4309 SELECTING PROPER TOOL

Employees should select the proper tool for the proper job. The use of improper tools is a major cause for hand tool injuries.

4310 SAFE USE OF BAR OR LEVER

1. Place the bar or lever with a firm bearing under or against object to be moved.
2. Assume a braced position with firm footing ensuring that the area is flat and clear of debris, oil or water to allow a firm foothold.
3. Position body parts in a manner that shall not cause any body part to become jammed or struck during the levering action.
4. Use bar or lever slowly and steadily. Avoid sudden jerks.
5. Position body so that you are not struck should bar or lever slip or object being levered suddenly becomes loose.

4311 HAMMERS OR STRIKING TOOLS

Before swinging a hammer or other striking tool, check it for proper condition. Be sure other persons in the area are clear of your swing and that objects being struck are secure and shall not move. When striking any object that may shatter, caution shall be exercised to ensure that nearby employees are advised and clear. Protective safety glasses shall be worn in all such cases. Chisels with mushroomed heads or chipped ends shall not be used but returned and taken out of service. Hammers shall not be hit together at any time.

4312 CALIBRATION

Tools and meters requiring calibration shall be calibrated as specified by the manufacturers and

company policies. No employee shall knowingly use a non-calibrated tool or meter to perform any maintenance work on any vehicle or facility. Employees shall pay close attention to all tools and report all calibration sensitive tools at the first indication that they may be out of calibration.

Rule 4400 - 4410

SAFETY RULES AND PROCEDURES

FOR

**MACHINERY AND SELF-PROPELLED
EQUIPMENT**

4400 GENERAL

Employees shall not use any machinery or equipment unless authorized and qualified to do so.

4401 USE OF MACHINERY

Employees shall not use machinery and equipment for purposes other than its design and or approved use. Company operating rules and instructions, as well as the instructions and recommendations of vendors shall be followed.

4402 LOCKOUT/TAGOUT

No employee shall attempt to service, repair, or adjust any machinery where there is risk that the machine may become energized and such work requires employees to be within physical proximity of pulleys, chains, or other working parts, the equipment shall be locked out or tagged out in accordance with NJ TRANSIT's Lockout/Tagout Program. Employees shall secure an approved lockout device on the power source prior to disengaging any guards or coming in contact with hazardous moving parts. In such cases where locking out the power source is impractical, employees shall use approved tag out tags and post them at any points where the machine may be energized. Once a piece of machinery is de-energized and locked or tagged out, it shall not be started by any employee until the locks or tags have been removed by the person who installed them.

4403 UNAUTHORIZED REMOVAL OF LOCKOUTS

The removal of locks or tags by anyone other than

the person who first installed them on the machinery is prohibited.

4404 PROTECTIVE DEVICES

No employee shall operate any machinery or equipment with safety devices disconnected or safety devices bypassed. Employees who remove guards or render safety devices inoperable shall be subject to discipline.

4405 DUST CONTROL

On machinery equipped with dust control devices, employees shall ensure the proper operation and use these devices at all times. Vendor instructions regarding maintenance of filters and removal of accumulated dust shall be followed prior to machine start up. Employees operating equipment that generates dust and does not have dust control devices built into them are encouraged to wear disposable dust respirators.

4406 SAFETY OF OTHERS

When operating any machinery or equipment, employees shall ensure the area around equipment is free of any hazards and employees who may be struck by flying debris generated by machine use.

4407 BENCH GRINDERS

Employees shall ensure that all bench grinders have guards and tool rests in place. The space between the face of the grinding wheel and the tool rest shall be maintained at a distance of no more than 1/8". Grinding wheels shall be inspected periodically for stress cracks or other defects that would make them unsafe. Grinding of plastic or non-ferrous materials such as copper or brass is prohibited.

4408 SELF-PROPELLED SUPPORT EQUIPMENT

When operating self supported equipment such as scrubbers and motorized high lifts, the following procedures shall be followed:

1. Employees shall maintain a cushion of safety around the vehicle and equipment and maintain a firm lookout in all directions of travel.
2. Employees shall acquaint him/her self with the floor conditions and traffic conditions in the area.
3. Employees shall regulate speed so the vehicle can be quickly stopped if a person or vehicle should enter the path of travel.
4. Employees shall follow the 5 MPH posted speed limits.
5. On high lift units, units shall not be moved when a person is in the basket and the basket is extended.
6. Employees using high lift units shall be qualified in their use.
7. Head protection shall be used when working on high lift equipment.

4409 FORKLIFT TRUCKS

Employees operating forklift trucks shall first be qualified to do so and follow the following procedures:

1. Employees shall perform a daily inspection to include oil, coolant, fuel, tires, lights, horns, steering, brakes, and hydraulic controls. Defective equipment shall be brought to the attention of the supervisor at the first opportunity.

2. Employees shall use care when lifting loads to ensure safe and proper operation of the forklift.
3. When not engaged in actual lifting or carrying, forks shall be kept in the lowered position 1" above the floor level with cylinder fully retracted and forks at a slight upward angle.
4. While carrying loads, operator shall adjust speed being aware that loads change the vehicle's handling characteristics.
5. While driving with a load, carry the load in the lowest possible position and in a manner that offers maximum visibility.
6. When driving with a load that blocks visibility, seek assistance from others to ensure that the path of travel is clear.
7. Hitching rides by employees is specifically prohibited on all lift trucks.
8. The use of the forks of a lift truck to lift employees is prohibited.
9. All forklift operations shall be performed from the operator's seat. Do not operate from outside operator's compartment.
10. When provided, seat belts shall be worn.

4410 HOISTING EQUIPMENT

Employees using electrical or manual hoist shall:

1. Inspect cables, wires, chains, hooks, and safety latches or slings for signs of wear or fatigue prior to use. Defective equipment shall not be used and shall be tagged "Danger - Out of Service" and reported to the supervisor at once.
2. Employees shall use care when hoisting loads to ensure the safe and proper operation of the hoist.

3. Employees using hoisting equipment shall ensure that the object to be hoisted is secured properly.
4. Employees shall keep their bodies as far as possible from the lifted load.
5. No hoisting operation shall be started if other persons are within ten feet of the load. Employees shall be vigilant and give warnings to others who may stray into the path of the hoisting operation.
6. At no time should a hoist be left loaded or part of the way up.

Rule 4500 - 4511

FLAMMABLE MATERIALS/FIRE SAFETY

FLAMMABLE MATERIALS/FIRE SAFETY

4500 GENERAL

The risk of fire and its impact on people and property is of concern to NJ TRANSIT Bus. Employees shall use the following rules and procedures to protect themselves, their co-workers, and property from fire.

4501 FIRE PREVENTION

Employees shall use the following procedures to ensure a workplace free of fire hazards:

1. Dispose of paper, rags, waste, or materials with flammable liquids or paint residue in a flammable trash container equipped with a self-closing lid.
2. Smoking, welding, or carrying lighted materials in or around restricted no smoking areas is prohibited.
3. Paper, cardboard, or trash shall not be stored inside flammable storage lockers.
4. Employees shall not allow newspapers or trash to build up in any area or any building. This rule is extremely important in fuel alleys.
5. Compressed gas cylinders marked with flammable decals (such as propane or acetylene) shall not be stored with compressed oxygen gas.
6. Flammable or combustible liquids shall only be dispensed into approved jerry cans. The use and accumulation of oils and solvents in open buckets is a severe fire hazard and shall be prohibited.
7. Employees shall not store or use combustible or flammable materials near open flames, welding areas, or in any other

manner that may increase the chances of ignition.

8. Gasoline or other flammable liquids shall not be used for cleaning or washing of hands or parts.
9. Employees shall not block or hinder fire lanes, fire exits, or fire fighting equipment.

4502 PROPER USE OF FLAMMABLE/COMBUSTIBLE LIQUIDS

Employees shall not use flammable or combustible liquids for purposes other than normal or intended purpose.

4503 SPRINKLER HEADS

Employees shall not stack or store materials within 18" of any sprinkler head.

4504 TANK REPAIRS

Before welding any tank, employees shall purge tank completely of any residual fluids. Prior to welding, the tank shall be either filled with water or purged completely with inert nitrogen gas. No such work shall be accomplished without the prior knowledge of the supervisor.

4505 HOT WORK

No employee shall weld, braze, cut, burn, or do similar work in an area where flammable or combustible materials are present. In cases where this may not be practical, a fire watch shall be posted during this operation.

4506 PORTABLE HEATERS

The use of portable heaters shall be held only to emergency situations. In such emergencies, heater shall be placed away from areas where they may make contact with passersby, paper, trash, or other combustible or flammable materials. No operating portable space heater shall be left unattended.

4507 BATTERY ROOMS

Smoking, welding, or other ignition sources are prohibited from battery charging areas.

4508 BONDING AND GROUNDING

Dispensing of class I flammable liquids (gasoline, alcohol, acetone, etc.) from bulk drums to smaller containers shall only be done with appropriate grounding and bonding straps.

4509 FIRE DOORS

In facilities equipped with fire doors, such doors shall be kept closed at all times. Employees shall refrain from keeping fire doors open or any way rendering them inoperable for their purpose.

4510 FUEL DISPENSERS

Employees engaged in dispensing fuel shall not smoke or carry lighted materials or allow anyone else to do so around dispensing areas. Fuel dispensing areas shall be kept clear of all trash, papers, and other debris. Fuel shall not be dispensed into vehicles with customers on board.

4511 PAINT/SPRAY BOOTHS

Smoking, welding, or other ignition producing sources are prohibited in all paint spray booths. Employees actively engaged in spraying shall minimize tool usage and other conditions that may generate sparks or ignition sources.

Rule 4600 - 4615

SAFE WORK PROCEDURES

SAFE WORK PROCEDURES

4600 OPERATING MOTOR VEHICLES

Employees who must operate buses, trucks or cars on or off company property, shall do so only if they are licensed and properly qualified to do so.

4601 SPEED LIMITS

Employees operating vehicles on company property shall follow the 5 MPH posted speed limit. Employees shall use good judgment when driving in or around the garage and adjust speed appropriate to the conditions. Employees operating company vehicles off property shall obey the posted speed limits.

4602 TRAFFIC LAWS

Employees involved with the operation of buses or trucks off of company property shall obey all traffic laws and posted speed limits.

4603 ATTENTION WHILE DRIVING ON COMPANY PROPERTY

While operating vehicles in and around garages, employees shall drive at the posted speed limit of 5 mph or slower, that shall allow for quick stopping should another employee or vehicle enter the path of travel. Employees driving around fuel stands and wash racks shall be especially careful of speeds and conditions as a result of wet surfaces.

4604 RIGHT OF WAY

Employees driving company vehicles shall yield the

right of way to all emergency vehicles while on public streets.

4605 BACKING BUSES

When backing a bus becomes necessary, employees shall check the path of travel and sound the horn three times before starting the maneuver. Employees shall seek assistance from others if the maneuver is of such type that visibility is blocked.

4606 WORKING IN THE ENGINE COMPARTMENT

Employees entering the engine compartment shall do so with great care when the engine is running. Entry to the engine compartment when the engine is running shall be avoided and only done when repairs or work absolutely requires one to do so.

4607 REAR ENGINE START

When conducting engine compartment maintenance, wheelwork, or any other in back of or under a vehicle, employees shall engage the rear start only option. This procedure shall be used to ensure that no one starts or moves the vehicle while the employee is in close proximity to any moving parts or the vehicle itself. The steering wheel lockout tagout device shall be used when working in the rear or under a vehicle.

4608 PARKING OF BUSES

Employees shall properly secure the vehicle anytime it is to be parked or left unattended. The procedure of engaging the parking brake, placing the transmission in neutral and turning the master switch to the off position shall be followed at all times.

4609 REPAIR PITS

Employees shall take prudent care when positioning vehicles over repair pits and drive in a manner that assures the maximum level of safety. While using jacks or jack stands when a vehicle is over pits, employees shall take care to ensure that the jack or jack stand is firmly based and not too close to the edge of the pit as to cause an accident.

4610 FLOOR/ PIT SURFACES

Employees shall promptly clean and cover all spills of liquids that may occur.

4611 TRIPPING HAZARDS

Employees should use electrical extension cords and hoses in a manner that does not clutter the work areas and create tripping hazards for others. At the conclusion of all work, electrical cords and hoses shall be removed and properly stored.

4612 MATERIAL HANDLING

Many work place injuries occur during lifting, carrying, or pushing materials or objects. The following procedures shall be used to minimize such injuries:

1. Keep hands, feet and fingers in a position where objects being carried cannot shift onto or against them.
2. Keep clear of sharp objects. Wear safety gloves when handling items that may have edges or rough spots.
3. When carrying any object, employees should keep clear of slippery or uneven floor surfaces and other tripping hazards.

4. Employees shall lift with their back straight to avoid back injuries and shall seek assistance if the load is heavy or awkward.
5. Employees shall make full use of all material handling devices, such as lift trucks, hoists, dollies, carts and wagons.
6. Carry objects at waist level to minimize back stress. When lifting objects above the waist becomes necessary:
 - a. Do not attempt to lift in one motion.
 - b. Bend knees to maximize the use of leg muscles and minimize stress on the back.
7. When handling objects from a pile, check that the pile is secure as to not have other objects slip or strike hands or feet.
8. Employees shall not drop materials or objects as they may rebound and cause injury.
9. When it becomes necessary to lean material for purposes of storage, it shall only be done in a manner that shall prevent the object from slipping or toppling.

4613 WORKING AT HEIGHTS

Falls from elevations can be serious or even fatal injuries to employees. To prevent falls from elevations, the following procedures shall be used:

1. When access to an object or work is above normal levels, employees shall use only an approved ladder, step stool, or similar approved piece of equipment to do so. Standing on chairs, cans, boxes, or other objects not intended for such purposes is prohibited.
2. No employee shall stand on the forks of a lift truck for the purpose of working at heights.

3. Employees using ladders shall select a ladder of the proper type and height for the job to be done.
4. Before using all ladders, employees shall ensure that the feet and the rungs are in good condition. Broken or defective ladders shall be marked, "Danger Out of Service" and brought to the supervisor's attention.
5. Employees shall not use the top two rungs of portable straight ladders or the top step and platform of a step ladder (unless ladder has been designed for that purpose).
6. Ladders shall be set up on clean level surfaces.
7. No employee shall use a ladder occupied by another.
8. Employees shall climb ladders with hands free at all times to maintain a proper and safe grip.
9. When working at heights, employees shall take all precautions to keep tools and other debris from falling below.
10. Use of authorized body belt and safety harnesses shall be used under the following conditions:
 - a. Working at elevations greater than 6' in the absence of scaffold, handrails or other fall protective devices.
 - b. When working on roofs or skylights.
 - c. When working on pitched roofs.
 - d. When working on flat roofs without handrails or other fall protection.

4614 COMPRESSED GAS CYLINDERS

1. All gas cylinders shall be stored in approved rack or chained in a secured position and protected from falling.

2. Gas cylinders shall be transported for use only with approved gas cylinder hand trucks assuring that the cylinders are properly secured to the truck.
3. Valve covers shall be installed on all gas cylinders when not actively in use.
4. Compressed gas cylinders containing flammable gases such as acetylene, propane, or MAP gas shall be kept at least 20' from cylinders containing oxygen or other oxidizers.
5. Compressed gas cylinders shall be shut off at the conclusion of their use.

4615 WELDING/CUTTING

Employees involved in cutting, welding and burning shall take precautions to safeguard themselves, others and property.

1. No person shall be permitted to weld or cut unless approved to do so by the supervisor. Supervisor shall not approve anyone to weld or cut unless employee is qualified.
2. All pressurized cylinders shall be transported on a secure truck intended for the purpose. All cylinders shall have a valve cover on except when the cylinder is actually in use.
3. Acetylene cylinders must be stored and transported in a vertical position
4. Employees engaged in welding or cutting shall do so in places intended for such activity. Welding and cutting in areas where combustible materials or poor ventilation may be present are to have such jobs pre-approved by their supervisor.
5. Employees involved in welding or cutting shall wear appropriate personal protective equipment such as:

- a. Welders cap.
 - b. Appropriate welding goggles.
 - c. Welding jacket.
- 6. Employees shall not climb ladders with lighted torches.
 - 7. Before cutting or burning cored castings, pipe or other such items, employees shall ensure that the object is properly vented to allow escape of fire, gas and steam.
 - 8. Employees shall not weld or cut in areas where flammable or combustible liquids are stored and dispensed.
 - 9. All welding areas shall be kept clear of flammable and combustible debris. Employees shall keep welding areas clear of tripping hazards.
 - 10. All welding carts shall have a 5 lb ABC fire extinguisher attached and inspected to ensure it is properly charged.
 - 11. Employees shall keep oil and grease away from oxygen and acetylene equipment.
 - 12. Never use oxygen or other compressed gases to clean off clothing.
 - 13. Never open the valve of an oxygen cylinder all the way as to prevent leaking at the stem.
 - 14. Never use acetylene cylinder with the valve turned more than two turns.
 - 15. At the completion of welding, all valves are to be closed and all pressure bled from the line.
 - 16. Do not crimp hoses as to stop the flow of oxygen or acetylene. This can cause a backfire condition in the hose.
 - 17. Always purge oxygen and acetylene lines for a few seconds prior to lighting with an approved striker.
 - 18. Do not handle oxygen cylinders with oily or greasy hands.
 - 19. Before and after using welding equipment, employees shall inspect hoses, heads,

- mixers, regulators and flash back arresters for proper condition. Defective welding equipment shall not be used.
- 20. When handling "hot work" employees shall use hot work gloves.
- 21. Employees shall never weld or cut with a disposable lighter in their possession. This could cause serious personal injury.
- 22. If welding or cutting is being done in areas without proper ventilation an approved respirator shall be used.

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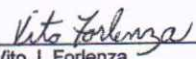
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We have fully reviewed the attached Employees Safety Rule Book dated "January 2005" and have no objections as to its content.


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 Chairman
 ATU NJ State Joint Council

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