ConGlobal

SAFETY GUIDEBOOK

EMPLOYEE ORIENTATION PROGRAM

REVISED
July 2023

SAFETY IS MY RESPONSIBILITY.

CONTENTS

OUR SAFETY PHILOSOPHY

Take care of each other, our customers, and our business.

Our mission is an essential navigation tool, especially when talking about safety. Our mission statement helps us cut through the noise and points all employees straight at the heart of our company's passion and vision. ConGlobal is an expert partner in multimodal, industrial terminal operations.

Our Zero Harm Roadmap details the specific activities that will shape our culture, educate our teams, expand our safety programs, and continually improve our ability to identify, mitigate, and prevent risks.

OUR ZERO HARM COMMITMENT

At the core of our culture, across all levels of our company, is a dedication that defines us—to place health, safety, and well-being of our people, the environment, and the communities we serve first in all we do.

Zero Harm means the following:

- Zero injuries
- Zero environmental incidents
- Zero damage incidents

Across our network, Zero Harm starts at our facilities, which operate with above-and-beyond safety expectations. Add a culture rooted in treating one another with empathy and respect, and Zero Harm comes to life.

As terminal experts, we believe every incident is preventable, and we can achieve a zero-incident objective together.

TOGETHER WE WILL SUCCEED

- Everyone is part of the safety process.
- We require employees to participate and comply with safety programs, and it is a condition of employment.
- We provide sufficient resources for safety programs, including setting and monitoring objectives for continual improvement.
- We do not allow employees to work in production environments unless trained and licensed by a qualified trainer.
- We prevent exposures by identifying and eliminating unnecessary risks.

WORDS FROM OUR CEO

BRANT RING, CEO

It's an honor to welcome you to the ConGlobal family. There's a lot to learn in these first weeks, but I wanted to take a moment to share the heart of the matter—our commitment to a safety culture.

What you will find in this rulebook guides everything that makes ConGlobal, ConGlobal. As you grow into your role, I will enjoy watching your impact and seeing how your work will advance our every day mission of taking care of each other, our customers, and our business. In doing so, I hope that you find your work to be rewarding, challenging, and meaningful.

We operate in complex, industrial terminal environments, making safety a core value. I say value, not priority, because priorities can change, values do not.

Safety starts with adherence to established rules and protocols, but really shapes the kind of company we should be when we all make a commitment to our own safety AND the safety of our co-workers.

Our truest measure of success will be when we perform our work—each move, each shift, each day—without harm to people or equipment. That's Zero Harm. Nothing will have a greater positive impact on our company, and the lives of the people that make up our company, than eliminating all accidents and injuries from our places of work.

OUR COMMITMENT TO HEALTH, SAFETY, AND WELL-BEING

Everywhere we operate, we make safety personal.

Anyone working in a complex terminal knows that these environments have inherent exposures. We train our teams to identify, mitigate, and prevent exposures proactively. We make safety personal becasue we are accountable for promoting a safe and healthy workplace for ourselves and others potentially affected by our activities.

We eliminate fatal risks. Our teams identify and eliminate risks with our Zero Harm program and behavioral protocols.

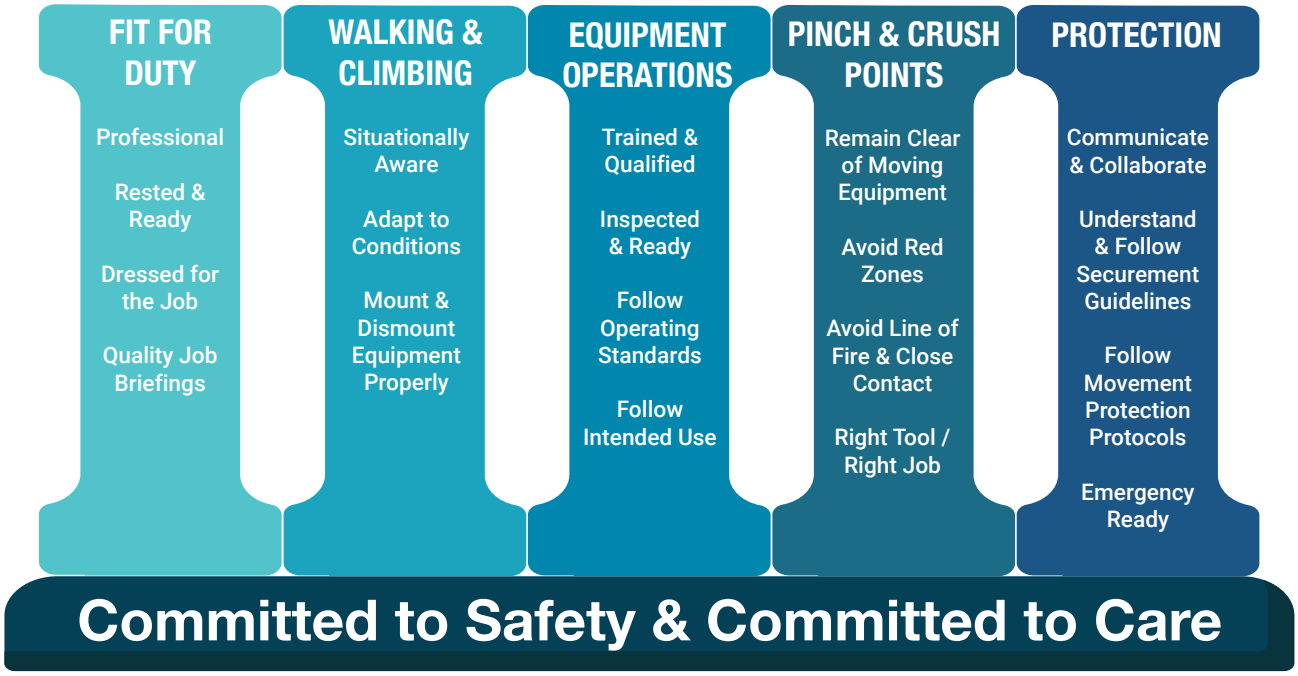
We eliminate hazards. Our teams use our Zero Harm materials and Safety Pillars to identify hazards in our work. We make conscious efforts to learn and improve around execptions (when something goes wrong), SIF(p) near misses (an incident that occurs outside of identified hazards with Serious Injury or Fatality potential), positive work experiences (when work occurs without incident), and observations (inspect what we expect for safety gaps, process adherence, and proper training).

We maintain Zero Harm day-to-day. Our robust safety programs proactively address safety so we can perform our work—each move, each shift, each day—without harm to people or equipment. We ask our employees to commit to care daily, and our leaders address safety with urgency and passion.

We keep the public safe from harm. We embrace health, safety, and well-being as fundamental to our business practice.

We keep our people healthy. ConGlobal endeavors to create a healthy and safe work environment. Our Zero Harm and holistic wellness programs work hand-in-hand so employees have the support and resources to maintain and improve their health.

ConGlobal Safety Pillars



FIT FOR DUTY

Professional
Rested & Ready
Dressed for the Job
Quality Job Briefings

WALKING AND CLIMBING

Situationally Aware
Adapt to Conditions
Mount & Dismount Equipment Correctly

EQUIPMENT OPERATIONS

Trained & Qualified
Inspected & Ready
Follow Operating Standards
Follow Intended Use

PINCH & CRUSH POINTS

Remain Clear of Moving Equipment
Avoid Red Zones
Avoid Line of Fire & Close Contact
Right Tool/Right Job

PROTECTION

Communicate & Collaborate
Understand & Follow Securement Guidelines
Follow Movement Protocols
Emergency Ready

GUIDING PRINICPLES

Nothing we do will have a more significant impact on our company and the lives of the people who make up our company than eliminating harm from our workplace.

The principles below reflect our ConGlobal values and help fuel employees to be active in their safety and the safety of others.

SCOPE 1

WE TAKE SUFFICIENT TIME TO PERFORM OUR JOB TASKS SAFELY.

Job tasks are performed only by authorized and qualified individuals.

We alert co-workers and workgroups of unsafe practices or conditions.

We comply with all workplace safety policies and procedures.

We comply with warning signs, posted instructions, and placards marking restricted areas or potential hazards.

We report accidents immediately to the supervisor or employee in charge. We do not move equipment, vehicles, or tools involved in an accident or injury until the supervisor or employee in charge arrives on the scene to investigate the accident, take pictures, and obtain witness statements. The only exception is when there is imminent danger to life or equipment.

SCOPE 2

WE THINK SAFETY FIRST.

In a case of doubt or uncertainty, we must take the safe course. Personnel who persist in unsafe practices or place themselves in jeopardy will be subject to discipline.

We have an alcohol and drug-free worksite policy. ConGlobal prohibits the use, possession, or sale of alcohol, drugs, or a controlled substance and includes the abuse of medication prescribed by a physician. ConGlobal reserves the right to test employees for such use, and a refusal to submit will cause termination. Our stance is a zero-tolerance policy.

We will not engage in horseplay, practical jokes, and all conduct of a similar nature while on company property.

SCOPE 3

WE DRESS FOR THE ROLE AND JOB WE ARE PERFORMING.

Our employees tie back long hair, remove jewelry, and any other suspended items to prevent obstruction or becoming entangled in moving machinery or equipment.

We also wear protective equipment as required

SCOPE 4

WE NEVER TAKE CHANCES OR SHORTCUTS.

We don't take chances or shortcuts when operating equipment.

Employees MUST have a valid driver's license or commercial license to operate company equipment or vehicles.

Drivers and passengers must wear seat belts when in company vehicles (if so equipped) or when on company business in personal vehicles. Before exiting, we engage the parking brake and switch the transmission placed to "Park" and turn off vehicles.

Company vehicles are for company business only.

Unauthorized passengers are not allowed in company vehicles or equipment.

We load and secure tools, materials, and equipment to avoid shifting loads during sudden starts/stops.

We prohibit any ConGlobal employee from pulling or pushing a stuck or stranded non-ConGlobal vehicle with a hostler, lift equipment, or another company vehicle.

Transporting a loose object on moving equipment could cause a hazard. We safely secure or remove loads.

Transportation of gasoline or any other flammable material must be in an approved container and only in approved limited quantities.

We prohibit cell phones, MP3 players, radios, or any device that may cause a distraction to safe operations in all equipment (e.g., hostlers, lift equipment, yard vehicles, etc.), at gate inspection and shop areas, including all areas of the ramp. When stopped in a safe location, employees may use cell phones for yard management communication; however, headphones are strictly prohibited at all times while on duty.

GUIDING PRINCIPLES (CONT.)

SCOPE 5

WE TAKE EXTREME CARE DURING ADVERSE CONDITIONS.

Our employees exercise extreme care during adverse conditions. These conditions can cause slippery surfaces, reduced visibility, increased or decreased body temperature, and additional stress on equipment.

We always consult a supervisor before working in severe weather conditions, such as lightning or high winds.

We use only authorized paths or routes to or from yards, shops, and stations.

- Avoid stepping on surfaces covered with oil, grease, wet paint, or other substances creating a slipping hazard.
- Avoid dangerous shortcuts. Do not walk behind parked units or between parked units where you can avoid it.
- Be particularly cautious during cold weather against slipping on snow and ice. Don't walk on ice if you can avoid it. Do not walk under icicles without removing them.
- Except in an emergency, do not walk through escaping steam or smoke, obscuring your vision.

SCOPE 6

WE PRACTICE GOOD HOUSEKEEPING.

There is adequate lighting, work areas and floors are clear of debris and discarded materials, and telephone and electrical cords are encased by floor moldings or taped to the floor to reduce slips, trips, and falls

Employees prevent cuts and punctures by correctly storing and carrying sharp objects: knives, pencils, pens, scissors, letter openers, and tools.

We use office equipment and furniture correctly. Filing cabinets and desk drawers are load balanced and remain closed outside of use. Employees don't lean back in office chairs, use chairs instead of step ladders, and take care when sitting in chairs with rollers.

SCOPE 7

WE TAKE CARE.

We do not lift heavy objects without the help of another employee, a team lift, or a lifting device. Employees must use safe lifting procedures, including using a back-belt, to avoid back strain or injury when lifting any object.

All vehicles (including lift equipment, hostlers, forklifts, etc.) must have a fully charged and operational fire extinguisher in the cab at all times.

We never attempt to throw water on a fire that is near electrically charged equipment or appliances or near exposed electrical wires. Employees should use a dry chemical fire extinguisher designed for this purpose.

All yard vehicles, including hostlers, yard trucks, crew vans, outside drivers, and personal vehicles, must come to a complete stop before initiating a U-turn.

All ConGlobal contractors or subcontractors are subject to the rules described in this Safety Rulebook. They must be aware of and understand all applicable regulations to perform their job duties while at the terminal.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees must wear appropriate Personal Protective Equipment (PPE) and clothing when working or near hazardous work.

Employees wear hearing protection when a particular job or area has been identified as requiring it (more detail is in the ConGlobal Hearing Conservation Policy). We recommend employees wear company-provided hearing protection outside or near equipment and in areas where noise is above talking levels.

ConGlobal provides appropriate and approved respirators for specific airborne contaminants or hazards for jobs or operations that require it.

All provisions outlined in the ConGlobal Respirator Protection Program shall apply to respirator users. If PPE is not specified below, or you are in doubt, consult your supervisor or Safety Department. Employees will only use and wear authorized and ANSI-approved PPE.

Hazardous work areas include, but are not limited to:

- In and Out Gates (Checkpoints)
- Trailer Repair Area
- Ramp Area (Terminal)
- Power Shops

OSHA requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards. Below is the PPE required for each job type.

TERMINAL, RAMP, OR DEPOT OPERATOR

Employees perform all ground tasks and equipment movements using hostlers or lift equipment at industrial terminals.

Required PPE should be worn at all times and includes:

- Hardhat
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective garment
- Work duty gloves
- Safety-toe work boots*

Hardhats must be available in all equipment and put on when exiting the cab.

GATE INSPECTOR OR OPERATOR

Employees inspect equipment at in and out-gates and complete paperwork or make computer entries.

Required PPE should be worn at all times and includes:

- Hardhat
- Safety rated glasses with side shields*
- High-visibility reflective vests
- Safety-toe work boots*

AUTOMOTIVE LOADER OR UNLOADER

Employees perform all finished automobile loading or unloading duties for multi-level railcars.

Required PPE should be worn at all times and includes:

- Bump cap
- Safety rated glasses with side shields*
- High-visibility reflective vests
- Safety-toe work boots*

POWER MECHANIC

Employees that maintain and repair all power equipment.

Required PPE should be worn at all times and includes:

- Hardhat
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt and ankle staps
- Fire retardant clothing when welding
- Work duty gloves
- Safety-toe work boots*

*All safety glasses are defined as ANSI rated safety glasses with side shields
*All work boots are defined as ANSI-approved steel toe or composite toe lace-up boots with a minimum of a 6-inch ankle and a half inch defined heel.

CHASSIS-TRAILER MECHANIC

Employees inspect, maintain, and repair trailers, containers, and chassis.

Required PPE should be worn at all times and includes:

- Hardhat
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt, and ankle straps
- Fire retardant clothing when welding
- Work duty gloves
- Safety-toe work boots*

CONDUCTOR

Employees perform groundwork for yard switching and train make-up.

Required PPE should be worn at all times and includes:

- Hardhat
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt and ankle staps
- Work duty gloves
- Safety-toe work boots*

LOCOMOTIVE ENGINEER

Employees operate railroad locomotives and perform locomotive inspections.

Required PPE should be worn at all times and includes:

- Hardhat
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt, and ankle straps
- Work duty gloves
- Safety-toe work boots*

DRAYMAN

Employees drive a tractor and trailer for over-the-road pick-up and delivery.

Required PPE should be worn at all times and includes:

- Hardhat (intermodal) or bump cap (container yard/depot)
- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt and ankle staps
- Work duty gloves
- Safety-toe work boots*

SWITCHMEN

Employees operate track switches and derails to ensure correct routing of engines or cars.

Required PPE should be worn at all times and includes:

- Hearing protection (either foam earplugs or earmuffs)
- Safety rated glasses with side shields*
- High-visibility reflective vests or belt, and ankle straps
- Work duty gloves
- Safety-toe work boots*

MANAGERS OR SUPERVISORS

Employees perform managerial and supervisory duties in work areas.

Managers wear PPE according to the environment they work in:

- Hardhat (intermodal) or bump cap (container yard/depot)
- Safety rated glasses with side shields*
- High-visibility reflective vests
- Safety-toe work boots*

*All safety glasses are defined as ANSI rated safety glasses with side shields

*All work boots are defined as ANSI-approved steel toe or composite toe lace-up boots with a minimum of a 6-inch ankle and a half inch defined heel.

RULES FOR FUELING

Due to the highly combustible nature of fuel, ConGlobal employees must take every safety precaution when fueling equipment onsite.

SCOPE 1

GENERAL FUELING RULES

We do not fuel internal combustion engines while the engine is running.

We do not leave fueling hoses unattended while fueling and avoid the likelihood of spillage.

If spillage occurs, we report it immediately and completely clean up the spilled fuel and take other measures to control flammable vapors before restarting engines.

We replace and secure fuel caps before starting engines.

We maintain metal-to-metal contact between the container and fuel nozzle when fueling.

ConGlobal prohibits the handling or transfer of gasoline, diesel fuel, and other flammable liquids in open containers or containers not approved for that use.

Open lights, flames, sparking, or arcing equipment are not allowed near fueling or fuel transfer.

Smoking is prohibited, and we've posted "No Smoking" signs near fueling operations.

We prohibit fueling operations inside buildings or other unventilated enclosed areas.

When using gravity flow systems for fueling or transferring fuel, we use self-closing nozzles.

We avoid all chances of ignition. We prohibit mechanical and repair work near fueling stations, and this rule includes outside vendors.

SCOPE 2

DIESEL AND GAS FUELING

We prohibit smoking within 50 feet of any fuel tanks, pumps, or areas where vapors exist.

When using electric pumps to transfer flammable or combustible materials, they must be designed and approved for use and properly grounded.

SCOPE 3

PROPANE (LPG) FUELING

We prohibit smoking within 50 feet of any fuel tanks, pumps, or areas where vapors exist.

While the engine is running, we shut off the engine valve to use up all propane in the fuel line.

We turn off all engines before refueling.

We constantly check hoses, fittings, and tanks for proper condition before refueling.

We wear gloves when making fuel line connections and disconnections.

We never use hands (with or without gloves) to check for leaks. Pinhole leaks can penetrate gloves and cause severe freeze burns. Instead, leaks are detected by smell or by using soapy water.

If a leak is detected, we must ventilate the area to prevent an explosion. It is important to remember that propane is heavier than air and will not dissipate to the atmosphere.

SCOPE 4

BATTERY CHARGING AND JUMPING

We prohibit smoking within 50 feet of battery charging or jumping (boosting).

Employees must wear adequate eye protection (a face shield over safety glasses), clothing, and gloves. Employees remove metal jewelry when working with batteries and protect skin from contact with battery acid.

Only trained persons may jump or charge batteries.

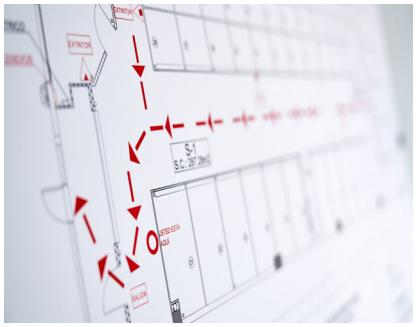
Only trained and authorized personnel may boost or “jump” batteries. We follow the proper sequence for connecting booster cables as outlined in operator/service manuals and confirm the battery and source voltage are the same.

Battery charging produces highly explosive hydrogen gas and must be performed in well-ventilated areas away from any source of ignition (sparks, flames, arcs, etc.).

We provide an eyewash station near all battery charging areas.

EMERGENCY ACTION PLAN

An emergency action plan (EAP) is a written document required by particular OSHA standards. [29 CFR 1910.38(a)] to facilitate and organize actions during workplace emergencies. Employees must understand their evacuation and emergency response roles to avoid confusion, injury, and property damage.



THE TERMINAL MANAGER PROVIDES:

Site specific plans with illustrations of all site buildings operated by ConGlobal, including a drawn path from all inner offices to all exits.

This illustration is titled Emergency Escape Plan; In Case of Emergency; Head for the Nearest Exit, and is prominently posted in all buildings with exits noted in red.

We post emergency telephone numbers, including Fire, Police, Ambulance, Railroad Manager, Railroad Police, and ConGlobal Manager(s), near or at phones throughout the facility.

We establish procedures for all foreseeable emergency conditions including, but not limited to: fires, tornadoes, earthquakes, floods, and hazardous material spills.

Every employee is familiar with escape routes, rally points, and where to find emergency telephone numbers.

MEDICAL SERVICES AND FIRST AID

OSHA standard [1915.87] requires that employers ensure emergency medical services and first aid is readily available to employees.

All ConGlobal operations have appropriately stocked and approved first aid kits that are available near work areas, and employees are familiar with their location and contents.

We provide eyewash stations or drench showers when chemical eye/skin hazards exist, and we train all employees on their location and use.

We train employees to wear provided protective equipment when handling bloodborne pathogens and bodily fluids when responding to a first aid emergency.

HAZARDOUS MATERIALS & COMMUNICATIONS

Hazard communications, also known as HazCom, is a set of processes and procedures that ConGlobal has implemented in the workplace to effectively communicate the hazards associated with working around chemicals that can cause irritation, flammability, and corrosion.

ConGlobal trains all employees onsite specific hazards, including hazard communication labels and Material Safety Data Sheets (MSDS) for each hazardous material used stored in a “Right To Know” station.

We hold employees responsible for being familiar with MSDS stations and the information.

We train employees to be familiar with the chemical/physical hazards of materials associated with their job and the required PPE.

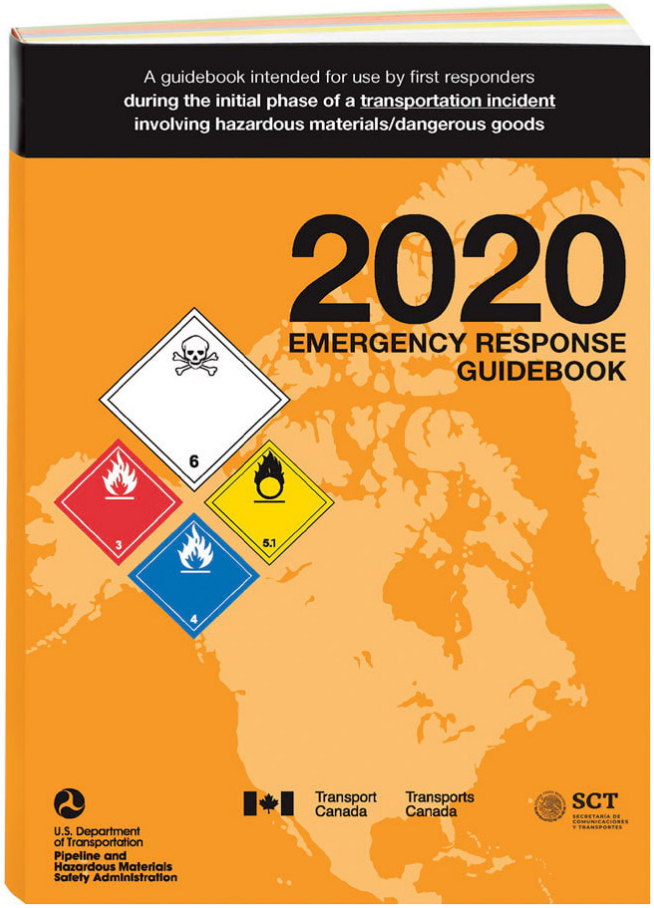
We inform employees about the chemicals they could be exposed to in the workplace and require employees to complete a Hazardous Materials Training Program regulated by DOT’s Hazardous Materials Regulations.

We only allow trained employees to handle hazardous chemicals such as acids, caustics, etc. ConGlobal treats unidentified chemicals and materials as hazardous until they are identified.

We do not allow employees to wash their bodies, clothing, equipment, or floors with flammable or combustible liquids.

We require employees wear appropriate PPE and clothing when handling chemicals, including gloves, eye protection, or respirators as necessary for the particular hazards of the chemical.

If there is any doubt regarding the appropriate PPE, consult the SDS, your supervisor, or the Safety Department.



WORK ENVIRONMENTS

ConGlobal's primary objective is to ensure employees' health and safety and protect company property and equipment.

We can prevent all accidents by using assigned safety equipment, following the safety rules, and following our safety foundation that "safety is my responsibility."

THINK SAFE, WORK SAFE, BE SAFE

We keep all worksites clean and orderly. Tool trays, decks, and work surfaces must remain free of accumulations of dirt, grease, scrap, or unnecessary items. ConGlobal employees clear work areas after job completion.

We immediately clean up spilled materials or liquids.

We safely store and remove combustible scrap, debris, and waste in our workplaces.

We use covered metal waste cans for oily or paint-soaked waste.

We keep restrooms and wash stations clean and sanitary.

We cover and guard pits and floor openings.

We keep aisles and passageways clear.

We store materials and equipment so they will not interfere with the walkway or access to emergency equipment (phone, fire extinguisher, circuit breakers, etc.).

Our exits are side-hinged and marked with "EXIT" signs 5 inches high. Exit pathways are free of obstructions and permit prompt escape in an emergency.

We prohibit the operation of internal combustion motors in closed environments (in a building or van) unless there is sufficient ventilation expelling exhaust to the exterior atmosphere.

FIRE PROTECTION

Maintaining a safe work environment includes a quality fire prevention program. The key to adequate workplace fire safety is recognizing and eliminating potential fire hazards before they become an issue.

We mount “No Smoking” signs in all fueling areas and where we store flammable or combustible materials. We require that all employees adhere to this policy.

ConGlobal employees and vendors perform maintenance and repair work in spaces away from fueling areas, storage of flammables or combustibles, and with no potential for ignition or sparks.

We label and mount the correct class and size fire extinguishers, so they are always accessible.

Managers inspect fire extinguishers monthly, and an authorized service confirms correct operation annually.

We train employees to use fire extinguishers properly. All employees are familiar with the location and use of fire extinguishers.

We use approved safety cans for dispensing flammable or combustible liquids.

We store combustible scrap, debris, and waste materials in covered metal receptacles.

ENVIRONMENTAL SAFETY

As one of the largest transportation support companies in the United States, ConGlobal has an essential responsibility to build a more sustainable supply chain. The transportation and logistics industry is the leading source of CO2 emissions, and with the urgency of climate change and the need to create a more inclusive world, we must all do more.

ENVIRONMENTAL RULES

We store batteries in enclosed structures with no flammable or combustible materials. These locations have proper ventilation and are free from collective moisture.

We prohibit smoking, and employees must wear safety glasses when handling batteries or making connections.

When disposing of batteries, employees place them in receptacles for disposal. We use approved recyclers to remove batteries from our facilities.

We use reputable recycling companies to dispose of waste materials like used oil, oil filters, fuel, or other chemicals that are considered hazardous. Employees are not permitted to dispose of dangerous wastes mixed with non-hazardous ones.

We prohibit the pouring, dumping, or otherwise disposing of hazardous chemicals in regular drains.

We consider “oil dry” and other materials soaked with the oil a chemical hazardous waste, and it must be disposed of properly.

We equip all storage containers and storage structures containing hazardous liquids to contain spills.

We place storage drums upright in an approved containment tub to stop leaks caused by punctures or seam splits. If we place drums on vertical racks, we use approved drip tubs to catch spillage and drips. Empty metal drums or containers are not in contact with the ground where moisture can cause corrosion.

Small containers, such as spray cans, bottles, and other non-bulk vessels that contain flammable or combustible materials, must be stored in an approved cabinet designed for such substances.

Fire extinguishers of the appropriate size and type are near areas where flammable or combustible materials are stored and must be easily accessible from the storage area.

Employees make every effort to eliminate and minimize spills and environmental problems.

Employees use appropriate spill control materials (e.g., sorbent booms, oil dry, etc.) in controlling and cleaning up spills.

We designate employees to ensure that all hazardous wastes are correctly identified, labeled, collected, stored, and disposed of following environmental regulations.

JOB SAFETY BRIEFINGS

A safety briefing educates everyone in the workplace about the risks around them and advises on the best ways to conduct themselves safely. In this briefing, crews will discuss preventative and proactive measures to keep everyone safe.

Employees are encouraged to speak up about workplace safety concerns or ask procedural questions.

Managers, supervisors, and safety team leaders conduct regular safety meetings with every employee. We hold these meetings as frequently as warranted.

Safety meeting attendance and participation is mandatory. Employee suggestions and ideas are welcome, and we will record them on the safety meeting agenda.

Managers will hold regular safety team leader meetings on various safety subjects, including safety meeting topics and terminal self-audits.

We expect managers, supervisors, and safety team leaders to lead by example, including wearing proper PPE, complying with all safety policies, procedures, and rules, and communicating safety rules effectively.

RADIO RULES

We issue two-way radios to employees who must frequently communicate with one another. The objective is to create an atmosphere on the radio that supports professional, concise communications.

FOUR GOLDEN RULES OF RADIO COMMUNICATIONS

Clarity: Your voice should be clear. Speak a little slower than normal. Speak in a normal tone. Do not shout.

Simplicity: Keep your message simple enough for intended listeners to understand.

Brevity: Be precise and to the point.

Security: Do not transmit confidential information. Remember, frequencies are shared; you do not have exclusive frequency use; others may be listening.

RADIO USE PROCEDURES

Hold the radio 2 to 3 inches from your mouth at a 30-degree angle, and push the transmit button.

Speak clearly and distinctly into the front of the radio. Speak in a normal voice; do not raise your voice or whisper.

After pushing the transmit button, hesitate for a second before talking.

To receive, simply release the transmit button. Before calling someone, listen to see if the radio channel is clear of transmissions. If the channel is busy, wait until the current parties "clear" off the air.

Transmitting—Any employee operating a radio must do the following:

Before sending a message, listen to ensure other traffic is not in progress and that the channel is clear.

Give the required identification.

Do not proceed with further transmission until an acknowledgment is received.

REQUIRED IDENTIFICATION

For Base or Wayside Stations

- Use the initials of the company.
- Name and location or other unique designation.

For Mobile Units:

- Use the initials of the company.
- Use words that identify the precise mobile unit.

Short Identification:

- After making a positive identification, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

RADIO RULES (CONT.)

OVER & OUT

Over: The employee transmitting must say “Over” to the employee receiving the transmission when the communication is complete and expects a response.

Out: The employee transmitting must give the required identification and say “Out” to the employee receiving the transmission when the communication is complete and expects no further response.

MONITORING RADIO TRANSMISSIONS

Employees must turn on radios in attended base stations or mobile units to the appropriate channel with loud enough volume to receive communications. Employees attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

ACKNOWLEDGMENT

An employee receiving a radio call must acknowledge the call immediately unless doing so would interfere with safety.

EMERGENCY CALLS

Emergency calls will begin with “Emergency, Emergency, Emergency.”

We only use these calls to cover initial reports of accidents, derailments, collisions, fires, track obstructions, property damage, or injury to employees or the public. Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to emergency communications. Unless they are answering or aiding the emergency call, employees must not send any communication until they are sure no interference will result.

PROHIBITED TRANSMISSIONS

Employees must not transmit a false emergency or an unnecessary or unidentified communication. Employees must not use indecent language over the radio. Employees must not reveal any communication, contents, or meaning (except emergency communications) to anyone.

SAFE GATE OPERATIONS & TRAILER INSPECTIONS

Our personnel stands alert to equipment movement in and out of the inspection area (a bare chassis departing the inspection area is particularly hazardous).

Gate clerks ensure that equipment comes to a complete stop and the driver knows your location and intent before beginning an inspection. Engines must be off before performing work.

We always perform inspections at an efficient but safe pace. Be prepared for equipment movement in either direction at any time.

Before beginning an inspection, ensure all safe guards are in place. When we inspect trailers in line, we ensure the driver next in line has a clear understanding that he must not pull up, regardless of a space opening in front of him, until we have instructed him to do so.

After we complete the inspection, the driver must not depart the inspection lane until receiving verbal directions from the inspector. The inspector ensures the lane is clear and safe for the driver to leave.

We keep work areas and drive lanes clear of debris to prevent slipping and tripping hazards. Our employees proactively keep our operations clean.

Employees must continuously monitor weather conditions. We use extreme caution during high winds, poor visibility, and slippery ground conditions.

We ask that drivers open trailer doors when required (safety straps must be available for use). When ConGlobal employees must open a trailer or container door, we observe the following precautions:

- We never consider a trailer empty regardless of provided documentation or verbal information.
- We use the locking rod securement safety straps to “secure” doors before opening.
- We use both hands when operating locking rod handles. Handles may be under tension.
- Before opening, employees look for a path of retreat to avoid being struck by falling objects before operating locking rod handles. NOTE: This precaution may include asking other personnel to move to a safe location or moving the trailer to another to provide sufficient rear-end clearance.
- We never climb on or into a trailer to perform an inspection. We exercise caution because hazardous residue may be present.

We never enter into an altercation, regardless of provocation. If a driver disagrees with personnel regarding trailer inspection, gate procedures, or operation instructions, the gate clerk must refer the driver to a supervisor.

We check tires by using a tire thumper appliance provided for that purpose. We never kick tires.

Only employees trained and qualified in the Department of Transportation, DOT, HazMat Regulations are authorized to inspect placarded units and review shipping papers.

Employees thoroughly inspect trailers and documentation accordingly to prevent the transport of unsafe or damaged equipment.

HOSTLER SAFETY

WE NEVER OPERATE UNSAFE EQUIPMENT.

We perform required inspections before using hostling equipment, and complete and turn in a Vehicle Condition Report (VCR) as prescribed by local supervision.

We mount and dismount hostlers safely by facing the equipment and maintaining 3 points of contact, using the grab bar and steps on the driver's side only. We never jump off hostler steps. When dismounting, employees exercise extreme caution, watching for potholes, uneven ground, traffic, and other hazards. Before exiting a vehicle, we set the parking brake and switch transmission in "Park." If walking away from a vehicle, we turn off the ignition.

WE OPERATE EQUIPMENT AT SAFE SPEEDS FOR SITE AND WEATHER CONDITIONS, AND WE NEVER EXCEED THE MAXIMUM ALLOWABLE SPEED LIMIT.

Our hostler drivers exercise extreme caution at rail crossings, blind spots, intersections, and unprotected trackside areas.

- When approaching a rail crossing, slow down, listen, and look both ways before proceeding.
- Yield to all rail equipment, and make sure you have adequate clearance. Rail equipment may move at any time.

We prohibit the use of steering knobs.

Our personnel stands clear of tractors and trailers/chassis when the equipment while hooking or unhooking.

Before hooking a tractor to a trailer, the trailer must be at a proper height, and the trailer brakes set, as necessary, to prevent movement, injury, or damage.

A TRACTOR-TRAILER COUPLING WILL NOT BE CONSIDERED SAFE FOR MOVEMENT UNTIL BOTH AIR HOSES ARE CORRECTLY APPLIED.

Our drivers perform two (2-3) "separate" pulls to secure trailer kingpin's securement in the 5th wheel locking jaws.

We prohibit passengers from riding in hostlers except for a qualified trainer in a properly installed and approved safety seat during authorized training.

We prohibit ConGlobal employees from using a hostler to "pull or push" a non-ConGlobal vehicle that may become stuck or stranded due to snow, mud, potholes, etc.

Hostler drivers can use the front platform on the curbside of their hostler to step to a railcar when the hostler is parked less than two feet between them with the parking brake engaged.

- In this instance, employees can only step on the platform. We refrain from using fuel tanks, tires, battery boxes, or other areas for stepping or standing.

- We always ascend and descend facing the equipment while maintaining four points of contact. We always use extreme caution and proper footing techniques, especially at night or in inclement weather.
- At NO TIME is anyone allowed to ride or occupy the front platform while the hostler is in motion.

When using a pull-through space, employees come to a complete stop at the end of the trailer/container row, look both ways, and proceed with caution.

WE FOLLOW CORRECT OPERATING PROCEDURES IN THE FOLLOWING AREAS:

- We never drive under suspended loads.
- We always receive authorization from the crane operator before driving under a crane and only when the operation requires it.
- We never work within two railcar lengths of a working crane or a side loader without confirmed communication with the operator.
- Employees use correct spotting techniques, including maintaining a safe clearance of at least 3 feet between all equipment and railcars.

We only use approved radio procedures. (See Section “L” of this rulebook.)

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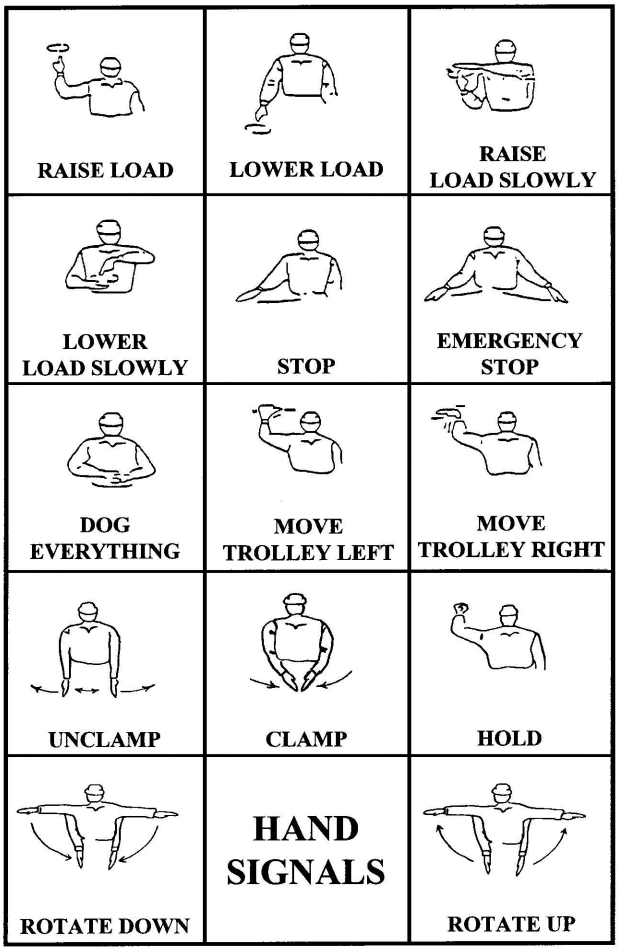
GROUNDCREW SAFETY

OUR GROUNDCREW EMPLOYEES USE ONLY PROPER HAND SIGNALS WHEN COMMUNICATING WITH CRANE OR SIDE LOADER OPERATORS, AS ILLUSTRATED.



ConGlobal employees only use the steps or ladders (where provided) designed for getting on or off railcars, lift devices, or other intermodal equipment.

- When employees stand or walk on railcars, they only use the car deck or catwalks.
- We never stand on couplers, drawbars, or other railcar apparatus.
- We always utilize 3 points of cotact while climbing and 4 points of contact to get off equipment.

Groundcrew employees can use the front platform on the curbside of their hostler to step to a railcar when the hostler is parked less than two feet between them with the parking brake engaged.

- In this instance, employees can only step on the platform. We refrain from using fuel tanks, tires, battery boxes, or other areas for stepping or standing.
- We always use extreme caution and proper footing techniques, especially at night or in inclement weather.
- At NO TIME is anyone allowed to ride or occupy the front platform while the hostler is in motion.

ConGlobal employees never jump between railcars or from the railcar to the ground.

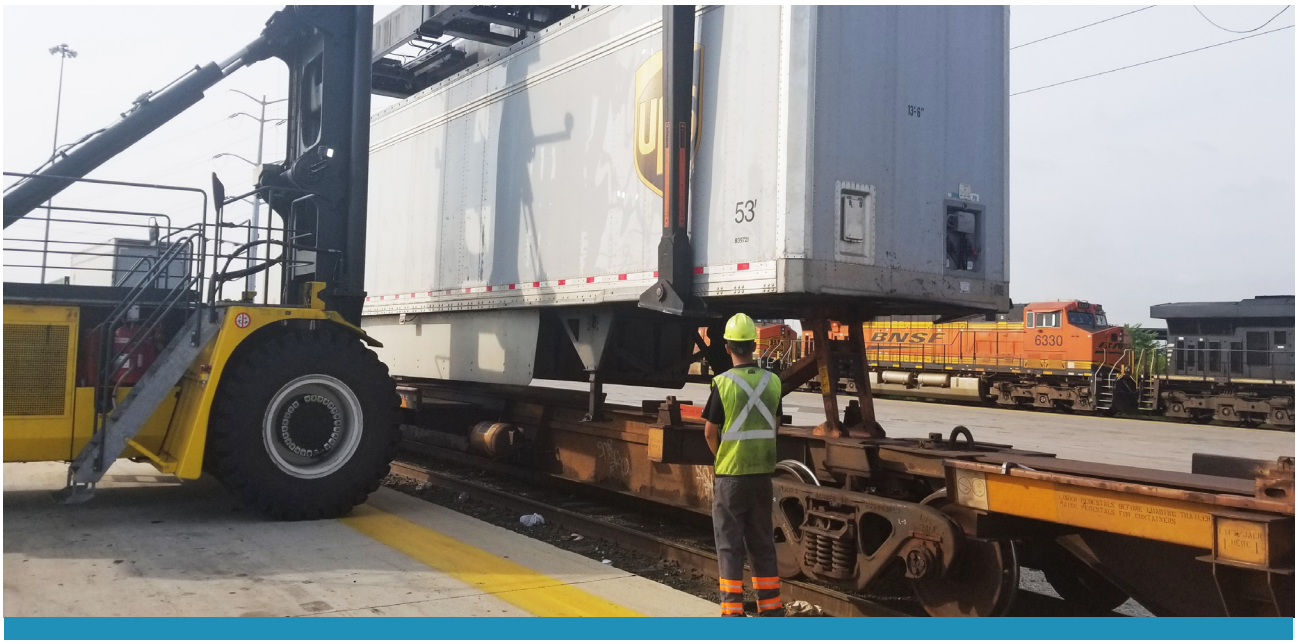
We prohibit groundcrew employees from riding on or in any equipment other than a passenger vehicle (crew van, pick-up, etc.) unless an approved safety seat is available.

When employees roll landing gear legs up or down on a suspended trailer or chassis, the tandem wheels are resting firmly on the ground, and all motion of the lift machine has stopped.

A trailer is loaded correctly onto a railcar only when the hitch is vertical and locked into place. Employees also confirm

- They've secured the locking jaws to the trailer kingpin.
- All safety devices indicate a locked or "safe" condition.
- Landing legs clear the deck of the railcar by no less than 4 inches.
- They've secured the rub rails to the railcar.
- Trailer tires are inflated and correctly positioned on the railcar deck.

A shipping container is loaded correctly onto a railcar when all four corners are firmly seated and



securing devices, where equipped, are applied.

WE OBSERVE LOADING CONFIGURATION RESTRICTIONS FOR TRAILERS AND CONTAINERS.

Load nose-mounted refrigeration containers in the top position of a doublestack service. This concept applies to both IBC and bulkhead doublestacks.

- If we cannot comply, a nose-mount "reefer" may be loaded in the bottom of an IBC doublestack but only approval and supervised loading by a manager or supervisor.
- When loading any running "reefer" container as a bottom unit, don't load another unit on top (unless specifically authorized by local RR policy).

We follow local track protection procedures. (See Section "S" of this rulebook.)

Employees follow ConGlobal hitch inspection procedures. (See Section "P" of this rulebook.)

Employees follow approved procedures for raising and lowering hitches described in the ConGlobal Comprehensive Training Program Module.

Only trained employees can perform hitch grounding procedures.

We only use approved, safe equipment and processes.

Employees are responsible to inspect tools before use.

ConGlobal requires that portable tools are in good working condition and employees use them safely (including sledgehammers, breaker bars, stanchion guns, etc.). We always ground electrical tools (e.g., stanchion guns).

Employees hold tools so that slipping or unexpected movement will not cause loss of balance or injury. When unlocking hitches, we use groundbars ("breaker bars") so that the exerted force is away from the face and body.

WE FOLLOW CORRECT OPERATING PROCEDURES:

- We never work under suspended loads.
- We always maintain communication with the crane operators.
- We ensure we are in a safe position prior to crane movement.

- When we mount or dismount, we face equipment and maintain 3 points of contact at all times.
- We use the side step or “crab walk” method when on railcar catwalks.
- We are alert for pivot zones, rotating arms, and rear-end swing on cranes and sideloaders.
- Employees do not stand on a conventional car or well of a doublestack car being loaded or unloaded. Employees maintain at least one railcar distance.
- Employees don’t walk on the side edge of wells of doublestack railcars.

We only use approved radio procedures. (See Section “L” of this rulebook.)We require employees to follow correct procedures as described in the Comprehensive Training Program:

Employees stay out of crane travel paths.

Employees stay out of pinch or crush points (trailers, chassis, railcars).

TRAILER/CONTAINER SECUREMENT INSPECTIONS

One of the most critical functions we perform as a company is ensuring that we securely lock trailers and containers into position. Failure to do so may result in catastrophic consequences, including loss of life, serious injury, derailments, and property damage.

Because of the potential risks, we abide by the following procedures:

ConGlobal requires all employees to be familiar with the AAR manual, Intermodal Trailer, and Container Securement Manual.

This illustrated manual shows various securement devices, including hitches, IBC, and pedestals. Employees will find a copy of this manual attached to every Safety Bulletin Board. Terminal managers have extra copies. We ask that employees consult this periodically for proper securement explanations and illustrations.

SECUREMENT INSPECTION PROCESS

The Securement Inspection Process consists of two elements:

The Loading Process Inspection—this is the first line of defense against securement failures. The lift crew (operator & groundcrew) conduct inspections during the loading process. And the lift crew is responsible for checking that all units are correctly loaded and secured to the railcar before leaving the railcar.

- The lift equipment operator follows all loading practices involving securement from his vantage point in the cab. A reverse movement is required when loading TOFC.
- The groundsman is responsible for checking all loading requirements, including inoperative or defective securement devices.

The Securement Verification is the last line of defense against a securement failure. This task is independent of the Loading Process Inspection and happens after loading all units on a track or track segment.

We hold Securement Verifiers responsible for defects and loading practices that may impact securement. These inspections must be made on foot and with supplemental lighting (flashlight) in low light.

We define a securement defect as any part of the securement or loading device that is missing, broken, or bent where it impacts securement.

FOR TRAILER LOADING, DEFECTS INCLUDE:

- A cracked top plate, or the locking mechanism or auxiliary lock, one-way gate, is inoperative.
- A cracked strut, retainers, or retainer pin is missing.
- An elevating screw or nut is missing or inoperative on a manual hitch. Or, for a semi-automatic hitch, there is an inoperative diagonal strut lock.
- A tire rub-rail is broken or missing at the tandem.
- Improperly positioned tires.
- Trailer landing gear that is not clear of the railcar deck.
- The unit is shifted or leaning.
- There is an improper overhang or clearance on a railcar.
- The trailer doors are not closed and latched.

FOR CONTAINER LOADING, DEFECTS INCLUDE:

- The IBC type is incorrect, bent, broken, missing, or unlocked.
- There is a broken pedestal body or a broken or inoperative latch or twistlock.
- Improperly positioned railcar container width guides.
- The container is in contact with a partially collapsed hitch or a rub rail.
- Container to chassis securement devices is not locked and secured.
- 20-foot container in well not approved for 20-foot loading.
- Container doors not closed and latched.

If we find a defective securement device during loading positioning or the loading process, we:

- We will not load the unit on the car and write it as Bad Order on the track sheet if no Positive Visual Identifier (PVI) is available, or
- We can load and release the car if the defective device has an approved PVI applied to it that does not impact securement.
- It is acceptable to leave the position on the railcar empty or load alternatively (trailer over

TRAILER/CONTAINER SECUREMENT INSPECTIONS

Bad-Order container restraint or container over a Bad-Order hitch).
- Always remember, we never load a defective device.

In addition to looking for defective securement devices, we also ensure that units are correctly loaded to be locked and secured to the railcar.

WHEN LOADING TRAILERS, YOU MUST:

- Inspect and confirm that the trailer is sitting down flush on top of the hitch plate.
- Inspect and ensure that the kingpin is in the jaws of the hitch.
- Verify all manual hitches are locked.
- Inspect and confirm the diagonal strut lock indicator is in the locked position.
- Verify that the hitch indicates locked.
- Verify that the auxiliary lock (one-way gate) is in the proper position.

WHEN LOADING CONTAINERS, YOU MUST:

- Inspect and confirm that all four corners are sitting flush on the pedestal, deck, or well.
- Inspect and confirm that the container is not contacting any other part of the railcar or collapsed hitch.
- Inspect and confirm that the latch or twistlock is fully engaged in the container-handling fitting.
- Verify IBCs lock to the left and the handle is not in contact with the top or bottom of the container.
- Containers loaded TOFC must have chassis-to-container locks secured in the locked position.

After confirming the security of units on the railcar, you must validate additional loading criteria for safe passage over the nation's railways.

THE CRITERIA BELOW WILL ENSURE SAFE PASSAGE:

- Verify trailer and container doors are shut and latched.
- Remove all debris on the railcar deck or well.
- Chains and binders on flatbeds or flatracks are appropriately secured and stowed.
- Verify trailer tires are inflated and fully supported by the railcar deck.
- Verify proper clearance between the landing legs and the railcar deck.
- Verify there are no contact points between the trailer or container and the railcar except at the

securement points or tires. Lower or move any unused securement devices to avoid contact.

After the securement verification is complete, the verifiers must place their signature and employee number on the track sheet.

LIFT EQUIPMENT

WE NEVER OPERATE UNSAFE EQUIPMENT.

Before operating lift equipment, we require employees to perform a full inspection, and a Vehicle Condition Report (VCR) is completed and submitted as prescribed by local supervision.

We expect loading and unloading activities and railcar movement at all times on Intermodal or Automobile Facilities.

We never operate lift equipment on or over any “live” or unprotected track.

ConGlobal employees never allow anyone to stand, walk, or work under a suspended load.

Our employees STOP and look both ways before crossing an unprotected track. We consider all crossings as “live.”

We do not allow passengers to ride on lift equipment. The only exception is when a qualified trainer is conducting authorized training and an approved training seat is installed. Note: There shall be no passengers at any time on a moving forklift.

We only allow qualified and licensed personnel, or an employee under the direction of a trainer, to operate lift equipment. Employees strictly follow the safety and operational procedures as

LIFT EQUIPMENT (CONT.)

described in the ConGlobal Comprehensive Training Program.

Groundcrew can only roll landing gear legs up or down on a trailer or chassis when the tandem wheels are resting firmly on the ground, and all motion of the lift machine has stopped.

- The machine operator confirms that the wheels are on the ground and that the landing gear is high enough to roll the legs up or down.
- The operator stops all machine movement when the unit is in the correct position, so the ground person can roll the legs and back away to a safe place and signal the operator to move.

WHEN WORKING WITH GROUND PERSONNEL, THE OPERATOR WILL:

- Respond with clearly understood and commonly agreed-upon signals.
- Respond to signals from one designated ground person except for EMERGENCY STOP SIGNAL, which can come from anyone at any time and must be complied with immediately.

The lift equipment operator must NOT move any part of the lift without knowing people on the ground are clear of the wheels, load, arm, or any moving part.

When traveling, lift operators never approach closer than the second railcar to a trackside driver (where visible).

- The lift equipment may work a container when “live lifting,” but the driver must clearly understand the work to be performed and remain in the truck or clear of the lift equipment, container, and chassis. We never “live lift” a trailer.

Load nose-mounted refrigeration containers in the top position of a doublestack service. This concept applies to both IBC and bulkhead doublestacks.

- If we cannot comply, a nose-mount “reefer” may be loaded in the bottom of an IBC doublestack but only approval and supervised loading by a manager or supervisor.
- When loading any running “reefer” container as a bottom unit, don’t load another unit on top (unless specifically authorized by local RR policy).

LIFT EQUIPMENT OPERATORS MUST:

- Use approved radio procedures. (See Section “L” of this rulebook.)
- Properly mount and dismount equipment by facing the equipment and using 3 points of contact.
- Follow approved procedures and techniques for safe and efficient lift equipment operation.
- Before proceeding, operators ensure proper clearance in all directions, including overhead. (See Section “W” of this rulebook).
- Always maintain a safe clearance of at least 3 feet between deramped equipment and railcars.
- Constantly confirm all personnel are clear of the trailer and lift equipment arms when performing a TOFC lift.

We prohibit any ConGlobal employee from using lift equipment to “pull or push” a non-ConGlobal vehicle that may become stuck or otherwise stranded due to snow, mud, potholes, etc.

CRANES

Overhead crane operators must validate that the spreader and lift beams are high enough to clear cars, trailers, containers, and other equipment before moving.

When cranes load and unload TOFC, we do not move the crane until the arms have rotated above the top rail of the unit.

Cranes must lift containers from the top, even if moving TOFC.

We exercise caution when unloading to avoid damaging the trailer or chassis legs. Containers must be placed on the chassis to have minimal pressure on the gooseneck and legs. Never slide the landing legs on the ground. We set 20’ containers down rear-end first on trailers, UPS, JB Hunt.

When two adjacent tracks share a common crane path, and one is “live,” all traffic other than cranes is prohibited.

Crane operators must perform one move at a time, at all times.

SIDELOADERS

When carrying a load on a sideloader, employees travel in reverse and carry the grappler at a proper height (as low as possible to clear all obstacles).

When we operate without a load, a forklift style sideloader (e.g., 90RT, Taylor, Fantuzzi, Le Tourneau, etc.) may travel forward but at a reduced speed.

Employees always maintain a safe speed for conditions (congestion, uneven terrain, handling a load, visibility due to weather, light, etc.).

Employees always look behind the sideloader and confirm the way is clear before initiating a reverse movement.

We never begin a reverse movement when setting a trailer down until the arms have rotated up completely.

Exercise extreme caution when handling bulk or liquid loads. Reduce speed, allow for longer stopping distances, and use slow and smooth starting and stopping movements.

AERIAL LIFT PLATFORMS

Employees must wear fall protection at all times while in the aerial lift platform.

All ConGlobal aerial lifts must have a visible beacon.

FORKLIFTS (CHASSIS STACKING & ROADRAILER)

ConGlobal does not permit steering knobs unless it is manufacturer installed.

We strictly prohibit stunts and reckless driving.

We require forklifts to cross railroad tracks diagonally.

Employees must keep the load uphill when moving a forklift up or down an incline.

Elevating a person on the forks of a forklift without an approved safety platform is strictly prohibited.

- When raising someone on a safety platform, the engine must remain running, and the operator must stay at the controls.

Pedestrians have the right-of-way at all times.

When carrying a load, travel in reverse with the forks as low as possible to clear all obstacles.

- If the load does not obstruct the operator's view or the forklift is empty, employees can drive the forklift forward at a reduced speed.

All ConGlobal forklifts must have an operational beacon, a backup alarm, a manual horn and an be equipped with an approved fire estinguisher.

CHASSIS STACKING

WE NEVER OPERATE UNSAFE EQUIPMENT.

Before using chassis stacking equipment, we require employees to inspect and submit a Vehicle Condition Report (VCR) as prescribed by local supervision.

The operation of a chassis stacker is limited to trained and authorized employees.

Before raising a chassis, employees inspect for debris caught in the frame before it becomes a falling object hazard.

Employees inspect frame rail locking pins on slider chassis and confirm a locked position.

Chassis stacker operators must review the work area for proper clearance. Our employees pay special attention to overhead wires. (See Section “W” of this rulebook.)

We never operate in poor weather conditions, visible lightning, or high winds. If you are unsure, consult your supervisor.

TRACK PROTECTION

When a movement is imminent, ConGlobal confirms the track is clear of personnel and equipment before changing status and dropping the flags to unlock the track. This process cannot exceed 15 minutes.

ConGlobal personnel must not walk, stand, or operate lift equipment on tracks without knowing if they are locally secured, whether occupied or unoccupied by railcars.

ConGlobal designates one employee per shift to place or remove track protection. That person must communicate any change in track status to all employees.

We will not release tracks to the railroad for movement until we carefully inspect the railcars with loaded units (see Section “P” of this rulebook) and the trackside status of the PUC (Public Utilities Commission) to protect the safety of personnel and equipment.

We immediately communicate changes in track status to all potentially affected employees.

We never operate lift equipment on or over any live or unprotected track.

When two adjacent tracks share a common crane path, and one is “live,” all traffic other than cranes is prohibited.

No track shall remain in the unflagged or an unlocked position for more than 15 minutes unless rail movement is imminent or in progress.

- We consider tracks occupied or imminent movement when an engine or railcars begin moving toward the track.

MECHANICAL POWER TRAILER

ONLY QUALIFIED, TRAINED AND EXPERIENCED, PERSONNEL CAN PERFORM INSPECTIONS, TESTS, AND REPAIRS ON EQUIPMENT.

We complete repairs and inspections safely. We hold mechanics accountable for knowing and understanding what proper operation looks like and the safe clearance needed for their movements. Our expectations include ensuring that track protection is in place.

Our mechanics wear all safety devices available at all times. We also use preventative measures like engine lock-outs, work platforms, guards against platform openings, and other safety devices available on the equipment we use.

If repairs require it, we use additional safety devices like aerial lifts, safety harnesses, and lanyards to perform the work safely.

We visually inspect jacks and work stands before using them, confirming the correct capacity. If necessary, we use cushioning material between the jack and the equipment to prevent slippage or movement.

When working under equipment, employees ensure a proper jack is in pace. We only use approved jackstands for the weight capacity. We never use a bottle jack to hold equipment up to perform work, without placing a proper jackstand for reinforcement before beginning work.

We de-energize, disengage, block, or lock-out all machinery or equipment capable of movement for cleaning, servicing, adjusting, or set-up operations.

ConGlobal's lock-out procedure requires us to release, block, lock-out equipment with stored energy (e.g., mechanical, electrical, hydraulic, pneumatic, etc.) before repairs.

- We use lock-out devices that deter unintentional or intentional operation.
- We use distinctly visible lock-out tags that are strong enough to prevent unauthorized removal and withstand adverse environmental conditions that may exist (e.g., wind, water, heat, etc.).

We provide employees with individually keyed personal safety locks, hasps, and tags. We require employees to use this equipment following ConGlobal lock-out/tag-out procedures.

When employees change tires or repair a trailer, safe procedures prevent vehicle movement.

IF THE TRACTOR REMAINS ATTACHED DURING THE REPAIR, WE REQUIRE:

- The driver must apply the parking brakes.
- The driver must remove the ignition keys. If the ignition is hand switch, we require tagging-out the switch.
- The driver must be out of the tractor.
- The driver must unhook the air lines.
- The driver must place a cone or flag in front of the tractor.

WHEN EMPLOYEES REPAIR PARKED UNITS, WE REQUIRE:

- The chocking of wheels.
- We place a cone in front and behind the unit. If equipment is parked behind the repair, move the rear cone behind it.

All tools have proper capacity ratings and are purchased from a reputable company. Homemade tools are prohibited.

We prohibit the use of defective tools and machinery. Employees must inspect tools and machinery personally and confirm proper function before each use.

- We immediately repair defective tools or tag them as Bad Order until we can make repairs. We dispose of tools found defective beyond repair.

We use purpose-driven tools. Employees pick up work areas before releasing equipment back into service.

Employees set compressed air pressure at or below 10 psi, and refrain from using it for cleaning or removing debris from bodies or clothing.

We use and hold tools where slipping or unexpected movement will not cause loss of balance or injury.

Employees direct sharp edges away from their bodies and hands when using knives, chisels, and screwdrivers. When necessary, we recondition or replace chisels, punches, or other tools that develop mushroomed heads.

We do not tape or cover handles because doing so conceals defects. We do not use “cheaters” or pipe shall not be used to lengthen handles.

ConGlobal personnel consistently disconnects power sources before cleaning, repairing, adjusting, or replacing accessories on electric and pneumatic power tools.

We secure air hose connections and refrain from uncoupling without closing the air valve and relieving line pressure. Employees do not use wire to replace clip pins in air or hydraulic couplings or hydraulic or pneumatic hoses for hoisting or lowering.

We never operate power tools, machines, or appliances without the manufacturer's required safety guards.

When using electrically powered tools, we inspect and maintain power cord insulation and connections before each use to prevent shorts and faults.

- We equip electric power tools with three conductor cords unless the tool is of the double insulated type.
- We never remove the grounding prong.
- We use ground fault circuit interrupters (GFCIs) whenever using electrical tools in wet or damp conditions.

Employees never raise or lower electric power tools by the power cord.

We observe the rules for operation and care furnished by the manufacturer.

ConGlobal restricts the operation of power tools and appliances to qualified employees. We require employees to inspect equipment before operating and prohibit makeshift parts or attachments.

TIRE REPAIR

ConGlobal posts a current Rim Manual and Multi-Piece Rim Wheel Matching Chart at each tire service area.

Run-flat tires (80% or less of recommended pressure) are not re-inflated without completely deflating, removing, and inspecting the tire, rim, and wheel assembly. Employees double-check the lock ring for damage, confirming gutter securement before inflation.

We exhaust all air from both tires of a dual assembly by removing the valve cores before removing any rim components or wheel components, such as nuts and rim clamps.

Technicians check rim components periodically for fatigue cracks and replace cracked, badly worn, damaged, or severely rusted parts. We prohibit the use of three-piece rims. All unusable wheels or wheel components must be marked or tagged unserviceable and removed from the service area.

As employees reassemble tires and rims, they confirm correct parts, avoiding mixing manufacturer parts.

We never overload rims or inflate tires above the maximum pressure recommended by the manufacturer. If special operating conditions are required, employees consult with rim manufacturers for specifications.

We do not hammer seat rings into place with an inflated or partially inflated tire/rim assembly.

Employees use a tire restraining device, such as a cage, rack, or other effective means, when inflating tires mounted on a lock ring type rim. We never rest or lean on or against a restraining device containing a rim wheel.

We do not inflate tires before all sides and lock rings are in place. Employees can inflate tires

outside a restraining device only to a pressure sufficient to force the tire bead onto the rim ledge and create an airtight seal. We require remote inflation equipment when inflating a tire with the rim wheel on the vehicle so that no person remains in the trajectory during inflation.

Employees exercise extreme caution when repairing lock ring mounted tires to avoid accidental dislodging of the locking ring when mounting or dismounting the tire and rim assemblies. A safe procedure ensures both tires are deflated by removing the valve cores before dismounting the wheel from the axle.

After inflating the tires, we inspect the tire and wheel components while in the restraining device to confirm the seat and lock. If further adjustments are necessary, we deflate the tire entirely and remove the valve core before adjusting.

Employees visually inspect restraining devices and barriers before beginning the day and after separating the rim wheel components or sudden release of compressed air.

- We remove from service and tag-out restraining devices or barriers that exhibit damage (cracks, bends from abuse or wheel separation, corrosion, or other structural defects).

When repairing tubeless tires, we use extreme caution to avoid accidents or injury when reseating the bead. We never try to seat tire beads with starting fluids, ether, or other flammable or explosive substances.

We strictly forbid employees from positioning themselves directly over or in front of the sidewall area of a tire while it is being inflated.

Our tire inflation hoses must have:

- A clip-on chuck
- An in-line valve with a pressure gauge and automatic shut-off or a pre-settable regulator
- A sufficient length of hose (at least 24 inches) to allow the employee to stand outside the trajectory

ConGlobal technicians use the recommended repair tools in the Rim Manual for servicing specific types of wheels. We do not attempt repairs using makeshift tools or those not designed for tire repair work.

Employees use authorized, solid one-piece cup rasp-type buffing wheels for tire/tube buffing. We prohibit the use of buffing stones because they present an unnecessary risk of disintegration.

Before assembling the rim wheel, we confirm the tire and wheel size and type compatibility. We avoid mismatching half sizes such as 16 inch (40.6 cm) and 16.5 inches (42 cm) tires and wheels.

LADDERS, SCAFFOLDS, & FALL PROTECTION

Before using a ladder, scaffold, platform, or elevated board, employees confirm secure placement, and the device can support the intended load.

We never use a defective ladder. Before use, we inspect ladders for broken or missing steps, rungs, cleats, broken side rails, or other defects. Safety feet must be in good condition, and the ladder must be clean. We mark and remove defective ladders from service for repair or disposal.

All portable ladders are fiberglass. We never splice ladders.

Employees always face ladders or scaffolding and use the three-point method to ascend or descend. The “three-point method” requires three points of body contact at all times with the ladder (two hands and one foot or one hand and two feet). Only one person may be on a ladder at a time.

Employees stand no higher than the third rung from the top of an extension ladder or the second rung on a step ladder.

We never use a partially opened or closed step ladder instead of a straight ladder.

Employees keep the center of their bodies within the outside rails of the ladder and work facing the

ladder.

We never jump from a ladder, scaffold, platform, or other elevated position or slide down a ladder. We do not move laterally from one ladder to another or overreach or attempt to move a ladder or scaffold from one place to another without dismounting.

When employees use ladders near a door, aisle, pathway, or roadway, we must secure the area with a barricade or guard it by an employee stationed near the base. When the work area is within the swing of a door, it must be locked or secured so the door cannot open or contact the ladder.

Employees check for shifting or sliding conditions at the base of ladders or scaffolds including, oil residue, a soft surface, gravel, ice, etc.

We wear approved fall protection equipment when working 6 feet or more off the ground except when using platforms. Fall protection is required at all times while in an aerial lift platform.

Employees tie off extension ladders when the ladder could shift.

We require employees to extend extension ladders at least 3 feet above the working surface.

We set up extension ladders on an angle, so the distance from the bottom to the wall/vertical surface equals one-fourth of the ladder's working length.

Employees carry tools up a ladder with a rope, belt, etc., and keep tools in a holder while not in use.

We use only approved scaffolds with side-rail, mid-rail, toe boards, and wheel locks.

CUTTING & WELDING

CONGLOBAL ALLOWS ONLY AUTHORIZED AND TRAINED PERSONNEL TO PERFORM WELDING, CUTTING, AND BRAZING.

Operators must wear clothing and PPE that protects from arc rays and slag, including:

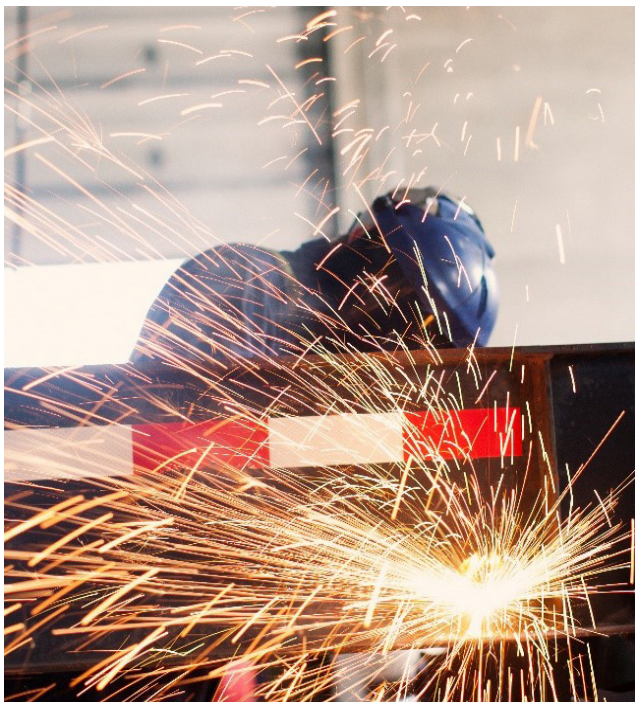
- Approved hood with a shield (eye protection) or goggles also applies to helpers and bystanders
- Approved welding gloves/gauntlet
- Flame retardant clothing

ConGlobal welders wear clothing made of natural fibers (cotton or wool) with long sleeves and sufficiently long pants to prevent hot slag from falling into shoes or boots. Employees button shirts or coveralls should to the neck and cuffs on shirts rolled down and bu toned. Use appropriate protective sleeves, capes, leggings, or aprons as necessary for the particular operation.

Appropriate ear protection to prevent slag from entering ears and for hearing protection as necessary

Our employees have a fully charged, adequately sized, and correct class of fire extinguisher readily available to all cutting/welding and heating operations.

We never cut or weld without adequate ventilation and never in a confined space without pre-testing ventilation capability.



We don't weld, cut with a flame, or preheat a tank, pipe, or drum that has contained flammable material unless it has been thoroughly purged and cleaned of flammable/combustible residue and approval given by management. We cut drums or containers that have contained such material with a non-flame or spark-producing equipment such as a claw ripper or drum deheader.

Employees don't cut or weld in or near areas near flammable materials, explosive gases, or vapors, including paint booths, fueling stations, or degreasing areas.

We don't cut or weld within 50 feet of flammable material. Combustible material must be removed from the site or adequately protected from sparks.

We don't cut or weld on a loaded trailer.

- Exception: Specific terminals may have a different local written policy. However, local managers review and approve every exception.

We keep welding leads and hoses away from aisles and walkways and store them properly when not in use.

COMPRESSED GASES

Employees always fully open the oxygen cylinder valve. Acetylene cylinders are opened 1/4 of a turn, and the wrench is kept in place to allow the valve to be shut off quickly in an emergency.

EMPLOYEES FOLLOW THIS PROCEDURE TO LIGHT A TORCH SAFELY:

- First, open the flammable gas valve on the torch fitting
- Then, hold the torch, so it is pointing down
- Next, light the torch with a flint spark igniter
- Finally, open the oxygen valve on the fitting to the proper flow

We store oxygen cylinders a minimum of 20 feet from acetylene or other fuel gas cylinders or separated by a 5-foot high fire partition of adequate fire rating.

We store compressed gas cylinders, whether full or empty, in well-ventilated areas away from open flames, furnaces, heaters, or other hot surfaces and protected from the sun's rays as much as practical. We store compressed gas cylinders upright with valve protection caps on and secured to prevent tipping or damage. Empty cylinders should be marked "Empty" or "MT." We continue to treat them as full cylinders while in storage.

When a gas cylinder is not in use, we keep a regulatory clam shell top or cylinder collar on the valve at all times. Containers are properly labelled as Empty or Full.

We never interchange regulators, torches, hoses, and other burning apparatus, and we use them following the manufacturer's recommendations. ConGlobal staff inspects equipment before each use, and we replace defective equipment.

We never force connections. We align regulator threads with the cylinder valve outlet.

ConGlobal notifies our supplier if valves do not open by hand. We never use a hammer or wrench to open hand-wheel cylinder valves.

Employees only use specific wrenches designed for acetylene cylinder valves or pressure regulator connections.

Employees stand to one side away from the opening when connecting gauges or regulators. We turn oxygen and fuel gas cylinders away from one another to ensure gases don't mix.

We open all cylinder valves slowly and away from the body or other personnel. Never "crack" a valve near flames or sources of ignition.

ConGlobal personnel does not use acetylene at pressures over 15 psig.

We never use oxygen as a substitute for compressed air in pneumatic tools, to start internal combustion engines, or to blow off clothing or equipment. We only use oxygen for its intended purpose.

We do not use or allow oxygen to contact oil, grease, or other lubricants. We prohibit oxygen handling with grease or oil on hands, gloves, or clothing.

When we transport compressed gas cylinders on streets or highways, we remove the regulator and the valve cap installed.

We never use leaking cylinders. If we cannot stop a leak, the cylinder is removed and isolated away from personnel or ignition sources, and we notify the cylinder supplier.

We check for leaks using approved test solutions (e.g. soapy water).

Employees only use approved friction lighters to light torches. We prohibit using matches, lighters, or open flames.

We equip oxygen gas cutting and welding systems with reverse flow check valves between the torch fittings and the regulators. In the case of flashback, we immediately close the oxygen valve and then close the flammable gas valve.

After completing work, we close cylinder valves. We close the cylinder valve and release gas from the regulator before removing a regulator from a cylinder valve.

Employees remove regulators and replace valve protection caps before moving cylinders unless adequately secured on a cart or in a special truck.

We never transport oxy-acetylene cylinders in a vehicle without removing the regulators, replacing the cylinder caps, and correctly securing cylinders. This regulation does not apply to mobile shop vehicles with permanently affixed racks while in the local yard.

Before beginning elevated work, we tie hoses to work platform railings.

ELECTRIC WELDING

ConGlobal does not allow welders to wear rings, metal wristbands, watches, or other jewelry during welding operations.

When we stop work or equipment is unattended, we shut off the power supply to welding machines or welding transformers and welding rods removed from welding rod holders.

We immediately repair or replace defective welding cables. We require the repair (taping, etc.) to have the same protection as the original insulation or replace the cable.

We prohibit taping when the wires are exposed past the insulation.

Technicians only carry welding rods in approved holders, and after use, we collect and place them in a container to safely dispose of them.

Employees don't loop welding cables over their shoulders or around any part of their body. We never change welding rods with bare hands or wet gloves or when standing on wet floors or grounded surfaces.

Before beginning elevated work, we tie hoses to work platform railings.

MINIMUM SAFE APPROACH DISTANCES TO ENERGIZED PARTS

ConGlobal employees observe the minimum safe approach distance around operating lift equipment.

We use extreme caution when working around overhead lines and energized parts. The following chart shows government guidelines for minimum safe approach distance to energized lines for non-authorized workers. You must assume the highest voltage and not approach the energized part closer than 4 feet where the voltage is unknown. In most cases, the unit must be worked further away than the distances specified below to sway machines and electrical lines.

VOLTAGE RANGE MINIMUM SAFE APPROACH DISTANCE

(Phase to Phase)	Ft	Meters
0V to 50KV	10	3.05
Over 50KV to 200KV	15	4.60
Over 200KV to 350KV	20	6.10
Over 350KV to 500KV	25	7.62
Over 500KV to 750KV	35	10.67
Over 750KV to 1000KV	45	13.72

MINIMUM SAFE APPROACH DISTANCES TO ENERGIZED PARTS (CONT.)

UNTIL AN AUTHORITY TELLS YOU DIFFERENTLY, YOU MUST ASSUME ALL ELECTRICAL PARTS ARE ENERGIZED.

No work or activity is allowed within the minimum safe approach distance without contacting the owner of the lines turning off the electricity.

If a power line is hit or knocked down, we require everyone to stay clear of the area.

- Until we can verify the power is off, we ask operators to remain in the equipment's cab.
- If the operator must exit the cab (in case of fire, for example), move to the lowest point of the equipment, making sure not to be in contact with the equipment and the ground at the same time.
- These are extreme measures, and the safest action is to prevent equipment from contacting electrical lines.

Our employees are NEVER to initiate any rescue operations until contacting the owner and verifying the power has been shut off.

ROADRAILER

GROUNDMAN

To prevent equipment damage, the groundman must always:

- Ensure proper alignment and slow coupling speed when coupling trailers, stopping the hostler 1 to 2 feet before the actual coupling.
- Confirm suspension airbags are fully inflated, and the trailer weight is off of the bogie mate adapter before removing the trailer.
- Roll up the trailer landing gear, so the hostler's 5th wheel remains in the lowest position when disassembling.
- Watch trailers deflate from the "T" (Transfer) mode to the "H" (Highway) mode before being pulled for parking.

Under no circumstances should personnel attempt to ride Roadrailer trailers.

We allow only 150 trailers to operate in a single train.

We place all bogies correctly on the rail.

Employees align bearing adapters and rail wheel bearings.

We engage all trailer slider pins.

Employees confirm the fully retracted status of trailer slider levers.

We must fully engage all 4 highway slide lock pins into the slider pins.

Groundmen keep clear of train line hoses when uncoupling trailers.

We safely vent the train line pressure before uncoupling, using the following procedure:

- Close rear train line cut-off cock on bogie of next trailer forward.
- Close vented train line shut-off cock at landing gear on this trailer.
- We can uncouple hoses or trailers after air exhausts from vented shut-off cock.
- After the hoses have separated, if it is necessary to vent the train line from this trailer to the rear of the block:
- Hold train line hose firmly.
- Point hose in a safe direction.
- Open vented train line shut-off cock at landing gear and exhaust air.
- Stow train line hose in proper position using hangers and brackets provided.
- Note: cut-out cock is open when the handle is 90° to train line. Failure to follow these precautions could lead to serious bodily injury to the operator or bystanders due to being struck by these hose ends as they separate.

We correctly position all train line valves.

Employees confirm all coupler pins are fully upright, and they've fully retracted the red safety lever.

We correctly engage bogie lock pins in the side of the bogie table.

Groundmen raise secondary bogie lock pins and confirm they are NOT "trapped" under the trailer.

All train line hoses must be connected and hung correctly.

HOSTLER

Hostler drivers MUST know where their groundman is at ALL times before proceeding, and they NEVER proceed unless it is safe to do so.

When placing trailers on the track, ALWAYS follow the signal of the groundman.

Groundman will signal hostler drivers to stop and hold. They will work on your blindside. DO NOT move until the groundman returns to your field of vision and gives you the signal to move.

Suspension bags must be fully deflated to "H" (Highway) position before parking the trailer.

We allow 150 trailers in a single train.