

**EAST ERIE COMMERCIAL RAILROAD**

**RULES AND REGULATIONS**

**SAFETY RULES**

**Effective 12:01 a.m.**

**January 1, 1972**

The Rules and Regulations and Safety Rules set forth herein govern the operation of the East Erie Commercial Railroad. They are effective 12:01 A.M. January 1, 1972 and supersede previous Rules and Regulations.

The word "Employees" herein applies to employees of the East Erie Commercial Railroad, to employees of other railroads using East Erie Commercial Railroad trackage and to personnel of other Companies who may perform any service on those portions of the East Erie Commercial Railroad under track rental agreement.

This Book is the property of the East Erie Commercial Railroad and will be returned to the proper officer when called for or upon leaving the service of the Company or Lessor.

D. E. Sheeran  
General Manager

Name of employee to whom issued.

Name	Employed as
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

## GENERAL RULES

A. Employees whose duties are prescribed by these Rules must obtain a copy. They must be conversant with and comply with the Rules and Special Instructions. If in doubt as to meaning they will apply to their Supervisor for explanation.

B. When a Rule is amended, added or cancelled or Special Instructions are issued they will be issued by a Special Instruction and all employees will obtain a copy and attach it to their Book of Rules. Employees will refer to Bulletin Boards before going on duty.

C. Employees will be examined on Rules within 90 days after employment. They will be examined on the Rules and Special Instructions periodically and will be examined by oral and written examination for promotion.

D. Employees must report to the proper officer as quickly as possible the details of accidents, injuries, defects or any unusual or unsafe conditions. Accidents and injuries must be reported also by an immediate report on prescribed forms. No information will be given to other than Company officials or a police officer unless authorized.

E. Employees will cooperate with each other for compliance with the Rules and for a Safe, Efficient and Economical operation. Compliance with the Rules and Special Instructions and cooperation with other employees in proper discharge of duties is required.

F. Employees must report for duty at the designated time and place. They will not absent themselves, engage a substitute or engage in other business without permission from the proper authority.

G. The use of intoxicants or narcotics is prohibited. The possession of or being under the influence of intoxicants or narcotics while on duty is prohibited.

H. Employees must take time to do their work in a safe manner. They must use care to prevent injury

## GENERAL NOTICE

Safety is of first importance in the performance of duty. Employees will comply with the Safety Rules.

Compliance with the Rules is essential to Safety and Efficiency and is required.

To enter or remain in service is contingent upon knowledge of and compliance with the Rules.

Employees must promote the best interest of the Company and perform their duties in a faithful, intelligent and courteous manner.

Any incidents not covered by the Rules require good judgment in accordance with the principles of Safety and Efficiency and Economy. In case of doubt, the safe course must be taken.

Employees must pass the required examinations.

to themselves and others. They will not use defective tools and defective equipment will not be used except to move it with extreme care to a point where repairs or protection can be afforded.

They must observe all overhead and side obstructions and maintain a constant lookout for obstructions placed on or near the track. They must stay clear of tracks except when their duties require otherwise. They must expect movements at any time, on any track and in either direction.

**I.** When the Company's interest is endangered employees must unite to protect it. Every employee is enjoined to maintain the property in a clean and neat condition and to prevent waste of or damage to the Company's property. Company property and equipment will not be used without permission.

**J.** Employees are prohibited from playing games, engaging in practical jokes or reading any literature not pertaining to their work while on duty.

**K.** Switch keys will be furnished to designated employees. No one other than EECRR personnel is permitted to use or possess an EECRR switch key. Upon leaving the service switch keys must be returned to the proper officer.

**L.** Employees will be governed by the Regulations pertaining to the transportation of Dangerous, Explosive and Inflammable material including empty cars under placards and waybill instructions.

**M.** Employees in Train and Engine service are subject to the Hours of Service Law under Federal statute. Exceptions as follows: casualty, unavoidable accident or Act of God. Immediate report of an exception, on prescribed form, presenting all details must be made to the Federal Railroad Administration of the United States Department of Transportation.

**N.** Trespass is prohibited. Employees will discourage trespass on the property and will not permit unauthorized persons on equipment.

## DEFINITIONS

### SPEEDS

Test Speed	As prescribed by Special Instructions and in accordance with Speed signs on Eastern Division.
Maximum Speed	Not exceeding 25 mph.
Medium Speed	Not exceeding 15 mph.
Yard Speed	Prepared to stop short of a train or obstruction, broken rail or improperly lined switch but not exceeding 10 mph.
Engine	A unit propelled by any form of energy operated by a single control.
Train	Any movement of engine with or without cars or self propelled unit displaying markers.
Division	That portion of the railroad as designated by Special Instructions.
Pilot	A qualified employee assigned to a train or engine when the Engineer, Conductor or Operator is not qualified on the Rules or Special Instructions or physical characteristics of the Railroad.
Fixed Signal	A signal or sign of fixed location indicating a restriction or a condition affecting the movement of a train, engine or movement.
Yard	A system of tracks within defined limits for receiving, dispatching, classification and storage of cars over which movements may be made in accordance with the Rules



and in compliance with written and verbal instructions.

Track Car

A car or truck used in Maintenance or Inspection service.

Special  
Instructions

Issued by Bulletin to cover amendment, addition or cancellation of a Rule and to issue such instructions, not provided for by Rule, as are pertinent and necessary for the operation of the railroad.

## OPERATING RULES

### 1. Time Rules

Supervisors, Foremen, Engineers, Conductors and Switchmen will use a reliable timepiece and will compare time with a designated clock before going on duty. Standard time as prescribed by law will govern.

### 2. Signals

Employees whose duties may require them to give signals must obtain the proper appliances and have them ready for immediate use.

Flags of the prescribed color will be used by day and lights of the prescribed color used by night or when day signals cannot be plainly seen.

### 3. Color and Flag Signals

Red Stop

Green Proceed

White As prescribed by Rule 5.

Blue Employees working on or under equipment.

### 4. Fusees

Fusees are an emergency signal and will be used in emergency and when other signals are not plainly visible.

### 5. Hand, Flag and Lantern Signals

a. Stop Swing at arms length at right angle to track

b. Reduce speed Extend outward at right angle to track

c. Proceed Raise and lower vertically

- d. Back** Swing vertically in a small circle at right angle to track
- e. Train Separated** Swing vertically at full arms length at right angle to track
- f. Apply Air Brake** Swing horizontally above head at right angle to track (For testing)
- g. Release Air Brakes** Held at full arms length above head until answered by Rule 6(d)

Signal (f) will be answered by engineer with one short blast of whistle.

Signal (g) will be answered by engineer with two long blasts of whistle.

Signal (e) will be answered by engineer with three short blasts of whistle.

Employees must keep a lookout for signals. Signals other than those prescribed above may be used providing the signals are known to be understood by the other employees. Signals must be given distinctly and in such a manner to prevent misunderstanding. In the event a signal is not understood the movement will be stopped or remain standing until the meaning is clear. Employees will avoid taking signals intended for other engines or movements. When a signal governing a movement disappears from view the movement will be stopped until signals can again be seen except when the employee governing the movement has control of air brakes or when crew is equipped with radio in operation.

## 6. Engine Whistle or Horn Signals

- a. Stop** One short blast
- b. Apply air brakes** One short blast
- c. Proceed** Two long blasts

- d. Release brakes** Two long blasts
- e. Answer to any signal not otherwise provided for** Two short blasts
- f. When standing, back up** Three short blasts
- g. When moving, train separated** Three short blasts
- h. Call for signals** Four short blasts
- i. Grade crossing** Two long - one short - one long blast, to be prolonged or repeated until crossing is entered by engine or leading car. To be used at all public crossings and when required as a warning at industrial crossing and for employees working on or near track.
- j. Inspect train** One short - one long blast - to inspect train air system for defects or leakage.
- k. Flagman provide protection** One long - three short blasts.
- l. Flagman return from North or East** Four long blasts
- m. Flagman return from South or West** Five long blasts
- n. Emergency** A series of short blasts as a warning of an immediate danger and to summon assistance in event of accident, injury or fire.

When two or more units are coupled the whistle signals will be sounded from the control unit.

## 7. Headlights

Headlight will be displayed brightly in direction of movement and dimmed on the opposite end by night. If headlight is inoperable a white light must be displayed. The headlight will be lighted when approaching or crossing and when on public streets.

## 8. Markers

Markers will be displayed when specified by Special Instructions.

By day A red flag

By night A red lantern or red reflector

Markers will be located on rear of rear car of movement.

## 9. Switches

Switches are equipped with red and white reflectorized banners. White aspect indicates the normal route. Where specified by Special Instructions switches will be restored to normal route after use.

10. A blue signal displayed on one or both ends of an engine, car or train indicates employees are working on or under the equipment. When blue signal is displayed the track must not be entered until it is removed by the employee who placed the signal.

If a blue signal is not available the engineer and conductor must be notified and the equipment must

not be moved until the employee performing the work personally notified the engineer and conductor.

11. A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal. The circumstances must be reported to the Transportation Supervisor in charge.

12. The engine bell must be rung before engine is moved, when approaching and passing public and industrial crossings, when operating in industrial areas and when approaching and passing employees or other persons on or near the track.

13. Locomotive equipped with safety lights will have the safety light in operation prior to movement and at all times when locomotive is in motion.

14. The unnecessary use of the whistle or bell is prohibited.

15. All members of crew in cab or engine or at the control point of a train will communicate with each other in regard to any signal or condition that restricts their movements.

16. Flagmen used for any purpose will provide themselves with red flag and fuseses by day and a white light and fuseses by night.

17. Trains, engines and other movements must approach converging tracks, junctions, railroad crossings, movable bridges prepared to stop and will not proceed until route is clear and proper signal given.

18. A train will not move until proper signal is given.

19. When visibility is restricted due to weather conditions speed will be reduced to allow stopping within one half of the range of vision.



20. When cars are pushed by a locomotive a trainman will take a position on leading car to govern the movement of the train. Where specified by Special Instructions a back up hose to control air brakes will be used. At public crossings not protected with automatic protection the crossing will be protected by a member of the crew. Industrial crossings will be protected by member of crew when vision is obstructed.

21. The proper handling of switches and derails is the responsibility of the employee handling the switch or derail. Conductors are responsible for switches and derails used by their crew. Engineers will call attention to switches and derails not properly lined.

22. Employees handling switches must observe, each time switch is operated, that the points fit properly.

23. A train, engine or track car must not foul a track until the switch is properly lined unless it can be seen there are no conflicting movements by other trains, engines or track cars.

24. Running switches will not be made except to avoid unusual delay. The conductor must handle the switch when a running switch is made.

25. Conductors and Engineers are responsible for the safety of their train and for compliance with the Rules and Special Instructions. This does not relieve other employees of their responsibilities.

## TRAIN ORDERS

26. The use of Train Orders will be authorized by Special Instructions. Train Orders will be issued by the Supervisor of Transportation. Train Orders will provide for movements not covered by the Rules. Train Orders will be issued in writing, on a prescribed form and will be addressed to all trains and employees concerned in the movement. They will be issued in the

same wording to all addressed and will be brief and clear.

27. Train Orders delivered will be repeated to the person making the delivery. Train Orders issued by telephone will be written by the employee receiving the Train Order and will be repeated exactly as issued. If the repeat is correct the person issuing the order will state "Train Order # . . . . . is complete at . . . . . M." The complete will be written on the Train Order. Train Orders are not effective until complete is given.

28. Train Orders are in effect until annulled. A Train Order must be issued to annul a prior Train Order.

29. Train Orders will be addressed to engine or unit number of train and to individual employees by name and title. Copy of Train Orders will be issued to the Conductor and Engineer or Operator and Assistant Operator of each train concerned. The Train Orders must be shown to other members of crew. Other crew members will immediately call to the attention of the Conductors or Engineers and Operators or Assistant Operators of any failure to comply with Train Orders.

30. Train Orders will not be issued until all movements or persons involved are in direct contact with the Supervisor of Transportation.

31. When a crew is relieved such Train Orders as are in effect must be delivered to the relieving crew.

32. A Train Order book will be maintained in the Office of Transportation Supervisor. All Train Orders issued will be recorded. All trains, engines or individuals to whom Train Orders are issued will be recorded with notation as to time of delivery.

## AIR BRAKES

33. Air brakes will be used on trains or movements where required by Special Instructions.



**34.** Where Air Brakes on train or movement are required the air brake system will be tested in the following manner.

- a.** Air hose will be connected and angle cocks properly positioned.
- b.** When main reservoir and brake pipe pressure are charged, as indicated by Engineer's guage, the Engineer, upon signal from trainman will make a brake pipe reduction of 15 lbs.
- c.** Brake pipe leakage will be measured and if it exceeds 5 lbs. per minute Engineer will signal, per Rule 6 (j), for trainmen to inspect train for leakage.
- d.** Trainmen will inspect each car to observe if brakes are applied, that piston travel is not excessive and that brake rigging does not bind or foul.
- e.** If brakes are in order Trainmen will signal Engineer to release brakes.
- f.** Trainmen will observe brakes to insure they are released. They may either walk the train or observe each car as it passes.
- g.** When air pressure on main reservoir and brake pipe are restored Engineer will signal he is ready to proceed.

**35.** When two or more engines or units are used on a train the air brakes will be controlled from the lead engine or unit.

**36.** When back up hose is required it will be tested to insure it will initiate a brake application and that the back up hose whistle is operable.

### **HAND BRAKES**

**37.** Hand brakes will be tested before use or before equipment is detached.

**38.** Hand brakes will not be applied on trains or movements when air brakes are in use except in emergency.

### **GENERAL INSTRUCTIONS**

**39.** Employees are under the jurisdictions of the Supervisor of Transportation in the operation of the railroad and the Supervisor of Maintenance and Equipment in the operation and maintenance of equipment and the maintenance of property.

## **SAFETY RULES**

The following Safety Rules supersede any conflicting Safety Rules now in effect. Employees will be governed by these Safety Rules and will make every reasonable effort to instruct or require other employees to comply with the Safety Rules.

1. Any accident involving personal injury, regardless of how minor, damage to equipment or property will be reported promptly and written report made, when physically able, before leaving Company property. All facts must be reported and the identification of witnesses must be included in report.

2. Whenever an employee is injured, the officer or employee in charge must make an immediate inspection and report of the conditions involved regarding equipment, tools, machinery or ground area.

3. Employees must be suitably dressed to perform their duties safely. Wearing short trousers, shoes made of cloth or canvas, open toe shoes, unbuckled overshoes, torn or baggy clothing, ear coverings which seriously interfere with hearing, or going bare from the waist up is prohibited.

4. Scuffling, horseplay, practical jokes, and all conduct of a similar nature, either on or off duty while on company property, is prohibited.

5. Getting on or off a turntable, elevator, transfer table, or drawbridge while same is in motion is prohibited.

6. The use of gasoline or other volatile liquids to start or stimulate fires is prohibited.

7. The use of machinery or equipment by unauthorized persons is prohibited.

8. Employees are prohibited from riding on locomotives, freight cars, motor, hand, push cars or any work equipment except as necessary in the discharge of their duties.

9. Tools and equipment must be inspected before being used. If defective, they must be reported to proper authority and repaired, replaced, or promptly removed from service.

10. Placing or leaving equipment, tools, or material on platforms, in aisles, or walkways where a tripping

or slipping hazard is created, or where there is danger of its being struck by a train or other moving equipment is prohibited.

11. A blue signal displayed at one or both ends of an engine, car, or train indicates that workmen are under or about it, and when thus protected, it must not be coupled to or moved.

12. Standing on improvised scaffolds or supports made of boxes, barrels, chairs, stools, etc. is prohibited.

13. Boards with protruding nails, couplers, knuckles, air hose, brake shoes, scrap wood and metal, or other obstructions must be promptly removed from areas where employees walk or work.

14. Standing near a cable, rope, or chain under tension or when heavy pull is being made is prohibited.

15. Walking or standing in path of or under load, bucket or magnet handled by hoisting equipment, or under boom while load is being handled is prohibited.

16. Doors and drawers of desks, file cabinets, lockers, etc. must not be left open.

17. Holes left in and around tracks or buildings overnight must be adequately covered or protected by proper barricades. Manholes must be protected when open, and they must be closed immediately after the work is finished.

18. Disposing of garbage, bottles, batteries, ashes, or other refuse material at other than designated locations or where they may create a safety, health or fire hazard is prohibited.

19. Throwing any kind of object (tool, material, etc.) from train, car or locomotive without exercising care to prevent injury to others is prohibited.

20. Jumping across locomotive or other pits is prohibited.

21. Walking through steam or smoke which obscures vision, when possible to avoid it, is prohibited.

22. Employees passing cutting or welding operations or other operations where goggles are required are prohibited from facing or watching them without proper eye protection.

23. Inserting finger to determine if holes are in proper alignment for insertion of rivet, bolt or pin is prohibited.

24. The carrying of material on the front end, or steps or in any other place which will interfere with the use or operation of any safety appliances on locomotives, cars or other equipment is prohibited.

25. Using compressed air for cleaning clothing on the body is prohibited.

26. Metal contact must be maintained between containers while transferring gasoline to prevent sparks and static electricity.

27. Attempting to get into a car, truck or on a platform in the path of a truck backing up is prohibited.

## PERSONAL PROTECTIVE EQUIPMENT

30. Employees engaged in electrical work must wear prescribed protective equipment.

31. Hard hats must be worn when prescribed by instructions.

32. Employees must wear proper eye protection, correctly fitted, when performing work hazardous to the eyes. For the purpose of example and not limitation, listed below are the principal eye hazards encountered in railway work:

a. Chipping, cutting or caulking metal.

b. Breaking or cutting concrete, stone or asphalt.



- c. Cutting off rivets, bolts, or cotter keys, splitting nuts, etc.
  - d. Striking with hardened tools.
  - e. Pouring or handling molten metal.
  - f. Using or dressing grinding wheels.
  - g. Using hand tool to break or loosen frozen ground, gravel, cinders, ballast, etc.
  - h. Spraying paint or cleaning agents.
  - i. Riveting, bucking, sticking, or heating rivets.
  - j. Scaling, scraping, or removing welding flux.
  - k. Machining steel, cast iron and brass.
  - l. Operating adzing machines.
  - m. Blowing with compressed air.
  - n. Operating power rail saws.
  - o. Using power-actuated tools.
  - p. Reaming and drilling.
  - q. Sandblasting.
  - r. Hammer testing tanks.
  - s. Handling storage batteries.
  - t. Handling acid or other chemical solutions.
  - u. Heavy dust conditions, i.e., grain, coal or chemical dusts.
  - v. Electric and oxy-acetylene welding or cutting.
  - w. Performing other work hazardous to the eyes (to be determined by the supervisor in charge).
33. Rubber gloves, aprons, footwear and face shield must be worn when necessary to protect against splashes or spray when handling or applying chemical solutions.
34. Prescribed protective clothing must be worn by employees engaged in welding or cutting work or operating power adzing machines, etc.

35. Employees will wear prescribed respiratory protection when engaged in work requiring such protection as paint spraying, chemical or heavy dust concentrations.

## ON OR ABOUT TRACKS

40. Foremen or others in charge of employees working on or about the tracks must instruct their men to be alert, watchful and to keep out of danger; they must see that all men working under their immediate supervision receive warnings of approaching trains and other equipment in time to reach a place of safety.

41. Employees working on or about tracks must move to a place of safety upon the approach of a train on the track on which they are working or on an adjacent track.

42. Employees must keep a safe distance from passing cars or locomotives to avoid falling objects or projections on equipment.

43. Employees must avoid standing or walking on the tracks except when necessary in the performance of duty. They will at all times look out for trains or equipment in each direction.

44. Employees must look in both directions for approaching equipment before stepping on or crossing tracks.

45. Crossing tracks in front of moving or standing equipment without keeping sufficient distance between employee and equipment for safe crossing is prohibited.

46. Sitting or crossing under cars is prohibited, except when required in performance of duty, and then only when proper protection has been afforded.

47. Leaning against standing cars or locomotives is prohibited.

48. Sitting on the footboard or steps of a locomotive is prohibited.

49. Walking or stepping on rail, frogs, switches, guard rails, interlocking machinery or connections is prohibited.

50. Employees are prohibited from sitting on rails, ties or any other part of track structure, except when necessary in the performance of duty, and then only when sufficiently protected to insure their safety.

### **GETTING ON AND OFF LOCOMOTIVES, CARS OR OTHER EQUIPMENT**

60. Getting on or off moving equipment except when necessary in the performance of duty is prohibited.

61. Getting on or off locomotives, cars or other equipment moving at unsafe speed is prohibited. Employees should look in direction equipment is moving to avoid coming in contact with structures or equipment on adjacent track. Ground conditions should be observed for safe footing.

62. Before boarding locomotive or car with shop tag attached, employees will ascertain why it was shopped and will avoid the use of such defective parts.

63. When getting off equipment, employees should face the equipment, grasp grab irons firmly and have secure footing.

64. Carrying tools, material, supplies or other articles which would prevent secure handhold or interfere with safe movement while getting on or off equipment, locomotive or car, moving or standing, is prohibited.

65. Jumping off end sills or swinging up or down between two cars or other equipment with a hand on each one is prohibited.

### **ON LOCOMOTIVES, CARS, OR TRAINS**

70. When riding locomotives, cabooses, cars or other equipment, care must be exercised to avoid injury resulting from slack action, sudden start or stop.

71. Employees will maintain a lookout in the direction of movement to avoid coming in contact with structures or obstructions alongside of track or with cars, locomotives or trains on adjacent track. When vision is obscured, or location is indefinite, they will keep in the clear.

72. Sitting or standing on hand rails, uncoupling rods or drawheads of locomotives or cars is prohibited.

73. Sitting on running boards of tank cars, caboose platforms or steps, sides of flat cars or in side door of cars is prohibited.

74. Extreme care must be exercised in closing locomotive and car doors to avoid injury due to fingers being caught against door facings and latches. Handles provided for that purpose should always be used.

75. Employees are prohibited from riding footboards of engines.

76. Ascending or descending end ladders between or on leading ends of moving cars is prohibited.

77. Employees are prohibited from riding or walking on roofs of any moving cars.

78. Standing or placing any part of the body between end of car and lumber, pipe or other lading likely to shift is prohibited.

79. Riding on or within swing of raised end of gate of drop-end gondola car is prohibited. Before climbing over end gate, employees must be sure it is securely latched and must keep body clear of pinch points.

80. Jumping from one car to another on the same or adjacent track is prohibited.



**81.** When unloading ballast or similar material from hopper cars or when cleaning or doing other work on these cars which makes it necessary for the doors to be dropped, all concerned must have a clear understanding of what is to be done, and everyone must be in the clear before latches are knocked loose and the doors dropped.

**82.** Walking, standing or sitting on sides of hopper or gondola cars is prohibited.

### **COUPLING AND UNCOUPLING LOCOMOTIVES AND CARS AND WORK INCIDENT THERETO**

**90.** Before going between standing locomotives or cars to couple or uncouple, employees must:

- a.** Have a clear understanding to guard against unexpected movement.
- b.** Wait until slack is adjusted.
- c.** If cars are on grade, know that they are secured.

**91.** Going between moving cars and/or locomotives to couple or uncouple or manipulate angle cocks is prohibited.

**92.** Stepping in front of moving locomotive or car to adjust drawhead, knuckle, or pin, or using hand or foot to adjust them when they are in motion or about to come together is prohibited.

**93.** When stepping from between locomotives and/or cars, employees must be on lookout for equipment moving on adjacent track.

**94.** To uncouple, use lift lever. If lever is inoperative, stop the movement, cross over and use lift lever on other car.

**95.** Before opening angle cocks on uncoupled air hose on cars or locomotives, employees must either

hold the air hose or take such other precautions as will prevent the hose from flying and striking them when angle cocks are opened. Employees must observe position of angle cocks before separating cars and must keep body clear of the air hose.

**96.** Giving signal to move locomotive or car while an employee is between cars or between locomotive and car is prohibited.

**97.** Giving signal to move, then crossing over in front of moving equipment is prohibited.

**98.** Using finger in hole at bottom of coupler to adjust lock pin is prohibited.

### **OPERATING LOCOMOTIVES**

**99.** The moving of locomotives by unauthorized personnel is prohibited.

**100.** All safety guards must be kept in place and securely fastened while machinery is in motion.

### **OPERATING HAND-THROW SWITCHES**

**109.** When operating switches, employees must take the proper stance, be sure switch is unlatched, and protect against injury from:

- a.** Lever flying up or around.
- b.** Ball falling on foot or hand.
- c.** Hand being caught in latch.
- d.** Slipping, tripping or falling.
- e.** Being struck by moving equipment.
- f.** Sprain or strain from unexpected fouling of switch from defects, foreign objects between points, etc.



## OPERATING HAND BRAKES

**110.** When releasing brakes equipped with release controlled by lever or other such device, employees must keep all parts of body clear of revolving parts of brake.

**111.** Employees are prohibited from placing foot in wheel of power or other hand brakes.

**112.** Stress on brake wheel, with or without club, shall be toward the car rather than away from it when equipment permits.

**113.** Using brake club in vertical type brake wheel is prohibited.

**114.** Employees must take proper stance, maintain secure hand-hold and guard against slipping or falling from any cause while operating hand brakes.

**115.** Employees must avoid the possibility of sprains and strains by overexertion of force in applying or releasing hand brakes. Where brakes have been so set as to require extreme force to release them, help should be obtained.

## CRANES, HOISTS OR DERRICKS

**120.** Only authorized persons are permitted to operate cranes, hoists or derricks.

**121.** Operator must know that equipment being used is in condition to perform work safely. When not in safe condition, he must notify his supervisor immediately.

**122.** The operator must not move the rotating portion or otherwise operate such equipment except when proper hand signal is given by employee assigned by the supervisor in charge to give such signals. If no one is assigned to give signals, the operator shall not move the rotating portions of such equipment until he knows everyone is in the clear and that there is no danger of injury.

**123.** Leaving unattended hoisting equipment with load, bucket, magnet or other heavy attachment suspended is prohibited.

**124.** Supervisor, or person designated by him, must see that hook on equipment, chain, cable, rope, sling, etc. used for hoisting purposes is of proper size and in condition to safely carry weight of material to be handled.

**125.** Employees must use extreme care to place themselves in a position so they cannot be caught between an obstruction and load being handled or load-handling equipment.

**126.** Attaching hook of crane or hoist block directly to object being lifted or moved is prohibited. Chains, slings or other lifting accessories should be used.

**127.** When freeing sling, employees must be sure load has settled before unhooking and must take a position to avoid being struck by sling or any part of load.

**128.** When two cranes or derricks are lifting the same load, one person shall be designated to direct movement of both.

**129.** When guiding suspended load, employees will push instead of pull, when practicable. Hands and feet should be kept from under the load.

**130.** Before moving a crane from which an empty sling is hanging, both ends of the sling should be hooked to the block.

**131.** When hoisting material or machinery, employees should make sure that chain, cable or other lifting accessory is so attached as to prevent load from tilting or slipping free.

**132.** Lifting or transporting gas cylinders by hoisting equipment is prohibited, except when proper cradle is used. Gas cylinders must never be handled by magnet.

**133.** Moving crane, hoist or derrick with load swaying or turning excessively is prohibited.

**134.** Hand signals will be used as follows to govern hoisting operations:

- a. Lift — Make small horizontal circle with hand, arm in vertical position and forefinger extended upwards.
- b. Lower — Wave hand downward, arm extended.
- c. Travel — Raise arm to shoulder height and move hand and arm in desired direction of travel.
- d. Stop — Hold arm out rigidly with hand at hip level.
- e. Emergency Stop — Move hand and arm quickly back and forth in front of body, arm to be extended downwards.

Hand signals for hoisting operations must be given from a position where they can be plainly seen by operator. Only one person will give hoisting signal, except in case of emergency.

### **SELF-PROPELLED TRUCKS, TRACTORS AND HAND TRUCKS**

**140.** Operation of or riding upon trucks or tractors by unauthorized persons is prohibited.

**141.** Trucks and tractors must be inspected daily before being used. Defects must be reported promptly.

**142.** Overloading or unsafe loading of trucks and trailers is prohibited.

**143.** Speeding, reckless driving or other careless operation of trucks or tractors is prohibited.

**144.** Baggage and express trucks, shop trucks and other hand trucks should be pulled instead of pushed,

when practicable. Pushing any truck when the load obscures the view is prohibited.

**145.** Getting on or off a moving truck is prohibited.

**146.** Riding on trailers or couplings is prohibited.

**147.** Fueling of vehicle with motor running is prohibited.

### **SERVICING OR MAINTAINING LOCOMOTIVES OR CARS**

**150.** Before jacking up one end of a locomotive, car, locomotive crane, etc. employee must block the wheels on the other end of such equipment.

**151.** After jacking up, trestles or blocks must be placed under locomotives or cars upon which work is to be done. Going under or working on such equipment not so protected is prohibited.

**152.** Employees will use handle which is standard for the type of jack being operated. Use of a bar or handle which does not fit is prohibited.

**153.** When jack is not being operated, the handle should be removed.

**154.** Jacks must not be used metal-to-metal. A piece of wood or approved cushioning material must be placed between the head of the jack and metal to prevent slipping. Good blocking must be used under the jack, carefully placed to avoid tipping or slipping from under load.

**155.** Hands and fingers should be kept out of journal boxes. Packing hooks or tongs should be used to adjust brass.

**156.** Guiding center pin with hands when lowering car body on trucks is prohibited.

**157.** Employees must not attempt to apply brake shoes, renew journal brasses or do other work on cars



where application of brakes may result in injury until brakes have been cut out and reservoirs bled. Similar work must not be performed on locomotives until brakes have been cut out.

**158.** Engine rooms, cabs, cat-walks, steps and grab irons must be maintained, clean and free from oil, dirt, grease, rags, materials and tools.

**159.** The use of gasoline, alcohol, benzine, carbon-tetrachloride or other unapproved agents for cleaning equipment or parts is prohibited. Only approved cleaning agents will be used. No compounds or oils will be dumped in sewers.

**160.** Standing or walking on top of moving locomotive is prohibited.

**161.** Stepping from moving locomotive to platform or other side elevation is prohibited.

**162.** Employees must not work on diesel locomotive electrical components while wearing rings, wrist-watches or such metal apparel that would subject them to severe burn, should such ornaments come in contact with energized equipment.

**163.** All safety guards, equipment covers, doors and ceiling hatch covers must be in place and securely fastened while locomotive is in service, except as may be necessary for servicing, testing or repairing by qualified forces.

**164.** Employees must not allow their hands or other parts of their bodies or their clothing to come in contact with fans, radiator shutters or other equipment that operates automatically without taking suitable precautions to prevent automatic operation.

**165.** Electrical load and high potential testing shall be performed by qualified personnel only. When making high potential and electrical load tests, suitable warning signs must be displayed to keep persons not engaged in making tests safely away from circuits

being tested. Immediately after completion of these tests, and before test equipment has been disconnected, circuits which have not been under test shall be effectively grounded for a sufficient length of time to completely eliminate static charges.

**166.** Fire, open flame lights or smoking around diesel fueling stations is prohibited. Open flame lights in engine rooms of diesels are prohibited.

**167.** When maintenance work has been performed on a locomotive, shop forces must inspect it to see that no tools have been left lying around electrical or rotating equipment.

**168.** When working on an engine, the electrical equipment, or any of the rotating equipment, the starting fuse must be removed or the starting contactors blocked open and the main battery switch opened.

**169.** Employees must not put face or hands near main generator while it is working at load. A flash-over might cause burns.

## ELECTRICAL

**170.** Employees are prohibited from operating any electrical tool, appliance or equipment until they have had proper instruction and understanding as to its use and care.

**171.** Working on an energized low voltage circuit or high voltage equipment without first disconnecting the power source when possible is prohibited. Care must be taken to avoid coming in contact with water, steel bridges, ground wires, guy wires and all other circuits when working on any power circuit regardless of voltage.

**172.** Touching any energized electrical conductor, apparatus or cover boards with person, tool or other conductive material is prohibited. If necessary to re-



move objects therefrom, prescribed rubber gloves or other known insulator shall be used.

**173.** Any act which will raise or destroy the over current or short circuit protecting action of fuses or circuit breakers is prohibited.

**174.** Care should be used at all times to prevent water from hose stream or other sources from coming into contact with unprotected electrical wires and equipment. This is to include liquids contained in fire extinguishers. Directions on individual fire extinguishers should be followed closely.

**175.** Operators must know that equipment, machines or tools being used are in condition to operate safely. This will include any cables, cords, breaker limit switches and warning devices. They must immediately notify their foreman if an unsafe condition exists.

**176.** Climbing current-carrying poles or structures and entering substations or power plants without authorization is prohibited.

**177.** When possible to do so, while repairs are being made on or about electrical equipment, current supply to all wiring and related equipment should be "off" and open switches should be properly marked or locked. All temporary wiring and related equipment shall be removed after its intended purpose has been served.

**178.** All electrical wiring, other than of temporary or emergency nature, shall be installed according to local and national codes.

**179.** Every pole, tower, ladder or other structure must be examined before attempting to climb it to insure its being sound enough to withstand the weight of the climber. All equipment thereon must also be examined before sitting, leaning or standing on same. Safety belts, climbers and rubber gloves must be ex-

amined before use to insure that they are in a safe condition.

**180.** Before beginning work on high voltage lines or equipment when decision has been made to de-energize it, workmen shall positively know that the current source has been disconnected. They must never take this for granted. They must further protect themselves by properly marking such switches to show why they have been opened. Lines being worked upon shall be properly grounded.

**181.** Before the last wire on a defective pole is cut or untied, the pole must be safely secured with ropes, guys or pike poles.

**182.** While working on high voltage wires and equipment, the insulation of tools or wires should not be relied upon for protection. Rubber gloves of prescribed type, line hose, rubber blankets and insulator hoods, all in good condition, must be used.

**183.** Rubber gloves in use shall be tested at least once every six months.

**184.** Where possible to do so, protective ground wires and connections should be used on frames of all non-current carrying metal parts of electrical tools and equipment.

## USING TOOLS OR APPLIANCES AND WORKING AROUND MACHINERY

**190.** Tools or materials must not be left standing on ends or leaning against walls, locomotives, cars or other places where they may fall or be knocked down and cause injury.

**191.** Removing safety guards from saws, emery wheels, gears or other parts of machinery, except when making repairs, or operating such machinery without guards in place, is prohibited.

**192.** Repairing, dismantling, or assembling motor-driven machinery without first opening the power switch and securing it with a personal lock or placing a "DANGER - DO NOT OPERATE" sign on the switch is prohibited.

**193.** Repairing, cleaning, oiling or adjusting machinery while in motion is prohibited.

**194.** Using hands to remove chips, cuttings or scale from machine tables or from moving machinery is prohibited. A brush or other device must be used.

**195.** Grinding on sides of emery wheels or grindstones unless designed for that purpose is prohibited. Tool rest shall be not more than  $\frac{1}{8}$  inch from the wheel.

**196.** The operation of emery wheels at speeds in excess of that recommended by the manufacturer is prohibited. All emery wheels must be applied according to recommended practice of the manufacturer. Emery wheels not bearing manufacturer's label showing speed for which designed shall not be used.

**197.** All set screws or keys in revolving spindles or shafts must be flush or countersunk.

**198.** Workmen must use push stick of sufficient length to feed short pieces of wood or ends of long pieces through and clear of power rip saw blades. Using fingers for this purpose is prohibited.

**199.** Loose or scrap material must be kept away from saw blades on power saws. Such material must be removed from the table immediately after cut has been made.

**200.** Placing short material under power hammer without the use of tongs is prohibited.

**201.** Before starting engines, turbines, pumps or other machinery, sufficient notice must be given so that all persons may be in the clear.

**202.** Shields must be used when cutting off bolts, nuts, rivets, etc., and when backing out bolts or rivets.

**203.** Before any material is drilled, it must be properly secured by means of a vise, clamp or chuck to prevent it from moving. The use of tongs, pliers, wrench or similar hand-held devices to hold material in place is prohibited.

**204.** The use of tools or equipment for purposes other than that for which they were designed is prohibited.

**205.** Standing within the swing of tools (pick, shovel, maul, etc.) in the hands of other workmen, or swinging a tool without being sure intentions are known by persons standing close by who might be struck, is prohibited.

**206.** Sitting or standing on or straddling bar or lever while in use is prohibited.

**207.** Using a file as a wedge or pry bar, striking a file with or against metal or using a file without a handle is prohibited.

**208.** Going or reaching between moving belts or shifting moving belts by hand is prohibited.

**209.** The use of lining bars for turning rail is prohibited. Rail forks, track wrenches, or bars no longer than these tools must be used.

**210.** Driving of one spike by two men at the same time is prohibited.

**211.** Spiking over rail except where lead rail, guard rail or other construction makes it necessary is prohibited.

**212.** Standard spike mauls should never be used for striking chisels, other spike mauls, rock drills, etc. Standard sledge hammers should be used for such purposes.



**213.** Leaving shovels, forks, rakes, hoes or other pointed or sharp-edged tools lying with points or edges up when not in use is prohibited.

**214.** Connecting or disconnecting pneumatic tools before closing valves at supply lines and relieving all pressure from hose is prohibited.

**215.** Track jacks must not be used inside the rails except where necessary, and then only under proper protection.

**216.** When performing an operation requiring the use of jacks, employees must make certain that all material, tools and workmen are in the clear before jacks are released.

**217.** Walking in front of heavy objects when rolling them is prohibited.

**218.** Throwing, dropping or otherwise roughly handling loaded or empty oxygen, acetylene or other gas cylinders is prohibited.

**219.** Employees handling creosoted ties and timber or climbing creosoted poles must use gloves. Employees susceptible to burns from creosote must protect exposed parts of the body with prescribed protective creams.

**220.** When unloading poles or similar lading and before and after fastenings are cut, extreme caution must be used to prevent lading becoming unexpectedly dislodged.

**221.** Materials and equipment must be piled or stowed in a safe and orderly manner and at required distance from track.

**222.** Transfer plates, gang planks and skids must be securely placed for use. Cleats, nails or other fastening devices used to hold them in place must be removed promptly after use.

**230.** Except when scaffold or other protection is provided, safety belts or ropes will be used when working in the following locations:

- a. Outside of windows.
- b. On steep-pitched roof.
- c. On steep hillside, cliff or embankment.
- d. In dangerous position on bridge or other structure.

**231.** Dropping tools or material or other objects from platforms or other elevations without knowing it is safe to do so is prohibited. When unsafe to drop, hand line should be used.

**232.** To keep persons from passing underneath work being performed, the area should be roped off or other precautionary measures should be taken. Where necessary for persons to walk underneath, proper safeguards should be provided to prevent tools, material or objects from falling on them.

**233.** Placing ladder on a box, barrel, block or other object to increase its reach is prohibited.

**234.** Portable straight ladders should be placed so that the distance from the base of the ladder to the object which it is to be leaned against is at least one-quarter of the length of the ladder, if possible. When impossible to so place the ladder, it should be lashed or otherwise secured.

**235.** Using straight ladder not equipped with spikes or non-slip shoes or bases suitable for surface on which it is to be used, unless lashed or otherwise secured, is prohibited.

**236.** Employees are prohibited from standing on top step of stepladder.

**237.** The use of defective or improvised ladders is prohibited.



**238.** Ladders must not be used in a horizontal position as a scaffold or scaffold member.

**239.** Ladders in use at locations where persons or vehicles are likely to collide with them should be guarded by an employee assigned for that purpose or should be otherwise properly protected.

**240.** When a ladder is placed within the swing of a door or so as to obstruct a doorway, the door should be locked or secured.

**241.** Reaching or leaning out more than arm's length from edge of ladder, scaffold or elevated platform is prohibited.

**242.** Carrying tools or materials which prevent secure hand-hold or interfere with safe movement while climbing or descending a ladder is prohibited. Employees must face ladder when ascending or descending.

**243.** Sectional metal scaffolding must be erected in accordance with manufacturer's instructions and must be adequately braced and guyed if necessary. Where such scaffolding is equipped with wheels, wheels must be locked before working from it. Moving scaffold from one point to another while occupied is prohibited.

**244.** Supervisor must know that scaffolding, blocking, cribbing, ladders, ropes, cables, chains or other special equipment employed in performing work is in good condition, adequate and substantial for the purpose to be used.

**245.** "Walking" a ladder while on it is prohibited.

**246.** When climbing extension ladders, employee should inspect the hooks before passing them.

**250.** Using fire or open flame to thaw frozen pit or manhole cover is prohibited. Salt should be used or the cover should be bumped loose.

**251.** Smoking or using open flame in or near manhole where gas formation may be present is prohibited.

**252.** Performing or permitting any employee to perform work in an excavation five feet or more in depth, unless safely shored or sloped, when the nature of the ground indicates it is likely to cave in or slide, is prohibited.

**260.** Only employees authorized are permitted to do welding and cutting.

**261.** Performing cutting, welding or heating operation on container, cored casting, pipe, plugged holes, etc. unless properly vented or drilled to permit escape of gas, steam or hot air is prohibited.

**262.** Employees must use prescribed eye protection, and wear clothing and shoes that will give full body protection when performing welding or cutting operations. Wearing torn, oily or greasy clothing when performing welding operations is prohibited.

**263.** Flint lighter should be used to light cutting or welding torch. Using match or other source of open flame for this purpose is prohibited.

**264.** Using oil or grease on torch, gauge, regulator or hose connection is prohibited.

**265.** Before cutting through sheet, plate or other material, employees must be certain that no persons are in a position to be burned or injured from falling material.

**266.** Using oxygen as a substitute for compressed air or as a source of pressure is prohibited.

**267.** When gas cylinders are not in use, the valves should be closed and the keys should be removed.

**268.** Smoking or use of open flame in gas storage building is prohibited.

**269.** Laying down a lighted torch is prohibited.

**270.** Cylinders should be in an upright position when transported, stored or in use.

**271.** Iron caps for oxygen valve protection must be kept in place except when cylinders are in use.

**272.** In case of a flashback, employees should close the oxygen valve at once—delay is dangerous—and then close the acetylene or flammable gas valve if necessary.

**273.** Prescribed welding shield and glass must be worn by employees engaged in electric arc welding. Suitable screen must be used to protect the eyes of other employees in the vicinity where welding is being done. Employees must not stare at the arc produced by electric welding.

**274.** When necessary for a welder to leave his job, he must be sure that electrode holder and leads are properly placed to prevent short-circuit or accident.

**275.** Before starting to weld, employees should be sure ground wire is firmly secured and as close as possible to the work which is to be performed.

**276.** Ground wire or positive side of circuit should not be connected to water, steam, air, gas or other pipe lines.

**277.** Welding material must be kept in an orderly condition. Flammable material and debris must be removed from the vicinity before welding is begun.

**278.** An arc should never be struck in a confined space in which the odor of acetylene or other gaseous vapor is detected.