

**SAFETY
IS OF
FIRST
IMPORTANCE**



**Think — Look
and
Live**

Effective: 6-4-77



BUICK MOTOR DIVISION
GENERAL MOTORS CORPORATION

**RAILROAD
OPERATING RULES AND
SAFETY INSTRUCTIONS**

SAFETY and RULES COMMITTEE

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Approved 4-14-77

GENERAL NOTICE

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to **safety**.

GENERAL RULES

1. Both the Conductor and the Engineer are equally and jointly responsible for the safety of the train and engine, and the observance of the rules, and under conditions not provided for by the rules must take every precaution for safety.
2. Conductors are responsible for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty. Persons employed on the train in any service will obey the instructions of the conductor.
3. Engineers are responsible for the vigilance and conduct of employees on the engine. When there is no conductor or if the conductor is disabled, the engineer will have charge of the train.
4. Conductors and Engineers must see that the members of their crew are familiar with their duties and instruct them when necessary in the proper observance of the rules and safe performance of their work.
5. Conductors are responsible for the switch

moves requested and related movement of cars made by them and their crews. Any ordered switch not made as requested **must** be reported to the Buick Dispatcher.

6. Employees must exercise care to avoid injury to themselves or others. They must observe the condition of equipment used in performing their duties and if found defective report the defects to the proper authority:
 - a. They must inform themselves as to the location of structures or obstructions where clearances are close. Employees shall report any unsafe clearance to the Buick Dispatcher.
 - b. They must expect movement of trains, engines or cars at any time, on any track, in either direction.
7. Accidents or any unusual conditions must be reported promptly to the Buick Dispatcher.
8. For the safety of the train or engine, the engineer must keep a vigilant lookout in the direction of movement; obeying signals immediately and respond promptly in

answering signals. Engineers must look back frequently, especially while rounding curves in their favor, to detect any defects in their train.

9. A blue flag or light displayed is a signal indicating a dangerous situation such as a derailment or a defective track or switch. **Under no circumstances** are train crews to remove a blue flag or light. Contact the Buick Dispatcher for instructions.
10. The conductor or a switchman designated by the conductor **must** check each dock prior to switching to make sure dock plates are pulled and that the dock is safe to switch.
11. Avoid fouling a lead or an adjoining track.
12. The engineer must ascertain that switches and derails near the engine are properly lined.
13. The engineer must keep locomotive windows clean to assure all possible visibility at all times.
14. Should the engineer fail to comply with the signal displayed by other members of

the crew they should remind him and if necessary take other action to insure safety of the train.

15. Switchman must take a conspicuous position on the lead car when cars are pushed by locomotive. Switchman must also take a conspicuous position on the front of the locomotive when moving forward.
16. When a train is approaching a crossing not guarded by a controlled gate or signal, a switchman must take a conspicuous position on the ground at the crossing. When crossing is clear switchman shall signal the train to proceed.
17. When cars are uncoupled from the switch engine, a sufficient number of hand brakes must be set to hold the cars. Air brakes are not to be depended on to hold cars after being uncoupled. Wheel chocks must be utilized where provided in addition to hand brakes.
18. When shoving tracks or when doubling over or placing cars on a track unless it is known the track will accommodate the movement without fouling other tracks or

without shoving over the end of track, a man must be stationed on the leading car or at the rear of such track in a position to observe safe movement.

19. Derails must be kept in the derailing position when not in use.
20. Employees must make every effort to avoid holding up traffic at public or private crossings. Crossings **must not** be blocked over five minutes for any reason.
21. Engineer must remove controller handle and set hand brake when locomotive is left unattended.
22. Employees shall keep the interior of the locomotive, the steps, and catwalk free of litter and debris.
23. Conductor must report defective cars to the Buick Dispatcher.
24. Conductor must make out an accident report for any incident where injury or property damage is involved.
25. Rail operating personnel:
 - a. Must not go between moving locomotive and/or cars to couple or un-

couple or for any other purpose when coupling is about to be made.

- b. Must not step in front of moving cars or locomotive for any reason.
- c. Must not stand on end sills between cars for the purpose of lifting the knuckle lock.
- d. Must not get on or descend from a car by the end ladder when railcar is in motion.
- e. Must not ride on engine footboard between locomotive and cars.
- f. Must not stand on end sill or draw-head of standing or moving cars for the purpose of operating vertical type brakes.
- g. Must not drop cars by or make flying switches when other means are available.
- h. Must not stand on the ends of moving cars.
- i. Must not allow unauthorized personnel to ride on locomotives or railcars.
- j. Must not ride leading footboard of an engine.

26. Amendments or additions to the rules herein will only be issued by the Safety and Rules Committee.

SPECIAL INSTRUCTIONS

- 1. 89' Frame cars must not be operated on track number 93, unless specifically authorized by the Buick Rail Supervisor.
- 2. Heavy duty, depressed center or well cars **must not** be operated at a speed exceeding two miles per hour.
- 3. Engineers must report any locomotive malfunction to the Buick Dispatcher, or 17 Maintenance at once.
- 4. The engineer must check all safety equipment and report any repair required to the Buick Dispatcher, or 17 Maintenance.

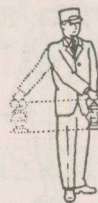
SPEED LIMIT

The maximum authorized speed is seven miles per hour except through turnouts and on track 93 the speed limit is five miles per hour.

HAND, FLAG and LAMP SIGNALS

1. Signals must be given from a point where they may be plainly seen and in such a way they cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a **stop** signal.
2. When an engine or train is moving under the direction of hand or lamp signals and the signals disappear, the engineer must immediately stop the engine and await further signals, unless the engineer has been instructed otherwise in regard to such movement.
3. When radio communication is used to direct the movement, the instructions to the engineer will be given in car lengths, and movement must not exceed such distances.
4. Should contact with the employee directing the movement be lost, the movement must be stopped immediately.
5. The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.

5-a.



STOP.

Swung across the track.

5-b.



REDUCE SPEED.

Held horizontally at arm's length.

5-c.



PROCEED.

Raised and lowered vertically.

5-d.



BACK.

Swung vertically in a circle at half arm's length.

5-e.



APPLY AIR BRAKES.

Swung horizontally above the head, when standing.

5-f.



RELEASE AIR BRAKES.

Held at arm's length above the head, when standing.

6. Any object waved violently by anyone on or near the track is a signal to stop.

RADIO INSTRUCTIONS

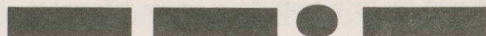
Radios have been provided for your convenience and to help you do a more efficient job.

1. Keep in touch with your dispatcher.
2. Identify yourself by unit number.
3. Report promptly the completion of each assignment.
4. Report to dispatcher any delay in operation not under your control.
5. Radios are to be used for company business only.
6. Do not use profanity.
7. When completing a conversation use the following code:
10-4 This means OK, over and out.

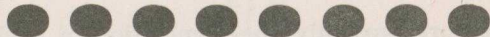
ENGINE WHISTLE SIGNALS



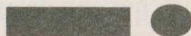
Call for signals.



Approaching public crossings. To be repeating until crossing is reached.



Alarm for persons or livestock on the track.



Approaching curves or other points where view may be obscured.



THINK SAFETY

Your safety and the safety of everyone at Buick is vitally important. Because most accidents are the result of unsafe practices, you will want to study the Buick Safety Rules to make sure that your work habits are in keeping with established safe practices.

THINKING STANDARDS

You can't see the back of your head, but you can see the back of your mind. Thinking is a very important function of the human mind. It is the process by which we take in information from the world around us and use it to make decisions, solve problems, and create new ideas. Without thinking, we would be unable to survive in a complex world.

Thinking is a process that involves several steps. First, we must identify the problem or question we are trying to solve. Then, we must gather information about the problem. Next, we must analyze the information and decide on a course of action. Finally, we must evaluate the results of our actions and make adjustments as needed.

There are many different types of thinking, each with its own strengths and weaknesses. Some types of thinking are more focused and logical, while others are more creative and intuitive. The most effective thinkers are those who can use a variety of thinking styles to solve a problem.

Thinking is a skill that can be developed and improved over time. By practicing different types of thinking, we can become more effective problem solvers and decision makers. Thinking is the key to success in any field.

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KEY

Thinking is a process that involves several steps. First, we must identify the problem or question we are trying to solve. Then, we must gather information about the problem. Next, we must analyze the information and decide on a course of action. Finally, we must evaluate the results of our actions and make adjustments as needed.

KEY	1. Identify the problem or question.	2. Gather information.	3. Analyze the information.	4. Decide on a course of action.	5. Evaluate the results.
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