THE PENNSYLVANIA RAILROAD

SAFETY RULES

STATION EMPLOYEES

Effective October 1, 1963
THE PENNSYLVANIA RAILROAD

(Date)

Received copy of Safety Rules, Form S-7b Rev. effective Oct. 1, 1963.

I understand that I am required to have a thorough knowledge of and obey these rules.

(Name)

(Occupation)
NOTICE

These rules are effective Oct. 1, 1963, and supersede Form S 7-b Safety Rules, Station Employees, effective October 1, 1940.

These Rules apply to all employees and are grouped under headings for convenience. The precautions indicated in any rule from any heading must be made part of the daily work practices.

Employees to whom these rules apply shall:

(a) Be furnished a copy.
(b) Study the rules.
(c) Know and understand their application.

Officers and supervisory forces will regularly make observations and checks and take such action as may be necessary to insure compliance with the rules.

Fred Carpi  
Vice-President Sales

J. B. Dorrance, Jr.  
General Manager—  
Passenger Sales

D. S. Greer  
Manager of Stations

J. A. Bonelli  
Manager of Safety
## CONTENTS

<table>
<thead>
<tr>
<th>Rule Nos.</th>
<th>Page Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Page</td>
<td>—</td>
</tr>
<tr>
<td>Notice</td>
<td>—</td>
</tr>
<tr>
<td>Contents</td>
<td>—</td>
</tr>
<tr>
<td>Definitions (10)</td>
<td>—</td>
</tr>
<tr>
<td>General</td>
<td>24</td>
</tr>
<tr>
<td>Elevators</td>
<td>8</td>
</tr>
<tr>
<td>Gases, Acids, Explosives, Flammables, Fumes, Radio Active Materials</td>
<td>10</td>
</tr>
<tr>
<td>Hoisting Equipment</td>
<td>11</td>
</tr>
<tr>
<td>Power Operated Tool, Machinery, Equipment or Vehicle</td>
<td>15</td>
</tr>
<tr>
<td>Handling Freight, Baggage, Mail or Other Items Manually</td>
<td>4</td>
</tr>
<tr>
<td>Slipping, Tripping or Falling</td>
<td>10</td>
</tr>
<tr>
<td>Trucking—Hand and Self-Propelled Equipment</td>
<td>20</td>
</tr>
<tr>
<td>Protection Against Train, Mechanical Equipment or Highway Vehicle Hazards</td>
<td>29</td>
</tr>
</tbody>
</table>
DEFINITIONS

As used in these rules the following terms convey the meaning shown opposite each.

<table>
<thead>
<tr>
<th>TERM</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train</td>
<td>A car, cut of cars, engine or train.</td>
</tr>
<tr>
<td>Track</td>
<td>The space between the rails and space within four feet outside each rail.</td>
</tr>
<tr>
<td>Object</td>
<td>Freight, baggage, express, mail or other object.</td>
</tr>
<tr>
<td>Truck</td>
<td>Any hand or power operated equipment upon which objects are moved over platforms.</td>
</tr>
<tr>
<td>Flat</td>
<td>Any trailer arrangement used with truck or mechanized equipment upon which to move objects over platforms.</td>
</tr>
<tr>
<td>Mechanical Equipment</td>
<td>Any self-propelled or power operated platform equipment.</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Self-propelled equipment designed for highway use.</td>
</tr>
<tr>
<td>Trailer</td>
<td>Equipment that is not self-propelled and is designed to be moved with highway vehicle.</td>
</tr>
<tr>
<td>Transfer Plate</td>
<td>Any approved device used to span space between platforms, floats, cars, trucks, trailers, or any combination thereof.</td>
</tr>
<tr>
<td>Look in both Directions</td>
<td>Actually turning the head in both directions before reaching each driving lane, highway or track, or getting off standing vehicle, mechanized equipment or train.</td>
</tr>
</tbody>
</table>
GENERAL

2001. Injured employee shall immediately:
(a) Inform immediate supervisor, even though extent of injury appears trivial.
(b) Obtain first aid or medical attention.

2002. Immediate supervisor shall:
(a) Be responsible for the safety instructions and safe performance of all the men under him, including men temporarily transferred or borrowed from another gang, unit or department.
(b) Inform employees as to unusual hazards.
(c) Personally and continuously supervise work involving unusual hazards.

2003. Wear suitable shoes and overshoes:
(a) Preferably leather shoes not less than six inches high with steel toe protection.
(b) Completely laced, buckled, zipped or otherwise secured.
(c) Not sandals, open-toed or canvas.
(d) Not with loose, thin or cracked sole.
(e) Not with metal plate on sole or heel.
(f) Lace not dangling far enough to be a tripping hazard.

2004. Wear suitable gloves and clothing:
(a) Not badly torn nor loose enough to be hazardous, includes long neckties unless securely tucked in.
(b) Not with magazine, newspaper or other bulky item in pocket or on person.
(c) Not greasy, oily, or saturated with flammable substance.
(d) Not with bottoms of trouser legs dragging.
(e) With bottoms of legs or cuffs secured to decrease the spread sufficiently to prevent flopping or catching.

**NOTE:** There is advantage in having no cuffs or in sewing tops of cuffs tightly to clothing legs.

**2005.** Protect eyes with approved goggles, which shall be clean and properly fitted when engaged in, supervising, inspecting, or when close enough to be exposed to the following operations:
(a) Pulling or removing nails, anchor plates, banding, wire or other items from floor, wall or other such place.
(b) Operating cutting, punching, or drilling tool or machinery.
(c) Striking metal against metal (including driving nails) or holding metal to be struck with metal.
(d) Any other operation the immediate supervisor considers hazardous to the eyes.

**2006.** Use designated route while going to and from work as well as when moving from one point to another while on duty. Avoid climbing on or riding on, or going under conveyor or sliding down chute.

**2007.** Employees must not engage in scuffling, horse play, or practical jokes, either on or off duty on Company property.

**2008.** To open or close drawer, door, cover,
lid or window, use knob, handle, or other safe means. Keep hand, foot or other part of body in the clear:

(a) Properly secure opened window, lid or cover.
(b) Protect with suitable guard, conveyor or other opening, the cover or lid of which has been opened or removed.
(c) Close drawer, and close or replace cover or lid as soon as the purpose for which it was opened or removed is ended.

2009. When stooping, determine available clearance prior to returning to upright position and confine body movement to space available so that no part of the body will contact any object. Use head protector if necessary.

2010. To open or close box or baggage car slide door:
(a) Determine if it is properly tracked. If not properly tracked inform immediate supervisor.
(b) Keep hands clear of jamb, travel rail or door window.
(c) Open or close door with rope and hook, or other approved device, instead of bumping it with truck, mechanical equipment or vehicle, unless such door is designed for the purpose.

2011. To open or close trailer door:
(a) Keep hands in the clear.
(b) Keep safety chains secured until one door hasp has been released.
(c) Let chains down gently instead of dropping them.
(d) Keep clear of door opening.
(e) Secure door in fully open position.
(f) Replace safety chains as soon as door is closed.

2012. When opening building, car, truck, vehicle or other door, it shall be opened to the limit and securely fastened.

2013. When necessary to be on drop-end gondola car:
(a) Assure self that raised end gate is secured, either by the two effective latches or otherwise before climbing over it, being within its swing or taking hold of top of side of car within its swing.
(b) Do not use latch or jamb as handhold.

2014. Before loading car or trailer remove protruding nails, anchor plates, wire, bands or other such hazardous items and report holes in floor to immediate supervisor. Take the same precautions concerning such situations that develop during unloading process.

2015. Before releasing loaded or empty car or trailer for movement, close and properly secure doors unless cleated open for ventilation.

2016. Replace bar and catcher arm on postal car when work is completed and before car is moved if work is not completed.

2017. Remove all protruding nails, staples, wire, bands or other such items from keg, box or other container and its cover as soon as it is opened
and before handling or removing any article from or placing any article into it.

2018. Move promptly to designated location; lumber, blocks or other wood material with protruding nails, screws, wire, bands or other such objectional items. Such items shall be removed from wood material that is to be reclaimed.

2019. Remove broken glass from frame with gloved hand or tool designed for the purpose, instead of knocking it out, and properly dispose of it.

2020. Move as far as is necessary to be clear of cable, chain or rope which is subjected to heavy pull.

2021. When using bar or lever:
(a) Place it securely and with firm bite under object.
(b) Assume a properly braced position, not sitting or standing on or straddling it.
(c) Have all parts of body in position that they will not be caught between it and other object.
(d) Move it slowly and steadily.
(e) Maintain ample watch of base and contact points.
(f) Use suitable blocks under raised object.

2022. Observe operation and remain clear of swing of tools in hands of fellow workmen. Before swinging tool or other object, observe location of nearby persons and be sure that they know your intentions and are in the clear.
2023. Use appropriate hammer instead of makeshift tool to drive nail or other item.

2024. When moving car by hand have handle of mover slightly out of line with rail to avoid catching fingers.

**ELEVATORS**

2051. Do not get on or off elevator before it stops and gate or barrier is completely opened.

2052. Elevator operator shall:
(a) Require all persons to face door or gate.
(b) Not permit distraction by unnecessary talk or by other means.
(c) Not open door, gate or barrier until elevator is stopped and elevator floor is even with adjoining floor.

2053. Before releasing hold on elevator bar insure its being locked in position by testing.

2054. Do not reach through or place any part of body in shaft enclosure to operate elevator controls, or for any other purpose.

2055. Use floor of a two-entrance elevator as a passageway only when no other route is available.

2056. Stop truck, flat or mechanical equipment not less than 3 feet from elevator. Move it on or off elevator only after elevator is stopped and even with adjoining floor.

2057. Before closing elevator doors, make sure that the mechanical equipment and flat are clear of safety gate.
2058. Close gates or doors and see that persons or objects are clear before starting elevator.

GASES, ACIDS, EXPLOSIVES, FLAMMABLES, FUMES, RADIO-ACTIVE MATERIAL

2100. Smoke or have open flame of any kind for any purpose only in authorized area and not:
   (a) In warehouse, car, trailer, mailroom, posted or otherwise restricted area.
   (b) Where explosives, flammables, gases, chemicals, or batteries are being handled or stored.

2101. Start or encourage fire in stove, furnace or other container with other than flammable liquid or highly flammable material.

2102. Gasoline or other flammable liquid may not be used for cleaning purposes. If gloves or clothing become saturated with gasoline or other flammable liquid, keep a safe distance from stove, furnace or open flame until they have been discarded.

2103. To fill gasoline or other fuel supply tank:
   (a) Move self-propelled equipment outside building.
   (b) Turn off ignition and be sure that engine is stopped.
   (c) Use approved pump or approved safety can.
   (d) Maintain metal contact between containers, pipes, flexible hose or other attachment.
   (e) Do not allow fuel to spill, or to overflow.
   (f) Use only electric light or flashlight, if necessary to transfer fuel at night.
2104. When handling acid, chemical, or material treated with creosote or other irritant:
(a) Have all parts of body except face covered.
(b) Avoid spilling and remain clear of any spillage.
(c) Do not rub face while handling or exposed to the irritant.

2105. In handling or working near gas cylinder, battery, carboy or other such container:
(a) Keep it away from furnace, steam pipe or other source of heat.
(b) Keep full carboy, wet battery or other such container in upright position.
(c) Be sure that tops and caps are in place and tight.
(d) Be sure that container is not damaged.
(e) If odor or leak is detected:
   (1) Remove leaking item to open air, away from building.
   (2) Vacate danger area.
   (3) See that others are told of danger and remain clear.
   (4) Inform immediate supervisor and work under his direction.

2106. Keep gas cylinders, carboys or other such items under complete control while handling, to prevent slipping, dropping or otherwise rough handling. Determine if carboys are entirely empty before stowing on their sides, and load only one tier high on truck or flat.

2107. Lift or transport gas cylinders by means other than hoisting equipment.
2108. On receiving explosive material:
(a) Promptly notify immediate supervisor and work under his direction.
(b) Do not transport with mechanized equipment.

2109. On receiving or working near radioactive material:
(a) Promptly notify immediate supervisor and work under his direction.
(b) In event of spillage:
   (1) Remain greatest practical distance from it.
   (2) Avoid contact with spillage, smoke, fumes or dust.
   (3) Warn all persons to remain at a safe distance.

**HOISTING EQUIPMENT**

2151. Before starting operation of one or more units of hoisting equipment the immediate supervisor shall designate one competent employee to use the standard hand signals to govern the operation. Only the designated person shall give hand signals. Hoisting equipment operator shall not operate the equipment on signal from other than person designated to give signals or on signal which he does not understand. If an unsafe situation develops, operator shall stop operation even though he has received work signal.
2152. Use standard hand signals shown below to govern movements of hoisting equipment.

**HOIST**
Make small horizontal circles with hand, holding the forearm in a vertical position and forefinger extended.

**RACK**
Jerk hand in direction of racking with arm extended, hand just above the hip, fingers closed, thumb extended horizontally.

**STOP**
Hold position rigidly with arm extended and hand level with hip.

**LOWER**
Wave forearm downward with arm extended and palm downward, hand below the hip.

**TRAVEL**
Wave forearm with palm in direction of travel and forearm vertical.

**EMERGENCY STOP**
Move hand quickly to right and left with arm extended, hand level with hip.
2153. If operator does not have a good view in direction he is moving hoisting equipment he shall stop the operation, inform the immediate supervisor and not proceed until an employee has been assigned and is preceding the equipment to warn others of its approach.

2154. Place load line or hook directly over and centered on load, if possible, so that the lift will be vertical to prevent load from dragging, swinging, or catching other object. Use tag line and/or hand lines as may be necessary to assist in controlling load; see that all persons are in a safe position; hoist slowly until load is vertical and under complete control; if any of the following or other hazards exist:

(a) Position of hoisting equipment, object to be moved, or other object, necessitates lifting at an angle.

(b) The object being handled, or the men assisting are in a confined space.

(c) The shape or size of the load is unusual.

2155. The hooker-on shall make sure that the proper hook, sling, spreader or other attachment is used and is properly secured to load before signal is given to operator. After lift has been completed both ends of sling shall be attached to load line hook.

2156. Before starting to lift a heavy or unwieldy object, notify immediate supervisor, work under his direction, and test brakes when object is approximately 2 inches from floor.

2157. When moving equipment or load, sound
warning and make sure that all persons are well in the clear of the intended route so as to avoid carrying load over them.

2158. Remain clear of and do not hang or ride on suspended load, sling or hook. Push instead of pulling when guiding suspended load. Use guide line when possible.

2159. When freeing sling or hook:
(a) Observe arrangement of load.
(b) Be sure load has settled before unhooking.
(c) Take a position to prevent being struck by sling, hook, load line, or any part of load.
(d) Keep from between object being handled and other obstruction to prevent being caught between them.

2160. If necessary to stop hoisting operation, load shall be lowered to ground and not left suspended.

2161. Have secure handhold and place feet firmly to avoid falling from car or load, while handling cable, chain, sling or hook.

POWER OPERATED TOOL, MACHINERY, EQUIPMENT OR VEHICLE

2201. Power tool, hoisting equipment, conveyor, electrical equipment, elevator, mechanical equipment, vehicle or other equipment using electric current, motor, engine or other source of power, may be operated only by qualified employees when authorized by immediate supervisor. Qualified employee shall:
(a) Be provided with qualification card approved
by Agent or other authorized officer which shall be kept on his person while on duty.

(b) Not permit any person on, in or to ride such equipment or go beyond finger conveyor safety rail unless authorized by the immediate supervisor for proper performance of duty.

2202. Make visual inspection before using tool, transfer plate, rope, chain, cable, electrical extension cord, flat, truck, or other such equipment. If defective, employee shall:

(a) Not use, and immediately take out of service.
(b) Attach MP-397—"DO NOT OPERATE" warning tag and promptly inform immediate supervisor.

2203. Before using, make visual inspection of power tool, highway vehicle, hoisting equipment, conveyor, elevator, mechanized equipment, electrical equipment, truck, or other such items; and associated safety guards and devices and:

(a) Test alarm and brakes.
(b) Test limit switch and any other safety feature by operating associated lever and/or part of equipment.
(c) Test each lever to determine if it performs the intended function.
(d) If defective or if any part does not function effectively attach MP-397—"DO NOT OPERATE" warning tag to the equipment control and promptly inform immediate supervisor.

2204. Immediate supervisor shall see that MP-397—"DO NOT OPERATE" warning tag as
well as lock, where possible, is attached to controller, switch, valve, lever or other safeguarding feature of electrical apparatus, power operated or other equipment which must be in "off" position before permitting any person to be in position where lack of such protection is hazardous.

2205. Only immediate supervisor shall authorize removal of MP-397—"DO NOT OPERATE" warning tag or lock and only after he has assured himself that all persons, tools, or obstructions are in the clear; and all persons understand that the protection is being removed. No person shall operate controller, switch valve, lever or other safeguarding feature with MP-397—"DO NOT OPERATE" warning tag attached.

2206. Qualified and authorized person only may make repairs, adjustments, clean or oil, remove obstructions from or apply approved device to power equipment, associated parts, limit switch, safety device or guard and only after:

(a) Source of power is shut off and MP-397—"DO NOT OPERATE" warning tag is applied to control and, where possible, control is locked in "off" position.

(b) All moving parts have stopped.

2207. When operating moving mechanical equipment or vehicle:

(a) Keep constant lookout in direction in which moving.

(b) Acquaint self with ground, floor and travel conditions.
(c) Move only as fast as ground, floor, travel, load or other conditions indicate will permit making prompt and smooth stop.

(d) Sound alarm where view is obstructed, and to warn other persons of the approach of the moving equipment.

(e) Maintain a firm grip on steering apparatus.

2208. In parking or leaving mechanical equipment or vehicle; or moving it with elevator:

(a) Do not park on incline unless authorized by immediate supervisor.

(b) Do not foul track or driveway.

(c) Do not obstruct fire alarm or fire fighting equipment.

(d) Do not obstruct walkway, building entrance, exit or tunnel.

(e) Be sure that engine or motor is stopped; remove ignition key and fully apply brakes. Properly fasten handle in upright position.

2209. Mechanical equipment with controls on one end as well as that with controls on either end, must be operated from forward end, except when:

(a) Going down incline.

(b) Entering elevator.

(c) Necessary to make moves in both directions in order to get load in position to move forward.

(d) Moving heavy or unwieldy object necessitating backward move.

(e) Placing equipment close to wall or other obstruction.
2210. When operating fork lift truck:

(a) Adjusting forks:

(1) Raise fork to necessary height.
(2) Set truck and lift mechanism in full holding position.
(3) Turn off ignition and be sure that all moving parts are stopped.
(4) Keep all parts of body in the clear.
(5) Space lift forks so that object will be properly balanced, to prevent slipping or falling.

(b) When moving, observe ground or floor conditions and regulate fork height so as to maintain a distance of not less than 6 inches between fork and ground or floor.

2211. Be sure that mechanical equipment and all trucks attached thereto are stopped before operating it in reverse direction.

2212. When operating mechanical equipment or vehicle keep arms, hands, legs and feet in position that they will not extend beyond side or end of foot platform, beyond end of steering lever, or beyond side or end of equipment.

2213. Before using, support mobile conveyor with stable support at each end and at sufficient number of intermediate points to insure its stability.

2214. Remove electrical extension cord connection from outlet by gripping plug instead of pulling on cord.
2215. Keep tools, supplies, oil can, or other necessary item in covered tool box in hoisting equipment, and on mechanized and vehicle equipment.

HANDLING FREIGHT, BAGGAGE, MAIL OR OTHER ITEMS MANUALLY

2251. When lifting object alone or with others:
(a) Lift only within limits of physical capabilities.
(b) Avoid twisted position.
(c) Have secure footing with feet clear of object, and as close together as possible.
(d) Bend knees and keep back as erect as possible.
(e) Grip object firmly at most suitable point and slowly straighten legs, avoiding violent pulls or jerks.
(f) Use block, stop, handline or other precaution to protect hands and feet.
(g) If there is a feeling that handhold is being “lost” or if tool is “losing” contact or grip, gradually lower object, so indicating to other person.
(h) If object gets out of control immediately move clear until it comes to rest.

2252. In handling object to or from platform, pile, pallet, truck, flat, mechanized equipment, vehicle, trailer or elsewhere:
(a) Observe conditions and take precautions to prevent object getting out of control, dislodging other object as well as to insure its being left in stable position.
(b) Place instead of throwing object.
(c) Handle and stow mail sacks with string end forward (away from self) being sure that string does not strike self or nearby person.

2253. When two or more persons handle an object:
(a) Designate one person to give commands for lifting, walking, placing or lowering movement, placing him at most advantageous point.
(b) Have person designated to give command fully inform those assisting just what is to be done and what the words of command will be. The commands shall be in a loud and distinct manner.
(c) Persons other than one designated to give commands shall not give commands or talk unnecessarily.
(d) Place men according to size, strength and experience.
(e) Lift or make other move only on command.

2254. Use wood roller in contact with metal part of object being moved.

SLIPPING, TRIPPING OF FALLING

2301. Keep property, locker, crane cab or other facility or equipment clean, orderly and free of items or conditions that are unnecessary. Keep window sill, ledge, top of locker or other such facility free of any item. Promptly remove refuse to designated receptacle or location.
2302. Clean and if necessary apply salt, sand, cinders, ashes, sawdust or other suitable anti-slip material to platform, transfer plate, or other facility used for walking or working that is made slippery by weather or other condition.

2303. Use appropriate stable support on which to climb, work or reach, instead of an improvised arrangement of fork lift, boxes, barrels, chairs, stool, trucks or other such objects.

2304. When ascending or descending ladder:
(a) Set portable straight ladder so that distance between base and object against which it is leaned is about ¼ of length of ladder from base to point at which top rests, if possible, otherwise secure it.
(b) Fully open step ladder and set spreader to hold.
(c) Make sure that ladder has all legs on firm base, otherwise secure it.
(d) Have secure handhold and firm footing to avoid slipping.
(e) Have no object in hand while ascending or descending.
(f) Face the ladder.
(g) Use hand on each ladder side rail if practicable.
(h) Keep body as close to ladder as possible.
(i) Use space between footwear sole and heel on ladder rung or step, if possible. If distance between rung and object onto which permanent ladder is secured does not permit this, turn foot slightly sideways and use ball of foot.
(j) Do not use ladder occupied by another person.

(k) Assign person to guard ladder before using it at location where person, vehicle or any other equipment is likely to collide with it.

(l) Lock door in closed position if necessary to use ladder within its swing.

(m) Do not attempt to move portable ladder while on it.

(n) Do not use either of the 2 top rungs of portable straight ladder or the top step of platform of step ladder unless the platform is designed and protected for the purpose.

(o) Reach out only arm's length from side of ladder.

(p) When getting off ladder or car step observe the ground, floor or pavement conditions and avoid obstruction, hole or slipping hazards.

(q) Maintain secure handholds until feet are firmly placed on ground, floor or pavement.

2305. When going through halls, passageways, around corners or up or down stairs:

(a) Walk—do not run.

(b) Keep to the right.

(c) Keep hands out of pockets.

(d) Use available hand rail.

(e) Use every step on stairs.

2306. When necessary to get on or off high-way vehicle, platform, car floor or end sills, bag-gage truck, mechanized equipment, table or other such elevation, use available ladder or steps instead of swinging up or down or jumping therefrom. If
necessary to descend from such elevation without use of steps or ladder:
(a) Observe ground, pavement or floor condition.
(b) Avoid holes, slippery spots or obstruction.
(c) Assume a sitting position with legs hanging over to decrease the distance, slowly move down and in a manner that both feet will contact ground, pavement or floor at same time.
(d) Maintain handhold, if possible, while moving down.

2307. Place object, truck, mechanized equipment, tackle, tool, pallet, material, board or other item a safe distance from track, edge of platform, roadway, doorway or walkway.

2308. While walking look ahead to avoid openings, slipping, falling or tripping hazards. Correct any such situation encountered if practicable, otherwise promptly inform immediate supervisor.

2309. Do not leave tool, material, truck, roller, transfer plate or other such item standing on end or leaning against post, wall or elsewhere if there is danger of the item falling or being knocked down.

2310. Keep all legs of chair or stool on floor when using as a seat.

TRUCKING—HAND AND SELF-PROPELLED EQUIPMENT

2351. Observe the following precautions when placing, using or removing transfer plate:
(a) Do not place in car when it is coupled to an engine.
(b) Do not place in trailer when coupled to a tractor unless adequate precautions against movement have been taken.
(c) Place or remove with truck or other suitable equipment where practicable.
(d) When necessary to lift by hand have secure handhold and drop it away from body after making certain it is safe to do so.
(e) Secure plate not equipped with permanent holding devices as soon as it is placed for use.
(f) Be sure it is secured before moving any equipment over it.
(g) Avoid running off side of or knocking plate out of place.
(h) Remove non-permanent holding devices as soon as plate is removed from work position.
(i) When not in use, store in flat position with slanted ends down, clear of track, driveway, trucking area, walkway and edge of platform, unless there is a designated safe location at which to leave on edge.

2352. When passing through runways, crossovers or cars, employee with load has right of way. Employee with empty truck must stop clear.

2353. Regulate speed so that a space of not less than 10 feet will be maintained between mechanical equipment moving in the same direction.

2354. Have objects properly and securely
loaded on wheeled equipment, if necessary use rope to prevent shifting or falling.

2355. When moving long or heavy object from car or other place assign a man at strategic point to protect others. When going through cars, around corners or other place where view is restricted, move at a slow walk pace, give warnings and stop short of person or obstruction.

2356. Make certain that trailer wheels are chocked before operating mechanical equipment in the trailer.

2357. In handling wheeled or roller-borne object:
(a) Keep it under control with respect to speed and position.
(b) Stop it short of persons or obstructions.
(c) Push from rear when practicable.
(d) Keep feet and hands clear of wheels or rollers.
(e) Use maul or other suitable object instead of hands to adjust or shift wheels or rollers.

2358. Do not pull more than the number of loaded or empty flats authorized by Agent’s Notice for the particular location in which working.

2359. Couple mechanical equipment to flat by hand, holding end rack and pulling flat to tractor. Keep hand clear of coupling device. While uncoupling use one foot on uncoupling bar, having a secure handhold and firm footing, and exert only enough force to uncouple.
2360. Place in upright latched position the un-coupled hook on flat or truck.

2361. Use wood rack or other anti-slip material when moving metal object on bit of hand truck or steel portion of mechanical equipment.

2362. Avoid hand truck upending by keeping sufficient weight on handle end until apron end is unloaded.

2363. Use suitable chock instead of foot to hold wheels of hand truck, the lip of which is being used under heavy object.

2364. When handling objects between truck, flat or trailer and an adjacent car, do not stand with one foot in car and other foot on truck, flat or trailer.

2365. Keep hand truck balanced and under control having firm handhold on each handle instead of resting arm or elbow on handle or having handles under armpits and avoid straddling handle.

2366. When pulling loaded 4 wheel flat or truck away from loading area:
   (a) Pull truck from side of rack and face direction in which truck is moving instead of stepping or walking backwards.
   (b) Keep feet away from swivel wheel.

2367. Pull loaded hand truck, when practicable, instead of pushing it so that view ahead is not obstructed.

2368. Do not sit or lie on truck or flat.
2369. Before leaving truck or flat unattended:
   (a) Place it clear of and parallel with track and clear of roadway.
   (b) Secure handle in upright position.
   (c) Secure it with chain, brake or other approved method.

2370. Pull by hand instead of pushing empty or loaded truck or flat out of the way with foot or self-propelled equipment.

PROTECTING AGAINST TRAIN, MECHANICAL EQUIPMENT OR HIGHWAY VEHICLE HAZARDS

2401. When duties require being on track select most suitable footing clear of rail, frog, switch, guard rail, or third rail protection board.

2402. Protect men who are about to work in or about cars in the preference order listed below, as local facilities permit:
   (a) Set switches against movement to the track, secure switches with special lock and place blue flag or blue light at clearance point.
   (b) Place blue flag or blue light at clearance point.
   (c) Use any other approved authorized method.

2403. Before tracks are switched supervisor shall take the following precautions:
   (a) Notify all persons in or about cars or tracks that are to be switched and see that they are out of the cars and stay in the clear.
   (b) See that all transfer plates are removed.
(c) Remove protection only after all persons are clear of cars on tracks to be switched.

(d) After cars have been reset provide protection before authorizing employee to go in or about cars or tracks.

2404. While stepping from one car to another have secure handhold on car to which stepping, if possible, before making step.

2405. Get on or off train, track bridge, vehicle, mechanical or other equipment only when it is stopped, and then only in proper performance of duty and with authority of immediate supervisor.

2406. Ride train, highway vehicle, mechanized or other equipment only if required for proper performance of duty and equipment is designed to do so safely.

2407. If duties require getting on or off platform, standing train, highway vehicle, mechanized or other equipment, do so on the "off traffic" side away from close clearance and only after looking in both directions for any type of moving equipment.

2408. Walk or stand on track, driving lane or highway vehicle parking area only if required in the performance of duty.

2409. Stand clear of track or driving lane to check or take numbers of cars or trailers. If impossible to do so keep a sharp lookout for approaching train or highway vehicle.
2410. Cross track 10 or more feet from standing train. Do not pass under, over or between train, vehicle or trailer.

2411. When walking out of doorway, around corner, crossing track, driving lane or parking area look in both directions, making sure that the way is clear of moving equipment.

2412. When checking track, keep a sharp lookout while passing car that is being loaded or unloaded and avoid being struck by object or equipment.

2413. Before crossing platform or trucking area look in both directions for moving trucks and avoid crossing closely in front of moving trucks.

2414. Walk against the current of traffic and keep a sharp lookout in both directions for approaching train or highway vehicle. Walk clear of track or driveway when duties permit.

2415. Use open umbrella, or ear coverings that interfere with hearing, only when away from tracks, driveways or parking areas and where not exposed to moving train, mechanical equipment or highway vehicle hazards.

2416. Do not lean against standing train, mechanical equipment, vehicle, trailer or other wheeled equipment.

2417. Do not sit on station platform or along right-of-way with any part of body where it may be struck by train.
2418. Keep a safe distance from passing train, trailer, mechanical equipment or other moving object.

2419. Look in both directions before driving mechanical equipment or highway vehicle across track. Wait until approaching train has passed and until sure that no other train is approaching.

2420. Wait until car or highway vehicle is stopped before:
(a) Breaking seal.
(b) Removing hasp.
(c) Opening or closing door.
(d) Loading or unloading object.

2421. When operating mechanical equipment equipped with spring type power release seat or pedal make sure that hands and feet are clear before depressing seat or pedal.

2422. Remain clear of trailers being coupled or uncoupled.

2423. Before coupling or uncoupling mechanical equipment or flats make sure that they are stopped and that the operator acknowledges understanding as to what is to be done and takes action to safeguard the operation.

2424. If necessary to ride on vehicle or trailer assume a securely seated position, with no part of body on running board or extending beyond side or end of trailer or vehicle.

2425. Arrange for truck to be on passenger platform before arrival of train and, if necessary
to move truck, make sure that no passenger or other person is on or about it.

2426. Vehicle driver shall be properly licensed and shall obey the motor vehicle laws.

2427. Vehicle driver shall:
(a) Determine that it is safe to cross railroad track even though position of crossing gates or signal may indicate that it is safe to do so.
(b) If transporting other persons, stop and know that it is safe to proceed before doing so.

2428. When on highway get in or out of vehicle from side away from traffic, if practicable.

2429. Observe the following precautions while in vehicle or other self-propelled equipment that is equipped with seat belt:
(a) Promptly on entering vehicle or equipment adjust belt around self with necessary slack for comfort, but not enough to be thrown forward in event of collision, lurch or sudden stop.
(b) Keep the belt secured around self until preparing to leave the vehicle or equipment after it has been stopped.
(c) Driver shall not move vehicle until all occupants have seat belts properly applied.