NOTICE

These rules are effective April 1, 1945.

Employees to whom they apply will be furnished a copy and are required to understand and obey them.

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

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## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>3</td>
</tr>
<tr>
<td>Slipping, Tripping and Falling—General</td>
<td>7</td>
</tr>
<tr>
<td>Handling Material and Trucking</td>
<td>9</td>
</tr>
<tr>
<td>Power Cranes, Hoists and Derricks</td>
<td>12</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>17</td>
</tr>
<tr>
<td>Portable Electric or Pneumatic Tools</td>
<td>18</td>
</tr>
<tr>
<td>Jacks</td>
<td>20</td>
</tr>
<tr>
<td>Ladders, Trestles, Platforms or Scaffolds</td>
<td>21</td>
</tr>
<tr>
<td>Protection Against Moving Equipment</td>
<td>23</td>
</tr>
<tr>
<td>Fuel Station or Ash Pit</td>
<td>26</td>
</tr>
<tr>
<td>Working on or About Engines</td>
<td>28</td>
</tr>
<tr>
<td>Working on or About Cars</td>
<td>33</td>
</tr>
<tr>
<td>Pits-Manholes</td>
<td>37</td>
</tr>
<tr>
<td>Clothing</td>
<td>37</td>
</tr>
<tr>
<td>Burns, Fires, Explosions</td>
<td>38</td>
</tr>
<tr>
<td>Working on or About Machinery</td>
<td>40</td>
</tr>
<tr>
<td>Power Plant and Electrical</td>
<td>43</td>
</tr>
<tr>
<td>Pipe Lines</td>
<td>46</td>
</tr>
<tr>
<td>Gas Cutting and Welding</td>
<td>46</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>48</td>
</tr>
<tr>
<td>Elevators</td>
<td>50</td>
</tr>
<tr>
<td>Mechanical Refrigerating or Air Conditioning Units</td>
<td>50</td>
</tr>
<tr>
<td>Coupling and Uncoupling</td>
<td>52</td>
</tr>
<tr>
<td>Getting On or Off Equipment</td>
<td>53</td>
</tr>
<tr>
<td>Riding or Being on Equipment</td>
<td>54</td>
</tr>
<tr>
<td>Self-Propelled Trucks or Tractors</td>
<td>56</td>
</tr>
</tbody>
</table>
GENERAL

4000. Report promptly to immediate supervisor all injuries, no matter how trivial.

4001. Obtain immediately, medical attention for all injuries. If Medical Examiner or Company Surgeon is not available, obtain first-aid immediately and report to Medical Examiner or Company Surgeon at earliest opportunity.

4002. Employees must report to their supervisors any unsafe conditions or defective equipment.

4003. Each employee is required to keep the premises subject to his control in a clean and orderly condition.

4004. Operating, or moving, engine, car, self propelled truck, tractor, track car, crane, derrick, elevator, transfer or turntable or machinery, without notifying persons who are in a position to be injured and waiting for them to get clear, is prohibited.

4005. Going into coal bunker or storage tank without another employee in attendance to handle safety rope is prohibited. Trim coal from the top instead of going below frozen or jammed coal which might slide down.

4006. Clean and if necessary apply salt, sand, cinders, ashes or sawdust to platforms, transfer plates, skids, etc., made slippery by weather or other conditions.

4007. Walking through escaping steam or smoke which obscures the vision, except when necessary in the performance of duty, is prohibited.

4008. Unnecessarily working, walking or
standing under other workmen where tools, material or other objects are likely to fall, is prohibited. If necessary to work under workmen, notify them of your presence. Avoid passing under icicles.

4009. Standing near a cable, rope or chain unnecessarily, when heavy pull is being made, is prohibited.

4010. Standing within swing of a door is prohibited.

4011. Getting on or off moving turntable or transfer table is prohibited.

4012. Inspect tool, tackle or lifting device, ladder, scaffold, trestle, safety belt and other equipment before using. If defective, they shall be repaired or marked "defective" and kept separated from serviceable tools and equipment. Using defective equipment is prohibited.

4013. Placing tools or material unsecured on top of cab, boiler, running board of engine, top of car, end sill, scaffold, window sill, etc., where they are likely to fall or be knocked off, is prohibited.

4014. Leaving tools or material standing in unstable position or leaning against wall, engine, car or other object where there is danger of their falling or being knocked down, is prohibited.

4015. Throwing or dropping tool or material without knowing that it is safe to do so, is prohibited.

4016. Throwing tools, material or other object, except hot rivet when necessary, to employe working in elevated position, is prohibited.
4017. Throwing waste, garbage, bottles, refuse or other material about shop, out window or from engine, car or train, is prohibited.

4018. Removing material or supplies from or placing them in keg, barrel or box before protruding nails, staples and loose ends of metal bands have been removed, is prohibited.

4019. Use rubber gloves, goggles and other necessary protection when handling or working with battery acid, caustic soda, lye or other chemical injurious to the skin.

4020. When under or coming out from under equipment, look for and avoid accidental contact with cotter key, brake rigging or other part or projection.

4021. Leaving material or part of equipment in position and not properly secured when applying it or removing it, is prohibited.

4022. Inserting finger to determine if holes are in proper alignment for the insertion of rivet, bolt or pin, is prohibited.

4023. Using compressed air or gas to blow dirt from person or clothes, is prohibited.

4024. Using gas as a substitute for compressed air, or as a source of pressure, is prohibited.

4025. Scuffling, horse play or playing joke on fellow employe by air pressure, by electric shock or by other means, either on or off duty, while on company property, is prohibited.
4026. Secure any raised lid or cover against falling.

4027. Use approved respirator when spray painting. Foreman in charge to determine necessity for use of respirator in other work involving fumes or dust.

4028. Cleaning hands, machine parts or material with gasoline, is prohibited.

4029. Use proper protection to prevent rivet heads, bolts, chips or other material from flying.

4030. Using trestles or horses as support for material likely to fall or be knocked off, unless they are equipped with end stops of sufficient height to prevent material falling off, is prohibited.

4031. Danger sign, tag or banner placed on switch, valve or other place for the protection of employes shall be removed only by the person who placed it in position, and then only when it is safe to do so. Operating machine, switch, valve or other apparatus with danger sign attached, is prohibited.

4032. Leaving boards with nails or screws protruding where they may be stepped upon is prohibited. Remove to a place of safety or turn down nails or screws to avoid injury. Turning down nail with foot is prohibited.

4033. Operating turntable latch lever without having firm grip and being well braced, is prohibited. Apply power gradually.

4034. Riding on trailer or trailer coupling is prohibited.
4035. Knocking broken window glass from sash is prohibited. Remove carefully by hand and deposit inside building.

4036. Making repairs on over-head cranes, buildings, etc., before area underneath has been roped off or an employe has been assigned to warn persons of danger, is prohibited.

4037. Keep hands off top of trestles, blocks, jacks, etc., when placing them under equipment or material.

4038. Throwing torpedo or fusee in locomotive fire box or stove, or placing torpedo on rail, is prohibited.

4039. Keep hands into clear when opening and closing doors and windows.

4040. Holding chock blocks at time wheel strikes same is prohibited.

4041. When opening or closing swing doors to shop building during a heavy wind, use care and, if necessary, secure sufficient help to control door.

4042. Use door knobs or handles when pulling doors to a closed position.

SLIPPING, TRIPPING AND FALLING — GENERAL

4050. Carrying tool, material or other object when climbing which prevents secure hold with both hands or interferes with safe movement while climbing is prohibited.

4051. While working on engine, tender, car, scaffold, or other elevated place, look before making a step in any direction and avoid losing balance or slipping, tripping, or stumbling over fixed or movable parts, material or tools.
4052. Employes working on cars, engines or other elevated places shall so stand or sit that they cannot be dislodged by failure of the part on which they are working. When possible, have a secure hold with one hand while working with the other.

4053. When getting off equipment, ladder, etc., look before stepping down and retain hand hold until foot is firmly placed, to avoid falling, slipping, tripping or turning ankle.

4054. Use a standard safety belt and rope, except when scaffold or other protection is provided, when working in the following locations: (Adjust rope so there will not be more than 3 feet of slack, except in drop-bottom cars.)

(a) Outside of window.
(b) On steep pitched roof.
(c) While on or in drop-bottom car being unloaded.
(d) In dangerous position on building or other structure.
(e) In coal bunkers.
(f) In storage tanks in which gas may be present.

4055. Jumping from car doorway, end sill, truck, bench, vestibule platform, front end of engine or other place of similar height, is prohibited. In getting off when no step or ladder is available, lower the body by holding to some support or sit down to shorten distance from feet to ground or floor.

4056. Walking or stepping on rail, frog, switch, guard rail, interlocking machinery or connection, is prohibited.
4057. Look for and avoid stepping on coal, boards, stones, rubbish, material, ties, rails, ballast, holes or openings to avoid tripping, slipping, falling or turning ankle. While walking, if necessary to look back, stop before doing so.

4058. Look for and, if possible, avoid stepping on surface covered with ice, oil, grease, wet paint or other substance creating a slipping hazard.

4059. Allowing tools, material, truck or wagon handles, rubbish, garbage or other objects to lie where they will constitute a tripping or slipping hazard, is prohibited.

4060. Pulling or handling ice from car with back toward open doorway or from elevated platform with back near edge of platform, is prohibited. Stand to side when pulling ice out of car or off elevated platform or other structure.

**HANDLING MATERIAL AND TRUCKING**

4070. Keep hands and feet in a position where gang plank, transfer plate, skid, tackle or lifting device or material being handled cannot fall on or against them.

4071. Keep feet and hands clear of roller or dolly upon which material is being moved and push from rear when practicable.

4072. See that transfer plate, gang plank or skid is securely placed before using.

4073. Before handling material or object determine the best place to take hold. Place hands in proper position and take grip or hold sufficient to prevent material or object falling from hands or getting out of control.
4074. Lifting beyond normal physical capabilities is prohibited. Avoid jerking or twisted positions and obtain help to lift or handle heavy or cumbersome objects. When lifting:
(a) Have a secure footing.
(b) Bend the knees and keep the back erect.
(c) Take firm grip on the object and slowly straighten the legs.

4075. Pulling or pushing material by hand over trestles, unless trestles are secured, or have sufficient base to prevent upsetting, is prohibited.

4076. When two or more persons handle heavy or bulky material or objects, take following precautions:
(a) Remove slipping or tripping hazards when practicable.
(b) Designate one person to give commands for all movements. (Lifting, walking, lowering or throwing.)
(c) Person designated to give commands will fully inform those assisting just what is to be done and what the words of command will be.
(d) Giving of command by other than designated person is prohibited.
(e) Lift or make other movement only on command.
(f) Avoid walking backwards when practicable.

4077. Place hands so they will not be caught between material being handled and other material or object.

4078. Pile and stow material safely and in an orderly manner, interlocking it where
practicable. Avoid making high, narrow pile. Remove material from top instead of side of pile and avoid dislodging other pieces.

4079. Keep skids, trucks, trailers and material a safe distance from edge of platform or track.

4080. Loading wagons, trucks, trailers or skids beyond their rated capacity, is prohibited.

4081. Load material securely to prevent its shifting or falling from truck, trailer or skid. Securely block round material or objects to prevent them rolling. Secure load with rope, wire or chain where necessary.

4082. Pushing a hand truck, if load obstructs view, is prohibited.

4083. When pushing or pulling hand truck or wagon, look for and be prepared to stop short of person or object, especially when going around corner or through or past door or passageway.

4084. Push from rear, instead of side, when necessary to assist in moving hand truck, wagon or trailer.

4085. Walking backwards while pushing or pulling trucks, wagons, trailers, wheelbarrows, etc., is prohibited.

4086. Coasting on wagon, truck or trailer is prohibited.

4087. Stop mounted wheels by exerting pull on axle from the rear. Stopping wheels by taking hold of flange is prohibited.

4088. Leaving wheels, mounted or unmounted, before they are stopped and secured, is prohibited.

4089. Walking in front of mounted or un-
mounted wheels when rolling them is prohibited.

4090. When unmounted wheel being rolled gets out of control, make no attempt to rebalance or catch it. Warn others and keep feet and body clear of object until it comes to rest.

4091. Avoid rubbing face, eyes, arms or other parts of the body with hands while handling creosoted material, soda ash, lime, acid or any other substance which will cause inflammation to the skin.

4092. Long pieces such as pipe, flues, lumber, etc., should be carried by two men when it is not certain it can be done by one man without endangering others, as in going in or out door-ways, around corners or in congested places.

4093. Place load on wagon, trailer or skid in center first and in removing load, remove center portion last.

POWER CRANES, HOISTS OR DERRICKS

4101. Operation of or being on power hoisting equipment, unless authorized, is prohibited.

4102. Test operation of limit switches and brakes at beginning of each trick. If found to be inoperative, report immediately to Foreman. Making lift with limit switch inoperative, is prohibited.

4103. When starting to handle an unusually heavy load, test brakes when load is a few inches from the floor.

4104. Place block or hook directly over load, if possible, so that lift will be vertical
to prevent load dragging or swinging. When necessary to lift at an angle see that all persons are in a safe position and hoist slowly until lift is vertical.

4105. The floorman (director or hookeron) is responsible for all hitches and must make inspection, each day they are used, of hoisting accessories such as slings, chains, hooks, etc.

4106. Director, hooker or operator must ascertain that slings or other attachments used for hoisting purposes are of proper size or capacity and in condition to safely carry the weight of the material to be handled. When in doubt the Supervisor must be consulted.

4107. Director, hooker or operator must see that chains are even, that load rides level and that chains are not twisted before lift is made.

4108. Use spreader bar between chains when lifting sheet steel, bars, pipe, rods, etc., with double chain hook-up to keep chains from slipping together. Making such lift without spreader bar is prohibited.

4109. Giving signal for operation of hoisting equipment by other than person designated to give signal, or operating hoisting equipment on signal from person not designated, is prohibited.

4110. Before operator moves a crane or derrick from which an empty sling is hanging, the floorman must hook both ends of the sling to the block.

4111. Moving hoisting equipment with load swinging or turning is prohibited.
4112. Lifting or lowering a load with a sudden jerk is prohibited. All handling must be steady.

4113. Leaving hoisting equipment unattended with load, bucket or magnet suspended, is prohibited.

4114. Carrying loads over workmen, when possible to avoid it, is prohibited. Use bell or siren to warn persons of approaching load.

4115. Passing or standing in path of or under load, bucket or magnet handled by hoisting equipment, except when wheeling engines, is prohibited.

4116. When locomotive crane is moving in shop-yard limits, it must be preceded by an employe to warn others of its approach. When crane is pushing cars, they must be preceded by the employe. He must walk clear of the track and must not cross from one side of equipment to the other while equipment is in motion. (Exception may be made in the case of ash pit crane.)

4117. When two cranes or derricks are lifting the same load, one person must be designated to direct movements of both.

4118. Repairing, cleaning or oiling crane mechanism without first opening main switch and placing danger tag on it, is prohibited.

4119. Carrying articles in hands while going up or down ladder leading to crane cage, is prohibited. Use hand line to raise or lower articles too large to go into pocket or belt.

4120. Keep crane cage clear of clothing or other personal belongings. Keep tools, extra
fuses, oil cans or other necessary articles in tool box. Leaving tools or material lying loose on crane bridge is prohibited.

4121. Notify crane operator and place rail stops in location to provide protection when working on or fouling crane runway.

4122. Riding or hanging on hook or load on hoisting equipment is prohibited.

4123. Walking, standing or working under boom while load is being handled, except when necessary for performance of duty and after notifying operator, is prohibited.

4124. Being within swing of cab of locomotive crane while in use, except when necessary for performance of duty and after notifying operator, is prohibited.

4125. Keep from between object or obstruction and load being handled, to avoid being caught if load swings.

4126. Attaching hook of crane or hoist block directly to object being lifted or moved is prohibited. Always use chain, cable or other lifting accessory.

4127. When freeing sling, be sure load has settled before unhooking and take a position to avoid being struck by sling or any part of load.

4128. When guiding suspended load, push instead of pull, when practicable. Keep hands and feet from under load.

4129. When hoisting material or machinery attach sling well above center of gravity to prevent load tilting or falling over when lift is made.

4130. Lifting mounted wheels with magnet is prohibited.
4131. Taking hold of cable or sheave on hoisting equipment, except when necessary and before notifying operator, is prohibited.

4132. Repairing, splicing or shortening chain by using bolt, wire, nail or other such object in link, tying knots, or twisting chain, is prohibited.

4133. Leaving suspended load over gas cutting or welding outfit, is prohibited.

4134. Use standard hand signals shown below to govern movements of power 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.
HAND TOOLS

4150. Using defective hand tools is prohibited.

4151. Sitting or standing on or straddling bar or lever while in use is prohibited. Place it securely and be properly braced and alert to prevent injury due to unexpected movement of bar or lever. Have all parts of body so they will not be caught between bar or lever and other object. Standing on bar may be authorized by Foreman for specific operation in which necessary.

4152. When using wrench the following precautions must be taken:

(a) Use proper size solid end wrench, or properly adjust other wrench to fit object on which it is to be used.

(b) Place monkey or similar wrench so the turn will be toward open side of jaws.

(c) Using any object as a shim between jaws of wrench and nut, bolt head or other object to make wrench fit, is prohibited.

(d) Confine stroke of wrench to space available to prevent fingers, hands or any part of body striking against objects or being pinched.

(e) Brace body to avoid overbalancing in case wrench slips or wrench, bolt, nut or other object fails.

(f) Before attempting to apply full force make sure wrench has proper grip and then gradually increase force until nut, bolt, pipe or other object turns. Jerking on wrench is prohibited.
(g) Using pipe or other object to extend length of handle, unless wrench is designed to be so extended, is prohibited.

4153. Swinging tool without being sure your intention is known by person close by, who might move into swing of tool, is prohibited.

4154. Standing on same side as man using sledge is prohibited.

4155. Use soft hammer or cushion with wood when striking tempered or case-hardened objects.

4156. Using file as wedge or pry bar, striking file with metal or using file without a handle is prohibited.

4157. Carrying file, ice pick or other pointed or sharp edged tool in pocket, unless point is protected, is prohibited.

4158. Place shovel, fork, rake, hoe or other pointed or edged tool with point or edge down when not in use.

4159. When moving car have handle of mover or bar slightly out of line with rail to avoid catching fingers.

PORTABLE ELECTRIC OR PNEUMATIC TOOLS

4170. The use of pneumatic or electric tools that will not completely shut off, is prohibited.

4171. Operation of pneumatic or electric tool by employe who has not been instructed as to its use is prohibited.

4172. Connecting or disconnecting pneumatic tool before closing valve at supply line
and draining pressure from hose is prohibited.

4173. Leaving pneumatic hammer lie, while not in use, with hose coupled up and air turned on and with plunger inserted in barrel, is prohibited.

4174. Using pneumatic hammer for riveting, unless equipped with spring clip or other arrangement for holding the die or set in hammer, is prohibited.

4175. While pneumatic hammer is being held, but not actually in use, place thumb or finger under trigger.

4176. Laying down electric or pneumatic tool while it is in operation, is prohibited. Place where trigger, valve or switch is shielded to prevent tool being accidentally started.

4177. When using electric or pneumatic tool secure or hold it firmly and be prepared for jerk if reamer, drill, tap or nut should stick or jam.

4178. Attaching drill, reamer, tap or other tool to electric or pneumatic motor while motor is running is prohibited.

4179. Leaving unattended, a drill, reamer, tap or other tool in a hole with electric or pneumatic motor attached, is prohibited.

4180. Using electric or pneumatic portable grinder or saw without suitable hood guard over wheel is prohibited. Use of grinder without guard may be authorized by Foreman for specific operations in which necessary.

4181. Turning air into hose of pneumatic tool while control valve or throttle is open, is prohibited.
4182. Kinking air hose to shut off air supply to tools is prohibited, except in emergency. Use plant line shut off cock or valve.

JACKS

4200. The use of defective jack or defective jack handle is prohibited.

4201. Set jack securely with proper contact at top and bottom.

4202. Insert a piece of wood between jack head and load when jacking against metal. Jacking metal against metal is prohibited.

4203. When foundation is insecure, place suitable blocking under jack.

4204. Use sufficient number of heavy blocks under jack to make unnecessary the use of heavy blocks between jack head and load. Use only sound wooden blocking. The use of steel block as a filler is prohibited.

4205. Use handle which is standard for type of jack being operated. Use of bar or handle which does not fit is prohibited.

4206. Using jack unless handle is fully inserted in socket is prohibited.

4207. Remove handle when jack is not being operated.

4208. Sitting or standing on or straddling jack handle in use is prohibited.

4209. When using ratchet jack, stand at side of handle in braced position and move handle slowly and uniformly, being sure that latches are fully engaged and that your head is clear of handle before releasing pressure on it.

4210. Using jack of lower capacity than required for the job is prohibited. If in
doubt as to capacity, consult supervisor.

4211. When not in use lower head of ratchet jack and lay jack on side where it will not constitute a tripping hazard. When jack is in tool room it may be left standing, with head lowered, in space assigned.

4212. Before jacking up end of car, engine, tender, locomotive crane, motor truck, etc., block wheels on other end of such equipment.

LADDERS, TRESTLES, PLATFORMS OR SCAFFOLDS

4220. The use of defective ladders, trestles, platforms or scaffolds is prohibited.

4221. Before using, securely place ladder to prevent it slipping or falling. If in insecure position or angle, it shall be lashed or someone placed at base to hold it in position until work is finished. Placing ladder on box, barrel, blocking or in other precarious position is prohibited.

4222. Before using, place straight ladder so that the distance from the base of the ladder to the object against which it is to be leaned is at least \( \frac{1}{4} \) of the length of the ladder if possible. When impossible to place ladder at least \( \frac{1}{4} \) of its length from object against which it is to be leaned, lash or otherwise secure it.

4223. Using straight ladder not equipped with non-slip bases suitable for surfaces on which it is to be used, unless securely lashed or someone placed at base of ladder to hold it, is prohibited.

NOTE: No type of ladder base can be de-
pended upon under all conditions and if in doubt as to ladder being secure, station a man at base of ladder to hold it or securely lash it.

4224. Using weak, crossgrained or otherwise unsuitable material for scaffold, platform, ladder or handrail is prohibited.

4225. Using scaffold or platform made of loose boards not equipped with end stops to keep them from sliding or coming off the supporting trestle, horse, brace or bracket, is prohibited.

4226. Attach board across top of ladder before leaning it against window.

4227. Reaching or leaning out more than two feet from edge of ladder, scaffold or platform is prohibited.

4228. Starting to ascend or descend ladder while another person is on it is prohibited. Face the ladder when ascending or descending.

4229. Use rungs while descending ladder. Jumping from ladder or sliding part way down is prohibited

4230. “Walking” ladder while on it is prohibited. Get off and move it.

4231. Before using, open stepladder fully and set spreaders.

4232. When climbing extension ladder, inspect hooks before passing them.

4233. When ladder is used within swing of a door, the door must be blocked open, locked or someone placed to guard it.

4234. Guying or fastening platform or ladder to any movable object not under your direct control is prohibited.
4235. Placing ladder on track or in inter-track space, unless proper protection is provided, is prohibited. Arrange with supervisor for protection.

4236. Standing on top rung of an “A” ladder is prohibited.

**PROTECTION AGAINST MOVING EQUIPMENT**

(The term “track,” as used under this heading, meaning the space between the rails and the space within four feet outside each rail.)

4250. Walking, standing or sitting on track, except when necessary for proper performance of duty, is prohibited.

4251. Walk against current of traffic and keep a sharp lookout in both directions for approaching engine, car or train.

4252. Look in both directions for approaching engine, car or train before stepping on or crossing track. Walk straight across when possible to do so.

**NOTE:** To comply with this rule on other than assigned repair tracks it will be necessary to turn the head in both directions before reaching each track.

4253. Keep as far as practicable from passing engine, car or train to avoid injury from falling objects, projections on equipment or from material which you may be carrying coming in contact with equipment.

4254. Wearing ear covering which interferes with hearing is prohibited.

4255. Sitting, lying or crossing under cars for personal convenience is prohibited.

4256. Sitting on step of car or running-board or footboard of engine or tender, or...
leaning against car, except where protection against unexpected movement has been pro-
vided, is prohibited.

4257. Lock switches leading to each as-
signed repair track before beginning work
on such track, key being used and retained
by foreman in charge or employe designat-
ed by him. (This does not modify Rule 4259.)

4258. Working on equipment on assigned
repair track before switches are locked is
prohibited.

4259. Performing any work which neces-
sitates going under, between or fouling
equipment, unless a blue signal (flag by day
and light by night) is displayed at both ends
of equipment on the track on which work is
to be done, is prohibited.

NOTE: On Stub end track, blue signal
need be displayed on approach end only.

A Each class of workmen must dis-
play their own blue signals on the
track on which work is to be done,
regardless of whether or not other
workmen have displayed signals on
the same track.

Removal of blue signal by other
than person who placed it is pro-
hibited.

NOTE: At points where a num-
ber of classes of workmen are un-
der the same immediate supervisor,
who is responsible for the opera-
tion and protection of an assigned
car repair track or engine inspec-
tion pit, one blue signal at each end
of equipment on such track will be

24
sufficient for all classes of workmen. Workmen on such track must be notified that blue signals have been displayed before permitting them to begin work and notified to stop work and clear track before signal is removed.

B When blue signal is designed for use with tags to indicate the various classes of workmen on a track, each class of workmen must have a tag attached to the signal before starting to work. Blue signal may be taken down only by class of workmen removing last tag.

C When blue signal is placed at one or both ends of an engine, or car to which an engine is attached, the Engineman and Fireman must be notified. They must also be notified when the blue signal is removed.

4260. When emergency repair work is to be done on other than assigned repair tracks and blue signal is not available, take the following precautions before going under or between equipment:

(a) Notify Engineman and Fireman who must give protection.

(b) Wait until slack has adjusted.

(c) If train is on a grade, know that it is secure.

After work is complete and all workmen are clear, the Engineman and Fireman must be so notified by the same workman who arranged for the protection.
4261. Performing work inside of freight equipment on other than assigned repair tracks, unless protected by blue signal, is prohibited.

4262. Working underneath or foul of cars equipped with roller bearings before blocking or otherwise securing against movement, is prohibited.

4263. When crossing tracks, keep at least ten feet away from end of standing train, engine or cars. (This rule does not apply to trains, engines or cars on which employe is working, when protection against unexpected movement has been arranged.)

4264. Carrying open umbrella or using any head covering that interferes with vision, while on track, is prohibited.

4265. Going between or closely in front of moving engines or cars is prohibited.

4266. Use authorized path or route to yard, shop, station, etc., while going to or from work, or from one place to another after arriving at work.

FUEL STATION OR ASH PIT

4280. Apply brakes, open cylinder cocks and place reverse lever in center position when engine is taking coal, sand or water.

4281. When taking coal, sand or water take a position where there is no danger of being struck by apron of coal chute or sand or water spout in case of unexpected movement of engine.

4282. Have firm hand and foot holds when operating coal chute, water plug or sand spout. Keep hands and fingers where they
will not be caught by operating mechanism.

4283. Keep manhole covers closed while pulling water spout over tender. Replace manhole covers before returning water spout to normal position.

4284. Close valve and drain water spout before removing it from manhole of tender.

4285. Replace and secure in a position clear of track, apparatus used in taking coal, sand or water.

4286. Overloading tender with coal is prohibited. Properly trim coal to prevent it falling from tender or over coal gates.

4287. Keep apron, gangway and running board of engine and tender free of coal, oil or other material and top of tender behind fuel space clear.

4288. Place coal boards and tools in a position where they will not project over sides or fall from tender.

4289. While handling fire tool, extending it beyond line of engine is prohibited, except where length of tool makes it necessary, in which case it must be known that tool will not come in contact with other engine, obstruction or overhead wire.

4290. While using fire tool have hands in a position on tool where they will not be caught between tool and other object or part of engine or tender. Have feet firmly placed to avoid slipping or overbalancing.

4291. When not in use lay fire cleaning tools closely along the rail or place them on the rack provided for the purpose.

4292. When operating ash pan keep hands and fingers where they will not be caught
and step clear of engine before straightening up to avoid striking head or shoulders against part of engine.

4293. Apply shaker lever correctly and securely to post and have feet placed in firm position to maintain balance before attempting to shake grates.

4294. Close conveyor slide plates before cleaning fire on engine equipped with stoker.

4295. Standing on grills over coal bins to wind car doors is prohibited. Boards must be used to stand on unless coal covers grill.

**WORKING ON OR ABOUT ENGINES**

4310. Display white light or dimmed headlight on moving engine at night, in direction of motion, while in enginehouse territory.

4311. Ring bell before starting engine, while moving in or out of enginehouse and when passing locations where employees are working.

4312. While operating engine, keep constant lookout in direction it is moving.

4313. Before leaning beyond line of moving engine, look in both directions for equipment on adjacent track and structure or obstruction alongside of track.

4314. Moving engine on or off turntable before signal is given by turntable operator, is prohibited.

4315. Before leaving engine unattended, place reverse lever in center position, open cylinder cocks and apply brakes, and if in enginehouse, block at least one driving wheel, front and back, with chain.

4316. Keep snifting valves on live engine
blocked open while in enginehouse. Attach piece of metal equal in area to face of valve to deflect escaping steam.

4317. Replace peephole plugs and remove block from snifting valves before opening throttle or moving engine with steam or hot water in boiler.

4318. Leaving tender not coupled to engine unless one truck is blocked, front and back, is prohibited.

4319. Being in pit, at point of operation, or between engine and tender as they are about to come together, is prohibited. Take position to avoid being struck by buffer springs of chamber casting in event they fall.

4320. Repairing or tightening tubes, flues, fire box sheets, washout plugs or boiler fittings while boiler is under steam pressure, except caulking when authorized by Boiler Foreman or Gang Foreman, is prohibited.

4321. Notify employes who might be injured and wait until they are out of danger before operating the following devices:

(a) Air brake.
(b) Air pump.
(c) Blow-off cock.
(d) Cylinder cocks
(e) Feedwater pump.
(f) Gauge cock.
(g) Injector or inspirator.
(h) Reverse gear.
(i) Blower.
(j) Sprinkler hose.
(k) Stoker.
(l) Water column drain valve.

29
(m) Water gauge drain cock.
(n) Water scoop.

4322. Performing work on engine under steam or being fired up, which may result in injury in case of undesired movement of engine, before the following precautionary measures have been taken, is prohibited:
(a) Block one driving wheel front and back and apply hand brake on tender.
(b) Shut off throttle and lubricator.
(c) Open cylinder cocks and relief valves.
(d) Place reverse gear in center position.
(e) Apply independent brake.

4323. Performing work on engine under steam or being fired up which involved disconnecting piston from crosshead or disconnecting front or back end of main rod, unless the following additional (to Rule 4322) precautionary measures have been taken on the side on which work is to be done, is prohibited.

1. Engine equipped with Stephenson Valve Gear
   (a) Remove top rocker arm bolt and place valve in center position.
   (b) Remove indicator or peephole plugs from cylinder, if so equipped.

2. Engine equipped with Southern or Baker Valve Gear
   (a) Remove peephole plugs.
   (b) Remove pin in back end of valve rod.
   (c) Move piston valve to extreme forward position.
   (d) After work necessitating these precautions has been completed, connect the
valve rod and, LASTLY, apply peephole plugs.

3. Engine equipped with *Walschaert Valve Gear* and NOT equipped with *Snifiting Valve*
   (a) Remove peephole plugs.
   (b) Disconnect top and bottom ends of lap and lead lever.
   (c) Move piston valve to extreme forward position.
   (d) After work necessitating these precautions has been completed, connect the lap and lead lever and, LASTLY, apply peephole plugs.

4. Engine equipped with *Walschaert Valve* and *Snifiting Valves*
   (a) Block snifiting valves open.

   4324. When draining lubricator, secure container under lubricator before removing drain plug.

   4325. Removing drain or filling plug from lubricator under pressure is prohibited.

   4326. Applying wrench to stoker elevator shaft or conveyor drive shaft without first closing operating and booster valves and exhausting live steam from stoker engine, is prohibited.

   4327. Place a man to guard conveyor or elevator screw when stoker is being operated without cover plates or guards. Using hands or feet to dislodge coal or obstruction in stoker, is prohibited.

   4328. Disconnect house blower hose from engine when engine boiler pressure reaches pressure maintained in house line.

   4329. Using hands to remove pieces of
coal from around fire door rim when door is in open position is prohibited.

4330. Close control valve and use blocking device to hold pneumatic fire door open before entering hot fire box.

4331. Entering fire box of boiler under steam pressure without having another employee stationed outside at fire door to render assistance in emergency is prohibited.

4332. Being in fire box of engine or other similar confined space while electric welding operation is being performed, unless equipped with prescribed helmet or unless the welding operation is completely blocked off by a curtain, is prohibited.

4333. Disconnecting front end of generator, pump or throttle valve stem extension rod and pushing it back toward the rear of boiler, without notifying workmen in the cab, is prohibited.

4334. Before disconnecting front reach rod on engine equipped with Baker valve gear, secure the reversing yoke to keep it from falling.

4335. Entering tank of engine with boiler under pressure before both tank hose and water heater connections are cut is prohibited.

4336. Setting safety or pop valve under a roof which is less than 12 feet above top of boiler is prohibited.

4337. Keep out of line of discharge of safety valves while on top of live engine.

4338. Close whistle globe valve before cleaning, polishing, repairing or adjusting whistle.

4339. Removing hand-hole plate, belly
plate or bottom arch plug before boiler is fully drained of hot water or steam is prohibited.

4340. When operating blow-off cock, use an extension handle or hooked rod. Bumping open is prohibited.

4341. Leaving engine side or main rod standing on edge, unless secured to prevent it falling over, is prohibited.

4342. Have firm grip, be well braced and apply power gradually when operating manually operated reverse gear.

4343. Using emergency footboard on side of cab and grab iron on roof of cab while working on or repairing engine is prohibited.

4344. When one engine is to be coupled to another the person in charge of the work must notify all persons in position where they might be injured and wait until they are clear before coupling is made.

4345. Operating injector without knowing that sprinkling hose valve is closed is prohibited.

4346. While turning on or off sprinkling hose valve, have firm hold of hose and keep end pointed toward coal pile. When not in use put hose in place provided.

4347. Have driving box shoes securely blocked when laying off shoes and wedges or raising pedestal caps or driving wheels into place.

WORKING ON OR ABOUT CARS

4360. Secure truck at opposite end by blocking, front and back, before jacking up car, tender or other equipment.
4361. Going under car or tender, one or both ends of which is supported only by jacks, is prohibited. Use trestles or blocking.

4362. Before opening drop bottom car door see that no person is on top of load or under car and that all persons are clear of door on opposite side of car.

4363. Use of any wrench other than a ratchet or self adjusting car wrench when operating door winding mechanism of drop bottom or hopper car, is prohibited. (Does not apply to Car Inspector closing door on empty car in classification yard.)

4364. Using wrench to hold door winding mechanism while releasing pawl from ratchet is prohibited. Knock pawl from ratchet and, if necessary, unwind with ratchet or self adjusting car wrench. Using fingers to release pawl from ratchet is prohibited.

4365. Placing hands or fingers in jamb or on frame of drop-bottom or hopper car door or using hands to swing or close hopper door with wine type lock, is prohibited. When closing drop-bottom door with wine type lock:
(a) Know that any workmen on other side of car are clear of door.
(b) Grasp flange or angle on side of car to keep from losing balance.
(c) Place foot on push or locking casting (of door) where it is corrugated for this purpose. Have other foot firmly placed to avoid slipping.
(d) Swing the door with the foot until door is engaged in the first notch of the lock.
(e) Use bar to engage door in second notch or closed position. Have bar carefully placed and brace body to avoid falling if bar slips.

4366. Before operating roller type side door on box car look and be certain door is properly tracked. If door is off track and cannot be retracted, use rope equipped with hook to pull door open or shut, keeping clear of door.

4367. While operating box car or baggage car door, keep hands and fingers clear of edge or jamb of door and rail or casting on which door travels to avoid having hands or fingers pinched. Keep body clear of opening made by door to avoid injury from falling freight, material or other objects.

4368. Opening end gate of gondola while standing inside car is prohibited. Stand outside gate and take secure hold on grab iron before unlatching and pushing gate down.

4369. Walking, standing or sitting on top of side or end of hopper or gondola car, is prohibited.

4370. Jumping from roof of closed car to open top car or tender, or jumping from car, engine or tender to equipment on adjacent track, is prohibited.

4371. Until it is known tension of friction draft gear has been released, keep from in front or back of, and warn others to keep clear of, all attachments.

4372. Guiding center pin with hands when lowering car or tender body on trucks is prohibited. Use long handled tongs.

4373. Attempting to remove brake cylin-
der head or piston without having piston rod sleeve clamped to prevent spring suddenly dislodging head, is prohibited.

4374. Keep hands and fingers out of journal box. Use tongs or packing hook to adjust brass or wedge. Opening or closing journal box cover with hand or foot is prohibited.

4375. Repairing steam heat line or radiator on passenger equipment while under pressure except tightening Barco couplings by means of wooden wedges is prohibited.

4376. When icing car place hatch cover in full open position.

4377. Jumping off end sill or swinging up or down between two cars (or other equipment) with a hand on each one is prohibited.

4378. Face approaching movement when inspecting cars from yard pit. When reverse movement is made, turn to face it. Keep clear of parts down or dragging.

4379. Walking or standing on passenger car seat back is prohibited.

4380. Secure door on passenger equipment in either open or closed position. Allowing door to swing free is prohibited.

4381. Cleaning one side of passenger car window while other side is being cleaned, is prohibited.

4382. Operating brake on car or removing test hose from car without notifying employees working underneath, is prohibited.

4383. Before adjusting piston travel or working on brake rigging, close cut-out cock in branch pipe, drain reservoir and block release valve open. (On cars equipped with
brake cylinder cut-out and drain cock, closing this cock will be sufficient.)

**PITS — MANHOLES**

4400. Surround by suitable guard, or assign a man to protect, manhole, pit, trap or other such opening, cover of which has been removed or opened. When necessary also protect by red light.

4401. Leaving open or unguarded after dark, excavation about track or other place where persons are likely to walk, is prohibited.

4402. Stepping or jumping across shop pit, ash pit or other pits is prohibited.

4403. Walking around coping of turntable or transfer table pit or on edges of lye vats is prohibited.

4404. Reaching down into track pits from shop floor or ground level to connect or disconnect air, water hose or other appliances, is prohibited.

**CLOTHING**

4410. Wearing shoes with only rubber soles or loose or thin soles is prohibited. (High rubber shoes or boots may be worn during inclement weather or when nature of work requires.)

4411. Wearing loose or torn clothing that is likely to be caught while near machinery is prohibited. (Includes long necktie unless securely tucked in.)

4412. Wearing gloves while operating machinery, unless authorized by Foreman, is prohibited.

4413. Wearing overalls or trousers with
cuffs or legs dragging on floor or ground is prohibited. Trouser or overall legs must be bound around the ankles when operating electric truck or tractor.

4414. Working with ends of shoe laces dangling far enough to cause a tripping hazard or with overshoes unbuckled is prohibited.

4415. Wearing clothing saturated with grease, oil or other inflammables, is prohibited.

BURNS — FIRES — EXPLOSIONS

4430. Using water plug or spout to extinguish fire in ashes, cinders or debris in car, or being on such car while fire is being extinguished, is prohibited.

4431. Having waste, rags or other inflammable material protruding from pocket is prohibited.

4432. Having gasoline in unapproved container, for any purpose, is prohibited.

4433. Smoking or the use of torch, lantern or other open flame within 50 feet of gasoline being transferred from one container to another is prohibited.

4434. While filling tank or container with gasoline, keep nozzle of the gasoline hose or pipe against tank or container to prevent spark from static electricity.

4435. Removing filling plug while gasoline blow torch or furnace is burning is prohibited.

4436. Replace filling plug on blow torch or furnace immediately after filling. Examine torch or furnace for leak and see that filling plug is tight before lighting.
4437. Not less than once each week, test each gasoline blow torch or furnace by emptying the contents, applying air pressure by means of the hand pump and, while under pressure, submerge the tank in water. If there is indication of leak, relieve the pressure, mark torch or furnace “defective” and ask supervisor for instructions as to disposition.

4438. Using kerosene or gasoline to encourage fire in stove or fire box is prohibited.

4439. Using cutting or welding apparatus, hot rivet or other source of heat while working on or in container which has been used for oil, gasoline or other inflammable before removing all sediment, thoroughly washing out with water and steaming until all trace of oil, gasoline or fume is removed, is prohibited.

4440. Smoking or using open flame while working on or near storage battery is prohibited.

4441. Using open flame torch for illumination in confined space or close quarters such as steam dome, smoke box, etc., is prohibited. Keep lighted open flame torch within line of vision at all times.

4442. Lighting any torch from fire in engine fire box is prohibited.

4443. Stand to side of door or opening when lighting oil or gas forge, furnace or heater.

4444. When extinguishing or shutting down furnace, forge, tire heater or other such equipment, shut off fuel supply before turning off air.

4445. The use of open flame torch or lanterns is prohibited.
tern, cutting torch, etc., inside of coal or charcoal storage bin or bunker before dust is completely settled and thoroughly sprayed with water is prohibited. A dusty surface must be kept wet to keep dust from rising while work is being performed.

4446. Wearing clothing saturated with grease, oil or other inflammables, is prohibited.

4447. Placing paper, waste or other inflammable material close to or on stove, furnace, steam pipe, radiator, locker, switchboard or electric wiring is prohibited.

4448. Throwing water or spitting on molten metal is prohibited. (Does not apply in foundry in case of “run-out.”)

4449. Placing wet or damp tool or object in molten metal is prohibited.

4450. Emptying oil drums, reservoirs or containers by use of air pressure is prohibited.

WORKING ON OR ABOUT MACHINERY

4460. Operation of machinery or equipment, unless authorized to do so, is prohibited.

4461. Report to Foreman or supervisory officer any defect in guarding of or the absence of guard on machine or appliance required by law or rule to be guarded.

4462. Removing guard is prohibited, except for purpose of repair, and then only with consent of Foreman.

4463. Operating a machine or appliance without safety guard or with safety guard out of position, except for test purpose during repair, is prohibited. (When nature of
work requires, exception to this rule may be authorized by Master Mechanic or General Foreman, but only when it is safe to do so and work performed in presence of a supervisor.)

4464. Repairing, cleaning, oiling or adjusting machine while it is in motion is prohibited. (Exception to this rule may be authorized by Foreman, but only when it is safe to do so.)

4465. Standing or climbing on moving machine is prohibited. Being on or inside guard rail of moving machine is prohibited. Standing on top of electric motor is prohibited.

4466. Repairing, dismantling or assembling motor driven machine without first opening power switch and placing a "Danger—Do not operate" sign on switch, is prohibited. In case of machine driven from line shaft, tie belt shifter in off position and place "DANGER" sign on same.

4467. Shut down drive motor before changing blades, or dies on shear, punch or forging machine or wood working machine.

4468. Leaving unattended, a machine in operation or with motor running, is prohibited.

4469. All set screws in revolving spindles or shafts must be flush, countersunk or protected by a collar.

4470. Placing hand on moving belt is prohibited.

4471. Operating machine with defective belt shifter or with "creeping" belt is prohibited.
4472. Secure material properly before performing machine work on it.
4473. Leaving material or tool, which is likely to fall off, on machine is prohibited.
4474. Leaving wrench in chuck of boring mill or lathe or other machine is prohibited.
4475. Changing gears on a lathe while it is in motion, unless machine construction permits, is prohibited.
4476. Using hand to remove chip, cutting or scale from drill, hammer, press or other machine, is prohibited. Use brush or broom.
4477. Using hands to place blocks, tools or other material on anvil or die of power hammer is prohibited.
4478. Riding on table of machine, unless authorized by Foreman, is prohibited.
4479. Standing in front of power press when two or more metal blocks are being used to transmit force to object under the press, is prohibited.
4480. Grinding on other than grinding face of emery wheel is prohibited. Tool rest must not be more than 1/8 inch from wheel.
4481. Placing tool or material inside of enclosure formed by machine guard or switch box, is prohibited.
4482. Standing close to and watching forging operations unnecessarily is prohibited.
4483. Using circular rip saw not equipped with spreader is prohibited.
4484. Use push-stick of sufficient length to feed short piece of wood or end of long piece through and clear of circular rip saw. Using fingers for this purpose is prohibited.
4485. Stand to side of circular rip saw to avoid being struck in event of kick-back. Keep loose or scrap material away from saw blade.

4486. On wood working machinery, perform all off-bearing operations on end opposite to feed, or away from cutting edge or side of tool.

4487. Riding on or stepping across mechanical or gravity conveyor is prohibited.

4488. When cranking gasoline motor:
(a) Turn ignition off, open choke and turn motor several times.
(b) Retard spark fully and turn on ignition.
(c) Properly engage crank to shaft, start cranking by lifting on crank, keeping fingers and thumb on same side of handle and body as far away as possible. If necessary to spin motor with ignition on, start with upward motion of crank.

4489. When operating bar shears, placing hand between stock and shear guard is prohibited. Use tongs for material too short to be held down by guard.

POWER PLANT AND ELECTRICAL

4500. Working on or touching electrical conductor or apparatus, unless authorized to do so, is prohibited.

When so engaged, employes authorized and required to do electrical work shall be governed also by Safety Rules for Telegraph, Signal and Electrical employes.

4501. Touching third rail with person, tool or material is prohibited. If necessary
to remove objects therefrom, use rubber
gloves or dry wooden stick.

4502. Allowing person, tool or material to
touch live wire or apparatus, is prohibited.

4503. Playing stream of water on third
rail or electric wire is prohibited. Have
power shut off if necessary to direct hose
stream close to high tension wire or appa-
ratus.

4504. Use of hand extinguisher for fire
around electric circuit, unless approved for
the purpose, is prohibited. When using
chemical extinguisher, use care to avoid
being overcome by fumes.

4505. Touching wire or other object
hanging from power transmission, catenary
system of other electric wires is prohibited.
Report such a condition to immediate super-
visor at once and, if possible, leave someone
to watch it.

4506. Entering sub-station or power
plant unless authorized and in performance
of duty is prohibited.

4507. Standing with hands behind back,
with back toward generator or switchboard,
is prohibited.

4508. Using bolt, rivet, cotter key or other
object as a jumper, in place of a fuse, is pro-
hibited.

4509. Secure latch on observation door
after each inspection of fire in stationary
boiler.

4510. Shut off force draft before inspect-
ing or cleaning fires.

4511. Close top and bottom gauge valves
and open gauge glass blow down valve before
wiping or cleaning gauge glass.

4512. Entering stationary boiler drum without having the crown valve, blow off valve and feed-water heater valve closed and locked is prohibited.

4513. Entering combustion or soot chamber of stationary boiler to remove soot before boiler has been thoroughly cooled and soot saturated with water, and another employee has been stationed immediately outside the opening, is prohibited.

4514. Working on or examining the inside of cylinder or any moving part of air compressor, hydraulic pump or stationary engine without blocking the flywheel or crosshead and opening the cylinder at both ends is prohibited.

4515. Attempting to start steam driven stationary engine which is on center by turning on steam and rocking it off center with hands or feet is prohibited. See that throttle valve is closed and cylinder cocks are open and use lever provided for the purpose and turn engine at least once manually before turning on steam.

4516. Stop operation of stoker before attempting to renew shear pin in clutch.

4517. Before working on high pressure pipe line or high pressure apparatus see that control valves which are closed for the purpose of cutting out the lines or apparatus are properly tagged with “Danger—Do not operate” sign.

4518. Trimming coal in bunker without safety belt and line and when unaccompanied
is prohibited. (Adjust rope so there will not be more than 3 feet of slack.)

**PIPE LINES**

4530. Working on steam, air, gas or oil line or operating valve or regulator unless authorized, is prohibited.

4531. Close control valve and place “Danger—Do not operate” sign on valve and release pressure remaining in line before cutting a steam, air, oil or gas line.

4532. Close shut-off valve in yard line before disconnecting yard air or steam hose from car or draft of cars.

4533. Detach steam, air or water hose from yard line and lay hose closely along rail when not in use.

4534. Be sure all persons are in a safe position before blowing dirt or condensation from pressure line or equipment.

**GAS CUTTING AND WELDING**

(In addition to rules shown below, INSTRUCTIONS FOR THE SAFE HANDLING AND CARE OF OXYGEN, ACETYLENE OR OTHER GAS CYLINDERS, ETC. (20-A) must be observed.)

4550. Operating gas cutting or welding outfit unless authorized to do so is prohibited.

4551. Lifting or transporting gas cylinder by crane, derrick or hoist, is prohibited.

4552. Throwing, dropping or otherwise roughly handling loaded or empty gas cylinders is prohibited.

4553. Using leaking gas cylinder is prohibited. Remove to open air clear of inflamm-
mable material or anything that will cause gas to ignite.

4554. Allowing gas cylinder to stand near furnace, steam pipe or other source of heat is prohibited.

4555. Attempting to repair gas cylinder or valve by any method is prohibited.

4556. Use flint lighter to light gas cutting or welding torch. Using match or other source of open flame for this purpose is prohibited. Hold torch in downward position and in direction away from other employee.

4557. Lighted gas welding torch must be kept within the operator's field of vision at all times.

4558. Removing valve key on gas cylinder while in use is prohibited.

4559. Leaving torch on pressure line unless valves at other end of hose are closed is prohibited.

4560. Using leaking hose or connection on gas cylinder is prohibited.

4561. Before making repairs to gas hose, torch, gauge, or regulator, disconnect them from the tank.

4562. Changing or adjusting pressure on regulator with torch valves closed is prohibited.

4563. Close valve and remove key of gas cylinder when not in use.

4564. Using open flame or smoking in gas storage building is prohibited.

4565. Using oil or grease on gas torch, gauge, regulator or hose connection is prohibited.

4566. Laying object to be heated, cut or
welded across gas cylinder is prohibited.

4567. Before cutting through sheet, plate or other part, be certain that there is no person on other side who might be burned.

4568. 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.

4569. Operating torch on or near receptacle where gas might be generated from oil, grease, gasoline, etc., or where fumes from torch might accumulate, is prohibited. (Scrap box, waste or rubbish can, tool bin, etc.)

4570. Laying down lighted torch is prohibited.

4571. Passing lighted torch from one employe to another, or climbing with lighted torch, is prohibited.

EYE PROTECTION

4600. Wear prescribed goggles, properly fitted, when engaged in work listed below:
(a) Acid or other irritant—using or handling in open container.
(b) Adzing.
(c) Air or electric hand tool—using.
(d) Blowing with compressed air or steam.
(e) Brazing with coke or gas.
(f) Coaling or sanding engine, or cleaning ash pan.
(g) Concrete, stone, asphalt or cemented ballast—breaking or cutting.
(h) Frozen material (ground, gravel, cinder, ballast, coal or ice)—using handle tool to break or loosen.
(i) Furnace—observing heat in.
(j) Gas cutting or welding or heating.
(k) Grinding wheel—using or dressing.
(l) Lubricator—filling or draining.
(m) Metal cutting, punching or spraying machinery—operating.
(n) Molten metal—heating, pouring or otherwise handling.
(o) Nail or spike—pulling or driving.
(p) Rivet—heating.
(q) Rivet or stay bolt—bucking up.
(r) Scaling or scraping.
(s) Steam heat connection on passenger equipment—striking wedge.
(t) Striking metal against metal, or holding metal to be struck with metal.
(u) Turning wood on lathe.
(v) Performing other work hazardous to eyes. (To be determined by supervisory employe in charge.)

4601. Employes near enough to the above operations to be exposed to their hazards must also wear prescribed goggles.

4602. An employe who is blind in one eye must wear protective goggles at all times while on Company working premises.

4603. Carrying rigid bridge or spectacle type goggles in pocket, except in case provided, is prohibited. Keep goggles in case and separated from material, tools or other objects in tool box, bin, drawer, cupboard, locker or other container.

4604. Use helmet or hand shield equipped with prescribed protective glass when electric welding or cutting or watching such operations.
4605. Use proper screen when electric welding or cutting, unless impracticable.

**ELEVATORS**

4625. Operation of elevator by unauthorized person is prohibited.

4626. Unnecessarily talking to or otherwise distracting elevator operator is prohibited.

4627. Getting on or off moving elevator is prohibited.

4628. See that person or object on elevator is clear before starting elevator.

4629. Moving trucks, wagons or trailers on or off elevator, before elevator has completely stopped level with floor, is prohibited.

4630. Opening gate in shaft enclosure at floor other than that at which elevator is located, is prohibited. Moving elevator from any floor, unless gate in shaft enclosure is closed, is prohibited.

4631. Reaching into or placing any portion of body into shaft or through shaft enclosure to manipulate elevator controls or for other purpose, unless power is shut off, is prohibited.

4632. Using floor of a two entrance elevator as a passageway is prohibited.

4633. Place blocking of sufficient height to protect workmen before cleaning, inspecting or making repairs in elevator pit.

**MECHANICAL REFRIGERATING OR AIR CONDITIONING UNITS**

The refrigerant generally used in mechanical refrigerating systems on air conditioned passenger equipment has a low boiling point.
and if it comes in contact with the skin or eyes will give serious burn.

It is practically odorless and the sense of smell does not warn of the presence of leaks in the refrigerating system. Leaks are detected by the use of a special blow torch.

4650. Provide ample ventilation for any confined space where the refrigerant is handled, stored or in use.

4651. When handling or working around the refrigerant, use every precaution to keep it from coming in contact with the skin or eyes.

4652. Wear goggles when performing the following operations: (Dustworkers or Type 4 goggles to be used for this work.)

(a) Adding refrigerant to or removing it from the cooling system.

(b) Checking refrigerating system for leaks.

(c) Any other operation involving the connection or disconnection of refrigerant lines or where there is the slightest possibility of coming in contact with the refrigerant.

4653. Except for the leak detector torch, keep open lights, fires, lanterns or heated surfaces away from all places where the refrigerant is handled, stored or in use.

4654. Follow manufacturer's instructions covering the operation of leak detector torch. Remove torch suction hose from leak as soon as leak is located. Unnecessarily allowing the refrigerant to be sucked into torch hose is prohibited.

4655. If possible, refrain from breathing fumes from leak detector torch, especially
when flame indicates presence of refrigerant leak. Have ample ventilation when using leak detector torch but keep torch away from draft so that flame will completely surround the burner.

COUPLING AND UNCOUPLING

4700. Going between or in front of moving engines or cars is prohibited.

4701. Look in both directions to see whether engine or car is approaching before going between standing equipment.

4702. Giving signal to move engine or car while an employe is between cars, or engine and cars, is prohibited.

4703. Keep clear of track and face moving engine or car when making coupling.

4704. Use lever to uncouple. If lever is inoperative have proper understanding and full protection before lifting pin by other means.

4705. The use of both hands at same time on Carmer release lever to uncouple moving cars is prohibited.

4706. Placing full weight with one or both feet on Carmer release lever is prohibited.

4707. Stepping from one car to another after cut has been made between them is prohibited.

4708. Using finger in hole at bottom of coupler to adjust lock pin is prohibited.

4709. Stepping in front of moving engine or car to adjust drawbar, knuckle or lock pin, or using foot or hand to adjust them from any position when they are about to come together is prohibited.
4710. When stepping from between engines or cars avoid being struck by equipment in motion on adjacent track.

4711. Before uncoupling air hose by hand have both angle cocks on air line closed; firm hold with both hands on hose; gradually break connection, if possible, to reduce pressure remaining in hose before completely uncoupling.

4712. Before reducing brake pipe pressure with angle cock, hold hose firmly at coupling to prevent it flying around.

4713. Before uncoupling steam connection, close valve on both sides of joint. Relieve pressure by bleeding gravity trap on coupler head so equipped; on those not so equipped, relieve pressure by tapping on under side of head. Keep body clear of joint while completing uncoupling.

4714. When removing steam connection from carrying chain on tender or car, keep hands and other parts of body clear of end of connection to avoid burns from hot water that may have accumulated in low parts of connection.

4715. Leaning beyond line of moving passenger car to operate steam heat valves located on the outside of platform, is prohibited.

GETTING ON OR OFF EQUIPMENT

4730. Getting on or off moving engine, tender or car is prohibited.

4731. Before getting off standing equipment, look in both directions for engine, car, train, truck or tractor moving on adjacent track or platform.
4732. When coming out gangway of engine to steps, going up or down vertical steps or ladder on equipment, or stepping from roof of car to brake board, face the equipment and place ball of foot firmly on step, ladder or brake board before placing weight on it.

4733. While going up or down ladder on car or tender, keep feet turned slightly sideways and place portion of balls of feet on ladder rungs. Keep body as close to ladder as possible.

4734. When getting off standing equipment retain hand hold until foot is firmly placed to avoid falling, slipping, tripping or turning ankle.

4735. Jumping off end sill or swinging up or down between two cars or other equipment with a hand on each one is prohibited.

4736. Before getting on or off standing equipment at low platform, see that vestibule trap door is secured in open position; at high platform, that trap door is secured in closed position.

4737. Before boarding, riding on or alighting from engine or other rolling equipment being handled with shop cards attached, ascertain why it was shopped and avoid use of defective parts, if defect makes their use unsafe.

RIDING OR BEING ON EQUIPMENT

4750. Riding engine, tender or car except when required for performance of duty is prohibited.
4751. Riding leading footboard of engine, tender or tractor or on footboard between equipment, is prohibited.

4752. Riding on or astride the raised end of a drop end gondola car is prohibited.

4753. Riding on side of engine or car or leaning beyond line of cab or car while it is being moved over turntable, or in or out of shop or enginehouse, is prohibited.

4754. Riding on crane or idler car of locomotive crane, except for performance of duty and unless operator has been notified, is prohibited.

4755. Sitting on handrail, uncoupling rod or drawhead of engine or tender, is prohibited.

4756. Standing or placing arm, leg or other part of body between side or end of car and lumber, pipe or other lading likely to shift, is prohibited.

4757. Passing from one moving car to another, except when on passenger train, is prohibited.

4758. Maintain lookout in direction engine or car is moving to avoid coming in contact with structure alongside of or over track, or with car, engine or train on adjacent track. (Bridge, building, coal chute and apron, fence, platform, pole, stock chute or pen, switch standard, lamp, target, signal, standpipe, etc.)

4759. Riding on end of car or trailing footboard of engine or tender without a secure handhold, is prohibited.

4760. Riding between cars or between engine and car with one foot on one car or en-
gine and the other foot on the adjoining equipment is prohibited.

4761. Before riding inside drop-end gondola car with end gate up, or climbing over gate, assure yourself it is securely latched.

4762. Hanging on car door with feet on truss rods, or hanging on handholds with feet on truck, is prohibited.

4763. Hanging leg over side or sitting on brake wheel of moving car is prohibited.

4764. Placing hand on latch or in jamb of end gate on drop end gondola, or using side of car within swing of end gate as a hand hold, is prohibited.

SELF-PROPELLED TRUCKS OR TRACTORS

4801. Operation of, or riding upon, trucks or tractors by unauthorized persons, is prohibited.

4802. Inspect trucks and tractors daily before being used. Report defective trucks or tractors promptly.

4803. Test brakes and alarm each day before starting to use truck, to see that they are in good working order. If found inoperative, report to foreman immediately.

4804. Test limit switches, on trucks equipped with hoists, each day before starting to work by raising hoist until limit switch operates. If found inoperative, report to Foreman immediately.

4805. Operate double-end electric trucks from forward end, except when going down inclines, entering elevators or when end of truck is being placed close to wall or other

56
obstruction. Face direction in which truck is moving.

4806. Remove operating lever and remove or place steering handle in vertical position and secure it, when truck is on elevator, when loading or unloading material, or when operator is not on truck.

4807. See that load is properly and safely placed upon truck and trailer. Hauling unsafely loaded material on trucks or trailers is prohibited.

4808. Speeding, reckless driving or other careless operation of trucks or tractors is prohibited.

4809. Reduce speed, sound alarm and be prepared to stop short of objects or persons when rounding corners, passing doorways or congested places.

4810. Hang a red flag or cloth on end of long pieces of material which extend beyond end of truck. See that such material does not strike or foul anything, especially when rounding corners.

4811. Leaving trucks or tractors on or close to tracks where they may be struck by moving engines or cars, is prohibited.

4812. Look in both directions before driving across tracks. Driving across tracks closely in front of moving train, engine or car or after it has passed, until sure no other engine, car or train is approaching, is prohibited. (To demonstrate compliance with this rule it will be necessary to turn head in each direction before crossing each track.)

4813. Bumping doors open or shut with truck or tractor is prohibited.
4814. Parking truck or tractor on an incline is prohibited.

4815. Keep truck or tractor brakes applied while on elevator.

4816. Coupling or uncoupling trucks or trailers in motion or without knowledge of operator, is prohibited.

4817. Riding on running board of auto truck is prohibited.

4818. Leaving trucks, tractors or other gasoline driven vehicles with motors running and no one in attendance is prohibited. Turn off ignition before refueling.

4819. When necessary to truck over crossings where there are gates, stop and secure truck clear of tracks until gate has been opened and stop and secure truck clear of tracks on opposite side before closing gate. Trucking over tracks closely in front of an approaching train is prohibited.

4820. Pushing empty or loaded four-wheel trucks or trailers out of the way by foot or with self-propelled truck or tractor, is prohibited. Pull them clear by hand.

4821. Getting on or off moving truck is prohibited.

4822. Reversing power before truck or tractor has come to a complete stop is prohibited.

4823. In coupling or uncoupling keep hands clear of ring on truck handle and catch.

4824. Operating a truck with any part of hand extending over end of steering handle, is prohibited.
4825. Placing battery charging plugs in receptacle before controllers of electric trucks and tractors are in off position, is prohibited.

4826. When assigned as a helper on shop truck or tractor, if necessary to walk to another location, walk behind the truck or tractor.