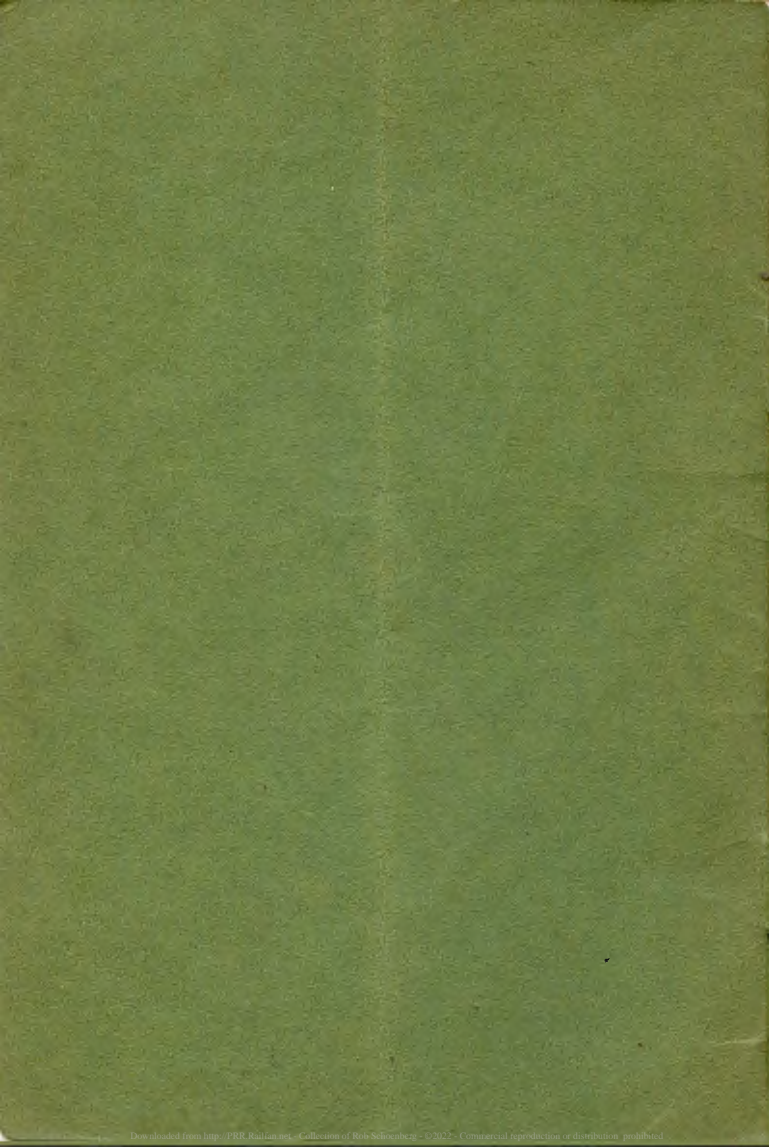


C. T. 507
PENNSYLVANIA SYSTEM

INSTRUCTIONS
FOR THE
GUIDANCE AND PROTECTION
OF
NEW AND INEXPERIENCED
EMPLOYEES

NOVEMBER 1, 1912

REISSUED NOVEMBER 1, 1916
REVISED SEPTEMBER 1, 1922



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INSTRUCTIONS
FOR THE
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OF
NEW AND INEXPERIENCED EMPLOYEES

These instructions are for the purpose of preventing injury to new and inexperienced employes. They must be imparted to employes on their entering the service by the employing officer, or other properly authorized person, who will furnish a copy to each new entrant, take a receipt for and maintain a record of same. While certain lines of work have been classified, the full instructions must, in all cases, be imparted.

Supervisory officers shall be held responsible for the transmittal of these instructions to new and inexperienced employes under their jurisdiction.

Nothing in these instructions is to be considered as relieving employes from observing rules, orders and notices issued by the department in which they may be employed.

C. S. Krick,
General Manager, Eastern Region.

R. E. McCarty,
General Manager, Central Region.

T. B. Hamilton,
General Manager, Northwestern Region.

I. W. Geer,
General Manager, Southwestern Region.

P. F. Smith, Jr.,
Works Manager, Altoona Works.

September 1, 1922.

IN ALL WORK ON OR ABOUT A RAILROAD:

(1) Don't act without a clear knowledge of the purpose of any operation, nor attempt to perform unfamiliar work, without previous instruction.

(2) Don't give, nor accept a signal unless sure to what train or movement it applies.

(3) Don't pass under a derrick while it is handling a load.

(4) Don't fail to give prompt heed to all warning, such as guardropes, printed clearance notices, etc.

(5) Don't hold a telephone receiver during lightning storms in a manner that will bring your person in contact with any metallic substance.

(6) Don't leave trucks on passenger platforms without locking wheels and leaving handle up.

(7) Watchmen, Patrolmen, Track Walkers, and others on duty which makes it necessary for them to be on the track, where there are two or more tracks, should travel against the current of traffic, keeping a sharp look-out in both directions for approaching trains.

In case of Fog, Snow Storm or other weather conditions obscuring the view, they will move to a place of safety, preferably clear of all tracks, when they hear a train approaching. (About one-half of all fatalities to employes are due to being struck by trains.)

WHEN WORKING ON OR ABOUT CARS OR ENGINES:

(1) Don't stand, nor place any part of body, between lading and end of cars loaded with lumber, or other freight liable to shift.

(2) Don't step in front of nor attempt to adjust

couplers on moving cars, nor stand with back to cars coupled to engine.

(3) Don't stand between cars when coupling.

(4) Don't stand close to pole or rope, when poling or roping cars.

(5) Don't use safety appliances or attachments in bad order; either repair them, or this being impracticable, report condition to proper person for repairs.

(6) Don't use hand brakes to control speed of cars before trying them.

(7) Don't board nor alight from trains at night until sure there are no obstructions or openings to cause injury, such as bridges, culverts, interlocking machinery, trucks at stations, etc. Always use your hand lamp.

(8) Don't lean beyond the line of cab or car, without exercising care, to avoid being struck at points of limited clearance.

(9) Don't attempt to hang or turn marker lamps without securing a firm hold.

(10) Don't hang on a car door with feet on truss rods to bleed car; door may come off, or your hold slip.

(11) Don't try to throw a switch immediately in front of a moving train, nor stand with your back to a train when throwing a switch.

(12) Don't charge gasoline lamps near an engine, or flame of any kind.

(13) Don't board, nor alight from trains in motion, unless necessary in the line of duty.

(14) Don't step on footboards on pilot or tender when engine is approaching you.

(15) Don't go under a train to make repairs or adjustments, until full protection has been secured.

(16) Don't move an engine before ringing the bell to warn those working about it.

(17) Don't get under an engine before knowing it is secured.

(18) Don't open blow-off cock, sound whistle, operate air pump, injector, or open cylinder cocks on an engine, without notifying men who may be working about the engine.

(19) Don't go between or under cars when not working on same.

(20) Don't stand on the end of a car without a secure hold, nor use the end gate of a gondola for a handhold.

(21) Don't put your hand between the lock-pin and the end sill, nor hold cutting lever while making a coupling.

(22) Don't overload engine tenders with coal in such a manner that it may fall off.

(23) Don't place fire tools on engine tenders where they are liable to fall off or extend over the side.

(24) Don't leave cars on sidings, or yard tracks, where they will not clear man riding side of car on adjacent track.

(25) Don't place cars on a siding, or yard track, so close to a crossing as to obstruct view of public. Keep them as far away as possible.

(26) Don't open trap doors on vestibule cars when riding on passenger trains. Authorized employes, only, should do this.

WHEN WORKING ON OR ABOUT TRACKS:

(1) Don't stand within swing of tools in the hands of other workmen, nor in front of rivets, nuts or bolts being chiseled off.

(2) Don't ride on flat cars, with legs hanging over the side of the car.

(3) Don't think because a wire is dangling it is harmless. If necessary to remove it, use two dry sticks or boards.

(4) Don't pass between cars, or cars and engines temporarily uncoupled, or take refuge under cars from rain or other causes, unless fully protected.

(5) Don't walk on frogs, switches, guard-rails, or interlocking machinery and connections.

(6) Don't stand on a track while a train is passing. Clear all tracks if practicable. If not practicable, stand between the tracks.

(7) Don't divide a gang of track men on both sides of track to clear passing train. All must clear on the same side with Foreman, if practicable.

(8) Don't use tools in bad order.

(9) Watchmen, Patrolmen, Track Walkers and others on duty which makes it necessary for them to be on the track, where there are two or more tracks, should travel against the current of traffic, keeping a sharp look-out in both directions for approaching trains.

In case of Fog, Snow Storm or other weather conditions obscuring the view they will move to a place of safety, preferably clear of all tracks, when they hear a train approaching. (About eight out of every ten fatalities to M. W. Employees are due to being struck by trains).

(10) Don't rub your face with your hands while handling creosoted material as a burn or infection is likely to result.

(11) Don't handle rails, ties or other heavy material without extra care to prevent injury. (Half of all injuries to track men happen while loading, unloading, lifting, piling, placing or carrying ties, timbers, rails, frogs and other material.)

WHEN WORKING IN OR ABOUT SHOPS OR FOUNDRIES :

(1) Don't use tools or appliances, nor touch machinery or belts, until you have been fully instructed as to their proper use and care.

(2) Don't move a locomotive without being authorized by your Foreman, or his representative, and ringing the bell before starting.

(3) Don't walk through escaping steam; go around it.

(4) Don't walk in front of wheels when rolling them unmounted, and when pushing mounted wheels push at center of axle and not on rim.

(5) Don't go under a car on jacks unless car is trestled or blocked.

(6) Don't use jacks until you know they are properly set, or start to jack a car up before securing the truck at the other end.

(7) Don't stand near a cable or chain, when heavy pull is being made.

(8) Don't wear gloves or loose clothes when working with machinery or tools.

(9) Don't use tools in bad order.

(10) Don't guide center pins with hands when lowering car body on trucks.

(11) Don't jump across engine pits; walk around them.

(12) Don't leave trucks, baggage, mail, or other material too close to the tracks.

(13) Don't wear heavy ear muffs or coverings when working about tracks, yards, or engine houses in winter.

(14) Don't shift drafts of cars without having a man on the front end to protect it and warn other workmen.

(15) Don't throw tools or material from or out of cars, engines or buildings, unless you are sure no other workmen are about or unless you have warned them.

(16) Don't walk out of door-ways leading across tracks without looking in both directions for approaching cars or engines.

(17) Don't use compressed air to blow dirt from clothes.

(18) Don't work outside of windows or on steep pitched roofs without using a safety rope or belt.

(19) Don't knock broken window glass from the sash and let it fall outside the building. Remove it carefully with hands and deposit it properly inside the building.

(20) Don't throw waste, water, fruit cores, or skins about the shop or out of windows.

(21) Don't use defective ladders or trestles.

(22) Don't stand or climb up on motors or machinery to reach another object. Use a ladder.

(23) Don't scuffle or indulge in horse-play.

(24) Don't get on or off elevators while they are in motion.

(25) Don't grind, rivet or chip metal without wearing goggles, nor stand in front of or watch chipping operations.

(26) Don't leave rolling wheels, mounted or unmounted, before they stop.

(27) Don't run across crossings in front of moving cars.

(28) Don't coast down inclines on wagons or trucks.

(29) Don't heat chains, iron or other material by dipping them in molten metal.

(30) Don't throw water on molten metal.

(31) Don't use a chisel, cutter, punch or other hand tool that has a hooded or mushroomed head.

(32) Don't use a file as a wedge or pry-bar nor strike it with a hammer.

(33) Don't cut off rivet heads or back out rivets or bolts without taking precautions to prevent them from flying.

(34) Don't grind on the sides of emery wheels.

(35) Don't clean machinery while it is in motion.

(36) Don't shift a moving belt by hand.

(37) Don't pile boxes, crates, castings or other material carelessly.

(38) Don't leave tools or material on window sills or where they will fall or be jarred down.

(39) Don't place oily waste, paper, etc., on or around radiators or steam pipes.

(40) Don't place tools or material inside of enclosures formed by machine guards.

(41) Don't stand on the same side of hand tool as the man using the sledge.

(42) Don't stand close to and watch forging operations.

(43) Don't walk beneath or stand in the path of a load on a crane.

(44) Don't ride on a load being transported by a crane.

(45) Don't bump doors open with trucks or wagons.

(46) Don't let boards lie around with nails sticking up.

(47) Don't handle compressed gas tanks roughly.

(48) Don't watch electric welding operations.

(49) Don't neglect an injury regardless of how slight. Report it to your supervising officer at once and don't fail to get medical treatment promptly.

WHEN WORKING IN OR ABOUT ELECTRIC OPERATIONS:

(1) Don't touch dynamos, generators, switchboards or other electric appliances, or wires connected therewith, before being fully instructed as to their use.

(2) Don't connect, nor disconnect, bus line jumper cables between electric cars when all cars in the train, or draft, are not either in contact with or entirely disconnected from the third rail or trol-

ley, without first opening the compressor, lighting and heating switches on cars not making contact.

(3) Don't touch the third rail with person or tools. If necessary to remove an object therefrom, use a *dry* wooden stick.

(4) Don't handle broken power wires without proper protection.

(5) Don't use water to smother electrical flames; use sand or dry earth.

(6) Don't stand with your hands behind your back with your back towards generator or switchboard.

(7) Don't play a stream of water on third rail or electric wire.

